



THE MONCTON HOSPITAL
Nurses' Healthcare
Auxiliary

VENDOR TABLE RENTALS (revised February 2020)

AS A VENDOR YOU ARE RESPONSIBLE FOR:

Obtaining all permits and licenses required by any competent government authority:

Following all Public Health guidelines and obtaining appropriate licenses where food is processed, prepared, stored, handled, displayed, transported and offered for sale as per the Food Premises Regulations under the New Brunswick Public Health Act;

Adhering to safe food handling and practices with food held at appropriate serving temperatures and times as per Public Health Food Safety Standards. All food must be individually wrapped or packaged and/or have a sneeze guard protecting the items from any possible contamination;

Indemnifying and holding harmless the Friends of The Moncton Hospital Foundation, Horizon Health Network and The Moncton Hospital Nurses Healthcare Auxiliary Inc from and against all liability, claims, damages, or expenses due to or arising out of sales.

Utilizing Horizon Health Network policies for any promoting or advertising of the sale of your product is prohibited.

GUIDELINES

- Scented products are not allowed.
- Cancellation of a table does not authorize other vendors to use the space for their own use.
- Tables cannot be moved. Moving may result in violating the Hospital Fire Safety rules and/or the safe circulation of staff, patients and visitors.
- Extension electrical cords are not permitted.
- If a rack is used to display merchandise a table must be dismantled and placed at the back of the table space. The rack will then occupy **ONLY** the space of the table. At the end of the day the table must be again placed in its designated area. The vendor will pay the table rental charge.

THERE IS ABSOLUTELY NO SOLICITATION PERMITTED. VENDORS MUST ALLOW PEOPLE TO APPROACH THEM ONLY.

BOOKINGS

All bookings and enquiries are made online using the link www.friendsfoundation.ca/tablerentals. Vendors are required to complete the online application form.

Bookings are on a first come first serve basis. Once the booking is made it cannot be assigned to another party if you are unable to use it.

Bookings for the Christmas season should be submitted early.

CANCELLATIONS

Twenty Four (24) hour notice is required for cancellation. All cancellations are to be made by email to tmhtablesales@gmail.com.

Failure to do so may result in:

- A flat fee of \$100.00 may be charged;
- Future bookings may be impacted if this policy is not adhered to;
- Some vendors may be required to provide a non-refundable \$25.00 down payment due to frequent cancellations.
- Some exceptions may apply i.e. sudden illness, weather conditions, etc.

FEES

Daily rate for 1 table including applicable taxes is \$115.00. Each additional table is \$50.00 plus applicable taxes. Full fee is required for all bookings regardless of the length of time occupied.

PAYMENT

In cash or Cheque made payable to **The Moncton Hospital Nurses Healthcare Auxiliary Inc.**

All payments are to be made within 30 days of table rental. Payments are to be deposited in the slot on the top right hand side of the Information Desk (directly across from the vending tables). If payment is by cash include on the envelop your name, the number of tables rented, and the date of the rental.

COMPLAINTS

All complaints are to be submitted by email tmhtablesales@gmail.com or in writing and deposited into the payment slot at the Information Desk. All complaints will be followed up and feedback provided.