# SK_Hosp_2col

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| **Vendor Information** | | |
| First Name: | Last Name: |  |
| Street Number: | Street/PO Box: | Apt: |
| City: | Province: | Postal Code: |
| Home#: | Business#: | Mobile#: |
| **E-mail Address:** | | |
| **Website:** | | |

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| **Description of all merchandise that will be sold (mark all that apply):** | | |
| Jewelry | Food Items | Handmade |
| Clothing | Baby, Toddler, Child | Canadian made |
| Accessories | Home and Entertaining | Locally made |
| Electronics and Gadgets | Personal Care | Environmentally Sustainable |
| Games and Toys | Services | Organic |
| Books | Other: | Health |
| Bedding and Accessories |  |  |

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| **Product price range: $** |

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| **Briefly describe your product:** |

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| **If you intend to sell copyrighted or trademark items please submit a permission letter with this application.** |

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| **Are you a vendor at another hospital?** **No**  **Yes - where:** |
| **How many days per month do you want to set-up at SickKids:** |
| **Which season is better for selling your product:** **Spring** **Summer** **Fall** **Winter** |

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| **Please e-mail completed forms to** [**vendor.tables@sickkids.ca**](mailto:vendor.tables@sickkids.ca) **or fax: 416-813-5103** |

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| **Office Use Only:** |

**Vendor Rules & Regulations**

Vendor will submit to SickKids the rental fee along with the signed agreement no later than 10 working days prior to the rental date. Failure to do so may result in cancellation of the booking.

**Vendor Area and Logistics**

* Vendor spaces are approximately 123” x 144”.
* Vendors must unload at Gerrard Street entrance by 7:00 am. or earlier and be set up by 8:00 am. Hours of operation are from 8:00 am to 4:00 pm.
* Vendors must keep their space neat and tidy at all times.
* All boxes to be disposed of must be taken away. Garbage must not be left on or around booth before, during or after service. Area must be left neat and tidy. A $60.00 clean up fee will be charged for any garbage left behind on the first incident. Further incidents may be subject to removal from the program. All storage boxes must be kept out of sight during service.
* Vendors may use the provided fixtures and electrical outlets. Vendor must ensure all electrical equipment used is CSA approved.
* Vendor shall not hang anything on the walls or from the ceiling.
* Vendor may use the back window ledge.
* SickKids is not responsible for lost or stolen merchandise.
* Parking rates are not discounted for Vendors. Please park at 525 University Ave. for the Early Bird Special.
* Vendors must bring their own change. SickKids Business Office or retail stores will not provide change.
* Vendors must make arrangements for breaks. SickKids staff will not cover for the Vendor.
* Vendors are not allowed to use the store facilities, including but not limited to phones or mirrors, for their customers
* Vendors product must not be placed outside of the designated space. Only two chairs allowed per booth .
* Sharp objects must be displayed in the original packaging or kept out of view and reach.

**Product Guidelines**

* Vendors are not permitted to make any medical claims or statements about any product or service they are selling. Any terms such as, but not limited to, *cure, treat, heal, pain, relief, remedy,* in regards to any medical conditions such as, but not limited to *diabetes, arthritis, migraines,* implied or expressed, verbal or in written form are strictly prohibited.
* Vendors selling copyrighted or trademarked products must submit permission letters with this Agreement.  To clarify, vendors shall not sell any counterfeit, replica, or knock-off merchandise at SickKids. Failure to provide a permission letter may result in a ban from the vendor program at SickKids.
* Vendors shall not sell illegal or dangerous items, and shall forthwith notify SickKids should any items sold become known to the vendor as unsafe afterwards (e.g. recalled food products).
* All pamphlets or brochures must be approved by SickKids prior to distribution.
* Vendor will sell only those items identified in the agreement. Vendor may be asked to remove items at any time in SickKids sole discretion.
* Vendor agrees to obtain prior written approval from SickKids for any and all marketing of products.

**Government Regulations**

* All products sold must comply with all regulations established by the applicable government agencies, including but not limited to the Electrical Safety Authority, Buildings, Fire and Health Departments of the City of Toronto. Vendors must provide a copy of the necessary licenses, permits or certificates with this Agreement.
* Vendors are prohibited from selling products made from **Lead or Cadmium** on SickKids property. Please visit Health Canada webpage at www.hc-sc.gc.ca or contact Health Canada directly at 1-866-225-0709 for more information.

**Vendor Fees and Payments**

* At the time of this contract the vendor space rental fee is $200 per day plus HST from January to November. December rates are $300 per day plus HST. Weekend rates are available; please contact the administrator for more information.
* Payments must be submitted with the contract at least 10 days prior to the booking date. The booking date is not secure unless payment has been received.
* SickKids has the right to terminate vendor participation at its sole discretion.
* Vendor must give 10 business days prior notice of cancellation in order to receive a refund. SickKids reserves the right to cancel any booking with 15 days notice. In the event of a no show, the Vendor forfeits the rental fee. Vendor shall not transfer this Agreement.
* In the event of a NSF cheque, a $25.00 service charge will be applied and the agreement may be cancelled.
* Accepted forms of payment: Cheque and Certified Cheque.
* Cheques must be post dated to the vendor date and is payable to: The Hospital for Sick Children.
* One cheque per booking is required. Do not provide a cheque for multiple dates.

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| **Contact information:** | |
| **Michelle Solomon**  **Vendor Administrator, Commercial Services**  **The Hospital for Sick Children**  **555 University Ave**  **Toronto, Ontario M5G 1X8**  **P. 416-813-8857**  **vendor.tables@sickkids.ca** | **Lori Franklin**  **Retail Operations Manager, Commercial Services**  **The Hospital for Sick Children**  **555 University Ave**  **Toronto, Ontario M5G 1X8**  **P. 416-813-2264**  **lori.franklin@sickkids.ca** |