

The Credit Valley Hospital Skylight Market Kiosk Program

PROCEDURES

- 1.0 There are **TWO** kiosks available and each one has been assigned to a specified vendor. Rental fees are as follows - \$150 for the Round kiosk, and \$100.00 for the Korner kiosk. Rental fees **MUST** be received 30 days within booking your dates in order to secure a Kiosk. **Strict adherence to this policy will be enforced.** Please forward post-dated cheques for all confirmed booking dates for the entire year within 30 days of booking.
- 1.1 Please be reminded that monies received are for the rental of the kiosk space and are **NOT** considered donations to the hospital and cannot be advertised as such.
- 1.2 Failure to submit deposits means your date will be made available to a vendor on our waiting list. Again, in order to **avoid cancellation**, your post-dated cheques for the entire year must be submitted in advance to secure your booking. *We also ask that you indicate the booking date and specify the kiosk on the memo portion of each cheque.* Any changes can be made through communication between vendor and the program coordinator via telephone, 905-813-2639.
- 2.0 Vendors **must be accessible** by telephone. If a cheque has not been received 30 days after the booking and vendors cannot be contacted by telephone (or voice mail), the **booking will be cancelled**. Please advise the coordinator of any changes to your personal information.
- 2.1 **Cancellations must be made two business days prior to the booked date.** Failure to contact the Skylight Market Coordinator within this time frame will result in a forfeiture of the rental fee plus a \$20 fine.
- 3.0 Failure to pay any **outstanding balances** will result in your account being forwarded to a professional agency for collection.
- 4.0 **Substitutions are to be arranged through the Skylight Market Coordinator ONLY.** This allows us to ensure that there is a variety of merchandise made available to consumers, and to discourage direct competition between two vendors on the same day, whenever possible.
- 5.0 Time of arrival and departure is optional. Due to shift changes, staff members tend to visit the kiosks from 8:30 a.m. with the highest traffic occurring between 11:00 a.m. and 2:30 p.m. Vendors are welcome to remain as late into the day as they choose.

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- 6.0 The round kiosk is equipped with a phone jack for vendors wishing to make use of their portable interac machines. **Cell phones are not to be used in the hospital.**
- 7.0 **Access and unloading will not be permitted through the main entrance to the hospital.** Unloading of merchandise may take place via Shipping & Receiving.
- 7.1 Please note that when you arrive you will be expected to (a) unload your wares to the **Receiving entrance** of the hospital, located on the service road between Credit Valley Road and Eglinton Avenue; (b) go and **park your vehicle** in the main hospital lot; and (c) travel on foot to the receiving entrance and **bring your wares from Receiving, through the hospital, to the kiosk.** At the end of your kiosk shift you will also be expected to take your wares back through Receiving and load into your vehicle from there.
- 7.2 **Parking validation is NOT provided.** The fee for parking is approximately \$2.25 per half hour up to a maximum of \$12 per stay (if you remain on hospital grounds). If you intend to leave the parking lot through the day and return a day pass is available for \$15.00 per day (allowing 3 in & out returns per pass) .
- 8.0 Vendors are encouraged to **operate independently.** Due to time and space limitations personal visits to the department are discouraged. Vendors are welcome to make any inquiries or changes via telephone.
- 8.1 If you have a problem or concern while you are here please feel free to use the internal telephone system to call **extension 3326** to speak with the coordinator.