



Welcome to the Vendor Program at Shaughnessy Cafeteria

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 BC Women's Hospital Foundation at the Shy Cafeteria.

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
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. 20% of total sales for the day will go to the BC Women's Hospital Foundation. Payments should be accompanied by a copy of daily sales.

Cheques are payable to:

Payments should be mailed to:

BC Women's Hospital Foundation

James Carruthers

Director of Development

BC Women's Hospital & Health Centre Foundation

Room B327, 4500 Oak Street, Vancouver, BC V6H 3N1

5. 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.
6. To inform and promote sales, a monthly calendar of all Vendor bookings is posted for all site staff on the site wide folders.
7. 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 BC Women's Hospital Foundation.
Volunteer Resources: Linda, Pat, Diana & Stephanie 604-875-2143 volunteer@cw.bc.ca