



## **Welcome to the Vendor Program at BC Children's Hospital**

### **Purpose:**

In order to provide a service for patients, families and staff on the Children's & Women's Hospitals Campus – a vendor program is facilitated by the Volunteer Resources Department that enables revenue generation for the **Auxiliary to BC Children's Hospital at the Gift Cart in the Ambulatory Care Building.**

### **Guidelines for Vendor Participation**

The following Guidelines have been developed for the safety of vendors, hospital families, staff and visitors.

1. Products considered therapeutic such as vitamins, herbal remedies, protein bars, protein drinks, healing bracelets are not to be sold on site. The Vendor program is open to home based businesses only.
2. All Bookings for Vendors are made by the Volunteer Resources Department at 604-875-2143 or via email – [volunteer@cw.bc.ca](mailto:volunteer@cw.bc.ca)
3. All payments must be made to the Hospital within one month of the sales date. Late payments can result in a loss of future bookings.
4. The Gift Cart is located in the Ambulatory Care Building (ACB). **No extra tables, clothes hangers, displays** are permitted at this location. Vendors must confine their product to the gift cart **only**.
5. 20% of sales for the day will go to the Auxiliary to BC Children's Hospital. Payments should be accompanied by a copy of daily sales.

**Cheques** are payable to: **Auxiliary to BC Children's Hospital (BCCH)**  
Payments should be mailed to: **Volunteer Resources 1H43**  
**4480 Oak Street, Vancouver, BC V6H 3V4**

6. Parking is the responsibility of the Vendor. Volunteer Resources can offer a special rate of \$4.00 per day. Please let us know if you require validation for your parking.
7. To inform and promote sales, a monthly calendar of all Vendor bookings is posted for all site staff on the site wide folders.
8. C&W is NOT responsible for any thefts occurring during your sales booking. Please use caution with your inventory and cash.

**Please Note: Priority booking** is given to hospital departments requesting space for special displays and educational purposes. Your booking may be **cancelled** and rescheduled if Hospital Departments require this space. We will do our best to reschedule your booking.

**Thank you for your participation and supporting the Auxiliary to BC Children's Hospital.**  
**Volunteer Resources: Linda, Pat, Diana & Stephanie 604-875-2143**  
[\*\*volunteer@cw.bc.ca\*\*](mailto:volunteer@cw.bc.ca)