August 15,2019

 **VOLUNTEER SERVICES GENERAL SITE VENDORS’ MARKET POLICIES** To ensure the effective and efficient operation of the Vendors’ Market, North York General (NYGH) Volunteer Services have put in place the following Policies:

 **Daily Fees: January, February, March, April: $125**

**May, June, July, August: $150**

**September, October, November and December: $200**

 **Terms of Payment:**

1. Payments are due at the time of booking or by of **January 1st of the year** **the sale date**. Failure to do so may result in cancellation of the sale date(s). At the initial time of booking the Vendors’ Market Coordinator, who is a registered NYGH volunteer, will send a “Confirmation of Sale Date” form that lists your sales and payment due dates**.**

2. **Payments are payable to “NYGH Volunteer Services” and must be dated 30 days before the sale date.** Payments are nonrefundable. The Vendors’ Market Coordinator will not se**n**d

reminders so please note your dates.

3. **If your payment is not received 30 days prior to your sale date, the date will be cancelled and assigned to a different vendor**. Repeated non-payments will result in permanent removal from the Vendors′ Market program.

4. If a cheque is returned**,** for any reason, you will be required to reimburse NYGH Volunteer

Services within seven business days of notification. Reimbursement consists of the daily fee plus a Service Charge of $25.

 **Cancellation Policy**

1. The Vendor must provide the Vendors’ Market Coordinator with written email cancellation notice of at least **30 days** prior to the booking date in order to qualify for a refund. Acceptable forms of written notice are mail, or email. A refund or alternate booking date will not be available for late notification of cancellation or in the event of a “no show”. A refund will be issued if the Vendors’ Market Coordinator is able to find a replacement vendor, even in the case of late notice.

2. The Vendors’ Market Coordinator reserves the right to cancel any booking. Hospital requirements will take priority over Vendors’ Market bookings and a last minute cancellation may occur. In this event, the vendor will be refunded the daily fee or assigned a mutually acceptable replacement date.

3. **Repeated cancellations will result in the removal of a vendor from the Vendors’ Market program**.

 **Conditions of Rental of Kiosk**

All vendors must conduct themselves and their businesses in a legal, professional manner at all times. All merchandise sold must be approved for sale within Canada; this includes any **“knock off”** merchandise.

1. **Set Up:** Vendors may begin to set up at 8:00 a.m. and merchandise must be removed by

6:00 p.m. the same day.

2. **Unloading:** Vendors must unload their merchandise at the “Receiving Department” at the north end of the hospital. (Follow the road behind the “Emergency Department”, unload, and then park your vehicle in the visitors’ parking lot). Vendors must exit the organization using the “Receiving Department” as well. Vendors using any other entrance to load or unload merchandise will be removed from the program. Vendors must provide their own carts or dollies to transport merchandise; wheelchairs should never be used.

3. **Clothing racks & other merchandise racks:** merchandise must be displayed **only** in the area provided by the organization, not in the corridor or in front of other retail offerings within the Cafeteria. No merchandise or signs should be hung on the walls, pillars or vending machines.

4. **Quality vs. Quantity:** Vendors must keep in mind that the Vendors' Market **is not a flea market** so concern should be about the quality of the merchandise being displayed, not the quantity. Lingerie and underwear must remain in sealed manufacturers packaging.

5. **Advertising:** Advertising is limited within the Hospital. A vendor may place an identifying sign showing your company's name and can be posted within the defined sales area and must be removed when you leave.

6. **Handouts:** Volunteer Services will not provide photocopying services, so please come prepared with your information required.

7. **Clean Up:** Vendors must remove all garbage when they leave at the end of the day. Waste disposal containers are located beside the Vendors’ Market for small items; boxes bins must be taken away by the vendor.

8. **Parking:** All parking fees at the Hospital are the responsibility of the vendor and will not be discounted and/or reimbursed by the Hospital.

9. **Additional Equipment:** Vendors may use the provided fixtures and electrical outlets. All equipment must be CSA approved. The use of audio equipment, flashing lights and/or other possible annoyances is prohibited.

10. **Merchandise:** Vendors can sell only items listed on the Vendor Profile. Vendors must abide by all provincial and federal laws governing the sale of merchandise within Canada

11. **Security:** Volunteer Services and NYGH provide the Vendors’ Market area for you to display and sell your merchandise to the best advantage. However, they are  **not** responsible

for product security. It is up to you to provide sufficient sales staff to enable you to keep your products safe from theft.

12. **Personal Property:** Volunteer Services and NYGH assume no responsibility for personal property during the sale or for anything left behind when you leave.

13. **Solicitation:** Active solicitation of passers-by or promotion of off-site sales is not permitted. The vendor will not solicit employees or patrons of the hospital as future agents for their company.

 **General Rules & Regulations**

 All vendors must follow the NYGH Fragrance Free Policy; no open scents, no sampling of perfumes etc.

Open flames are not allowed.

Any verbal or physical abuse of NYGH volunteers, staff or patrons of the hospital will not be tolerated.

 It is the Vendor's responsibility to obtain a Vendor's Permit and to provide a copy to Volunteer

Services if requested.

 Vendors may not sell any products that conflict with existing retail areas, e.g.: Gift Shop, Cafeteria.

 Vendors cannot sell beverages or food items (vendors of specialty chocolates or candy are accepted).

 North York General Hospital does not guarantee potential sales or earnings during any sale date.

 **Scheduling**: Booking for the next year begins at the discretion of the Vendors’ Market Coordinator

Bookings are at the discretion of the Vendors’ Market Coordinator

Vacancies are filled as they occur

The Vendors’ Market Coordinator will not inform vendors of paydays or pay weeks

**Contacting the Vendors’ Market :**

 The vendor will use the contact information provided below to contact the Vendors’ Market Coordinator. **The vendor is not to contact the Vendors’ Market Coordinator at their personal residence**

Please allow at least 72 hours for the Vendors’ Market Coordinator to return messages

The Volunteer Services Department is unable to discuss matters relating to the Vendors’ Market

unless it is to notify the hospital about the current days booking

 Repeatedly contacting the Volunteer Services Department instead of the Vendors’ Market

Coordinator will result in removal from the program

Vendors’ Market Coordinator- General Site vendorp@nygh.on.ca

**VENDOR ACKNOWLEDGEMENT:** By signing the Declaration & Release Form, the Vendor acknowledges receipt of and agrees to comply with all the above policies, conditions and rules of the Vendors’ Market. The Vendors understands that failure to do so could result in termination of this agreement.

 **NYGH VENDORS’ MARKET DECLARATION & RELEASE FORM**

I, the undersigned, being over 18 years of age, have read and understand the Policies pertaining to the rental of space and participation in the VENDORS’ MARKET at North York General Hospital (NYGH), and do agree to follow them.

I, the undersigned, hereby indemnify and save harmless NYGH and NYGH Volunteer Services, from and against all claims, costs, liabilities and damages to persons, property or action for which NYGH VENDORS’ MARKET, NYGH Volunteer Services or NYGH, may become liable by reason of the Vendor's occupation and the use of space or breach or violation, negligence or unlawful acts of the Vendor or any agents, servants or invitee and against all costs, counsel fees, expenses and liabilities incurred in any such claim or action proceeding.

In addition, the undersigned represents and warrants that all products and merchandise sold at NYGH meet Canadian standards and have been approved for sale in Canada. The undersigned undertakes and agrees to inform NYGH Volunteer Services in the event that any of its products are defective or involved in a recall.

**COMPANY NAME**

COMPLETE IN FULL

**COMPANY REPRESENTATIVE**

PLEASE PRINT

**SIGNATURE** DATE\_

Please return this signed Form along with your Vendor Profile to indicate that you have read and

understood the Policies of the Vendors’ Market.

**VENDOR PROFILE- General Site**

**DATE:**

**VENDOR/COMPANYNAME:**



*Circle Product Line (required):*



|  |  |
| --- | --- |
| CONTACT NAME(S) |  |
| MAILING ADDRESS: |
| TELEPHONE: (B) (C) |
| **EMAIL ADDRESS: \*\*\*MANDATORY\*\*\*** |
|  | AccessoriesArtBooks Cellphones Children’s Clothes Chocolate/Candy | Clothing Cosmetics Educational Toys GiftsJewelleryLadies Fashions | Leather Goods Linens Uniforms ShoesPerfume |
| Description of Product(s): |

**FOR OFFICE USE ONLY**

**DATE BOOKED DATE PAID CHEQUE #**

**d/m/y d/m/y**

**Banking Information:**

**Additional Notes:**

**The Vendors’ Market is operational Monday through Friday. All vendors should be prepared to be booked on any of the selected dates. We are unable to give vendors only Thursdays and/or Fridays sales dates. Please fill out your sales dates choices below per quarter, please note that all vendors are limited to only 1 sales date for quarter. Thank you.**

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRST QUARTER** | **JANUARY** | **FEBRUARY** | **MARCH** |
| **1st Choice** |  |  |  |
| **2nd Choice** |  |  |  |
| **3rd Choice** |  |  |  |
| **SECOND QUARTER** | **APRIL** | **MAY** | **JUNE** |
| **1st Choice** |  |  |  |
| **2nd Choice** |  |  |  |
| **3rd Choice** |  |  |  |
| **THIRD QUARTER** | **JULY** | **AUGUST** | **SEPTEMBER** |
| **1st Choice** |  |  |  |
| **2nd Choice** |  |  |  |
| **3rd Choice** |  |  |  |
| **FOURTH QUARTER** | **OCTOBER** | **NOVEMBER** | **DECEMBER** |
| **1st Choice** |  |  |  |
| **2nd Choice** |  |  |  |
| **3rd Choice** |  |  |  |