

The Credit Valley Hospital Skylight Market Kiosk Program

POLICIES

- 1.0 **TWO** Kiosks will be available for approved vendors to display and sell their approved merchandise for a one day period not to exceed one rental per month to a maximum of 9 rentals per year.
- 1.1 The Credit Valley Hospital reserves the right to decline vendor applications or **evict vendors** based on appropriateness, acceptability of product lines, or failure to abide by the policies and procedures.
- 1.2 Vendors may only sell items listed on their approved application. Vendors may **NOT** change their product line without prior approval from the coordinator.
- 1.3 Due to a potential conflict with the fundraising efforts of our volunteers, the following items will **NOT** be permitted for sale by vendors at the kiosks:
 - a) soft toys, including teddy bears and beanie babies, infant's clothing (up to 2 years)
 - b) chocolates and candies
 - c) fresh flowers/plants
- 1.4 The following will **NOT** be approved for sale:
 - a) vitamins, health foods or health related (holistic) products
 - b) homemade **food** items of any kind
 - c) catalogue, multi-level marketing or pyramid related sales.

No exceptions will be made.
- 2.0 Approval to sell items at the kiosk does not signify hospital endorsement of these products.
- 3.0 Vendors may not use promotional literature that implies they are "fundraising" for the hospital.
- 4.0 Sales are between the vendor and the purchaser. The Credit Valley Hospital will not be responsible for deliveries, returns, adjustments or mediation. Conflict resolution is the responsibility of the vendor.
- 5.0 Promotional materials, signs or other materials may **not** be affixed to any surface without prior approval of the Skylight Market Coordinator.
- 5.1 Vendors must leave the kiosk area in the same condition as it was found. **Please do NOT** leave behind your papers, boxes, garbage etc. in the kiosk area.

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- 5.2 The use of megaphones, audio equipment or potentially disturbing equipment is strictly forbidden. **The use of cell phones is not allowed.**
- 5.3 ******Tables are NOT to be removed from the restaurant for vendor use. Absolutely NO exceptions will be made. ******
- 5.4 Vendors must use **ONLY** the space provided, and may not bring in their own fixtures (rolling racks or shelving) due to over abuse of this privilege. Kiosk rental is the rental of space within the IMMEDIATE vicinity of the rented kiosk. Items cannot be placed beyond said boundaries. See attached drawings defining appropriate space.
- 5.5 Due to **FIRE CODE REGULATIONS** the blocking of exit doors, hallways, or the restaurant tray return, and impeding pedestrian traffic is STRICTLY FORBIDDEN. (please see 5.4).
- 6.0 Displays must be presentable and maintain a **professional** appearance at all times.
- 7.0 The Credit Valley Hospital is **not responsible** for theft and/or damage to products at the kiosk. Please refrain from leaving the kiosk area unattended.
- 8.0 Vendors may not approach staff and visitors for the purpose of sales. Breaks and restroom arrangements are the **sole responsibility** of the vendor. DO NOT approach staff to take responsibility for the care of a kiosk in the absence of its vendor (you).
- 9.0 The Credit Valley Hospital is a **non-smoking** facility, inside and the surrounding area.
- 10.0 The use of **cellular phones** is strictly forbidden within the hospital. **Turn off your phones upon entering the hospital.** No exceptions will be made.