



30 The Queensway, Toronto, ON M6R 1B5
www.stjoestoronto.ca

2019 Vendor Program Application

Application Process:

Existing Vendor Applications:

- Complete vendor bookings through the “SignUpGenius” link that was sent via email
- Complete and return the 2019 agreement, certificate of liability insurance and post-dated event cheques by January 1st, 2019.

New Vendor Applications:

- Read the 2019 Rules and Regulations
- Complete and sign the attached application form
- Provide pictures of your table/location set up
- Provide a full list of items that you would like to sell
- Provide at least one (1) reference (preferably in a healthcare setting)

We will review your application and may contact you for additional information. We will advise you of your application status in writing within thirty (30) days of your submission. Preference will be given to unique, handmade and/or Canadian made products.

Due to limited space and availability, we are not currently accepting new Jewellery and/or Accessories vendors. Please feel free to fill out an application to be added to our waiting list.

Please return documents using one of the following options:

<p>By email/ fax: Dayna McDowell Manager, Gift Shop & Vendor Program dmcdowell@stjoestoronto.ca Fax: (416) 530-6081</p>	<p>In Person: Gift Shop St. Joseph’s Health Centre Located in the Morrow Wing, 1st floor (416) 530-6486 ext. 3484</p>
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Vendor Fees:

Area 1: Located at the entrance of the Cafeteria and includes up to 3 tables.

October to December \$150 +HST

January to September \$125+HST

Area 3: Located in the Cafeteria across from the seating area and includes 2 tables.

October to December \$100 +HST

January to September \$75 +HST

Vendor Area/Location Set Up:

1. **Set Up:** Vendors may start setting up at 7:00 am.
2. **Delivery and Unloading:** Delivery and set up must be completed before 9:00 am. All loading and unloading must be done at the Shipping and Receiving Entrance (Turn off Sunnyside dr.) The Health Centre does not provide carts or dollies to transfer merchandise.
3. **Parking:** Vendors are responsible for all parking and transportation costs. Parking is available in both the OLM and Sunnyside parking garages. (<http://www.stjoestoronto.ca/patient-care-and-services/visitor-information/parking-at-st-joes/>)
4. **Display:** Merchandise must be displayed in an attractive and professional manner. All storage/delivery boxes must be kept out of sight. All additional racks/displays must be approved by the Gift Shop Manager and fit within the designated space. Any vendor blocking or obstructing the walking paths, exits or fire safety equipment will be asked to remove merchandise and leave the premises.
5. **Power:** Vendors may use the electrical outlets located behind the Vendor area. All electrical equipment must be CSA approved and be in good working condition. The Health Centre does not provide power cords, extension cords, or power bars etc.
6. **Signage and Advertising:** Vendors are not permitted to post and/or distribute signage. Merchandise and signage must not be hung from the windows, walls or ceiling.
7. **Tear Down:** All garbage, boxes etc. must be disposed of at the end of the day. A \$40.00 cleaning fee will be charged for any garbage/boxes left behind.
8. **Orders and Deliveries:** Vendors are not permitted to make deliveries to rooms and/or patients within the Health Centre.
9. **Refunds/Exchange:** The Health Centre is not responsible for any refunds, adjustments and/or exchanges.
10. **Security:** The Health Centre is not responsible for any lost, damaged or stolen items. Please do not approach staff, volunteers or visitors to cover breaks or monitor your merchandise.
11. **Smoking:** St Joseph's Health Centre is a non-smoking facility.

Rental Terms and Conditions

1. Vendors must only sell items identified in the 2019 agreement and approved by the Gift Shop Manager. The approval to sell items does not signify hospital endorsement of these products.
2. Vendors must abide by all provincial and federal laws governing the sale of merchandise within Canada.
3. Vendors must not sell any counterfeit, imitation or knock-off designer merchandise (e.g. Dior, Gucci, Pandora, Tiffany etc.)
4. Vendors are not permitted to sell products and/or services that make medical claims and/or statements to heal, treat, cure etc.
5. Vendors must not sell products that conflict with the existing Gift Shop and/or Food & Beverage establishments.
6. Vendors are not permitted to sell products that can be claimed under the St. Joseph's Health Centre benefits packages e.g. Prescription glasses.
7. Vendors must abide by the Health Centre's Fragrance Free Policy: no sampling of perfumes and no open scents.
8. Open flames are not permitted.
9. Vendors are required to carry a minimum of \$2,000,000 in commercial liability insurance during all Vendor dates and while on St. Joseph's Health Centre property.

Booking Dates and Vendor Fees:

- All vendors must submit a signed vendor agreement and liability insurance certificate by January 1st.
- Post-dated cheques for all confirmed dates must be received by January 1st. There will be **no exceptions** to this rule.
- Cheques are to be made payable to: St. Joseph's Health Centre. Please specify "Vendor fees" in the memo section.
- All vendors must provide a liability insurance certificate (min. \$2,000,000) naming St. Joseph's Health Centre as: certificate holder, additional insured, additional location etc. Invoices and renewal notices will not be accepted for proof of insurance.
- Vendors are required to **provide a minimum 48 hours written notice** of any cancellations. Please email: dmcdowell@stjoestoronto.ca to report cancellations.
- Vendors will be charged the daily rate for cancellations made within 48 hours of the scheduled booking. Failure to make this payment will result in the cancellation of all future bookings
- St. Joseph's Health Centre has the right to terminate vendor participation at its sole discretion.
- All proceeds go to support St. Joseph's Health Centre.

Contact Information:

Dayna McDowell
Manager, Gift Shop & Vendor Program
Phone: (416) 530-6486 ext. 3484
Email: dmcdowell@stjoestoronto.ca

Vendor Information:		
Company Name:		
Contact Person:		
Street Number:	Street Name:	Apt #:
City:	Province:	Postal Code:
Home #:	Business #:	Cell #:
Email Address:		
Website:		

Merchandise that will be sold:		
<input type="checkbox"/> Jewellery	<input type="checkbox"/> Children	<input type="checkbox"/> Food Items
<input type="checkbox"/> Accessories	<input type="checkbox"/> Games/Toys	<input type="checkbox"/> Handmade
<input type="checkbox"/> Leather Goods	<input type="checkbox"/> Electronics	<input type="checkbox"/> Canadian Made
<input type="checkbox"/> Clothing	<input type="checkbox"/> Books	<input type="checkbox"/> Educational
<input type="checkbox"/> Home ware	<input type="checkbox"/> Uniforms	<input type="checkbox"/> Health
<input type="checkbox"/> Bedding/Linens	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Services
<input type="checkbox"/> Other (Please describe)		

The Vendor acknowledges receipt of and agrees to comply with the conditions outlined in the St Joseph's Health Centre Vendor Rules and Regulations regarding the use of the facility. Failure to comply with the Vendor Rules and Regulations will result in the cancellation of any future bookings.

The undersigned agrees to indemnify St. Joseph's Health Centre, the Gift Shop, officers, physicians, volunteers, patients and staff from and against all claims, costs and damages, to persons or property or actions whatsoever arising directly or indirectly out of the use of St. Joseph's Health Centre property.

Signature:	Date:
Witness Signature:	Date:

Please email completed forms to: dmcdowell@stjoestoronto.ca or by fax: (416) 530-6081. If you have any questions contact Dayna McDowell at (416) 530-6486 ext.3484.