



NORTHERN LIGHTS

Health Foundation

Application Agreement for Lobby Shop

NOTE: This application does not constitute an agreement with the Northern Lights Health Foundation (NLHF). Such agreement is not formalized until an official agreement has been issued by the NLHF and signed by both parties. NLHF requests at least two (2) weeks notice for processing your application.

1. Background Information

(Information about the agency/vendor making the application for the Lobby Shop Program)

Business Name: _____

RMWB Business License # (copy to be retained in foundation office): _____

Contact Person: _____

Title: _____

Address: _____

Postal Code: _____

Telephone 1: _____

Telephone 2: _____

Email: Fax: _____

Please indicate the category that best describes your group:

Home Business

School

Service Club

Other: _____

Product(s) that will be sold or promoted: _____

2. Table Booking Request

of tables required: _____

(NOTE: NLHF can only provide two 8ft banquet tables, however, if the vendor wishes, they can bring their own tables. There can be no more than 8 tables set up at any given time)

Date & Time Requested:

I have requested or will be requesting credit card payments to be done over the phone with a Foundation member. I understand that the NLHF does not keep credit card information on file. I understand both credit card information and verbal confirmation must be given for any payments to be processed. I understand that it is my responsibility to ensure that payments taken over the phone are correct and if an error has been made that the NLHF must be notified immediately to ensure the error can be corrected in a timely manner. When possible I will provide a written or email request for over the phone payments.

Yes No Initial _____

3. FEES:

Vendors who sell product on site, will pay 15% of total gross sales to the Foundation or \$50/day (from January – October) and \$75/day (from November – December) whichever is greater, within 7 days following the event. The NLHF accepts cash, cheque, debit, VISA and Mastercard.

4. TERMS AND CONDITIONS

I have read the attached Lobby Shop guidelines and agree to fully comply with all terms and conditions stated therein. I understand that violation of any of these terms and conditions will result in my being required to leave the premises and may result in a forfeiture of future booking rights.

Terms accepted by:

Signature of Applicant: _____ Date: _____

Reviewed by _____

Submitted: Recommended Not Recommended Recommended with reservations

Date: _____

PLEASE RETURN COMPLETED FORM TO:

Northern Lights Health Foundation

7 Hospital Street

Fort McMurray, AB T9H 1P2

Tel: (780) 791-6041

Fax: (780) 791-6241

Email: foundation@nlhr.ca

YOUR SUPPORT IS GREATLY APPRECIATED!

LOBBY SHOP GUIDELINES

- Lobby Shop requests are evaluated on a first come, first served basis.
- There will be only one vendor permitted in the lobby per day.
- Vendors are required to provide a valid copy of a RMWB vendor license which can be obtained at the Regional Municipal Building in Fort McMurray.
- 2 tables will be provided per vendor. Additional tables can be brought to the site by the vendor but under no circumstances will the NLHF allow any more than 8 tables at any given time.
- Displays/Lobby rental space may be moved or cancelled by Northern Lights Health Foundation without prior notice. Notice will be given whenever possible.
- Permission to set up a display will be denied if:
 - » Its subject conflicts with the organization's mission, vision or values, or when
 - » Items sold pose competition for any internal service, fundraising events or efforts or displays
- Vendors may not move or relocate display tables within the lobby. Tables and/or displays must be set up so that compliance with fire and safety regulations is possible at all times. If a hazard is noted, the vendor must immediately remove and/or rectify the problem.
- Vendors are not permitted to directly visit nursing units or other Health Center departments to solicit sales.
- Vendors are responsible to bring their own supplies (e.g. change, tape, paper, visa slips, telephones, paper towels, etc). They WILL NOT be provided by the NLHF.
- This is a means of fundraising for the NLHF and therefore, vendors are not permitted to use the rental as a means to fundraise for any other organization, non-profit, etc.
- Vendors wishing to sell edible goods must sign an agreement to bear full responsibility for the quality of the perishable goods. Food items may not be offered for sale without the prior approval of the NLHF. The NLHF must not be party to any liability without prior knowledge and/or as approved by the NLHF. The NLHF accepts no legal responsibility and cannot be held liable for any risk or injury or other damages, in conjunction with the fundraising initiative.
- Displays/tables will be removed by 8:30 p.m. unless the vendor has reserved space for the following day.
- The NLHF or AHS is not responsible for any lost or stolen goods/products that may occur while under this program.
- Vendors are fully responsible for removing and clearing away their displays, leaving the area as it was received.
- Vendors are allowed to advertise their display in the rental area for the duration of their rental. Signs may be dropped off at the Foundation office for prior approval of the event. Signs will be displayed in both public and private elevators by the Foundation staff. Notices and/or flyers are NOT to be taped to walls, elevators, or distributed in other areas (e.g. cafeteria). All signage/postings must be removed immediately when display period expires. This is the responsibility of the vendor.
- The NLHF bears no responsibility for the advertisement of vendor products and/or services before, after or during the rental time. Vendors are encouraged to contact advertisement companies within Fort McMurray if they would like to advertise their business in any capacity.
- Signage indicating the distribution of proceeds (i.e.15% of sales support the NLHF) will be displayed (sign will be provided by the NLHF).
- Vendors agree not to actively pursue passers-by, calling out to people to stop at their display and purchase/examine their products(s).
- The Northern Lights Health Center and Foundation (NLHF) encourages initiatives that are consistent with the positive image of the facility.
- Non-compliance with any of these guidelines or rules will result in the vendor having to vacate the premises with all fees paid non-refundable.
- Vendors who fail to provide a Sales Record form within 7 days will not be accepted back into the Lobby Shop until such form is provided.
- The sponsoring organization or group agrees to handle all monetary transactions for the sales initiative, and to present the proceeds and the Sales Record form to the NLHF within 7 days of the endeavor or as agreed to in writing.

Applicant's Initials _____

- The NLHF does not provide staff to assist with lobby booking sales.
- The NLHF does not trade, sell or exchange in any way, databases or list of biographical information and abides by the Freedom of Information and Protection of Privacy Act (FOIP).
- Scented products are not permitted in any of the Northern Lights Health Region facilities. Scented products can aggravate health problems, especially for people with asthma, allergies and respiratory conditions.
- Wearing or using scented products such as perfumes, colognes, hairspray and aftershaves can cause headaches, dizziness, shortness of breath, full-blown asthma attacks or allergic reactions. NOTE: Vendor's offering scented products for sale must ensure they are wrapped or contained in such a way that no scent be detectable.
- Any products containing latex cannot be sold the Health Center.
- Vendors offering products that may contain nuts must ensure they are wrapped or contained in such a way that no nut is exposed to anyone in the Health Center.
- All bookings require the vendor to provide a written confirmation of the date(s) requested. This can be done by email or fax. The NLHF will provide confirmation in writing by email or fax or by a telephone call.
- Any cancellations requests must be received in writing.

Applicant's Initials _____

Cost per Rental

- Upon booking a day in the lobby, the Vendor must pay a deposit of \$50.00 (January – October) or \$75.00 (November – December). This deposit must be paid within two weeks of booking or the day will be freed for other vendors. This rental deposit will be applied against the money owing to the Foundation.

NOTE: In the event that the Vendor cancels the booking within less than two weeks of the rental day, all deposits will be non-refundable. The deposit will be applied to Vendors' account as a charitable donation to the NLHF. A charitable tax receipt will be issued. All cancellations must be received by the NLHF in writing.

- Vendor agrees to pay the NLHF 15% of sales for each rental day at the Northern Lights Health Center or \$50.00 (from January to October) or \$75.00 (from November – December), whichever is higher.
- For your security the NLHF does not keep credit cards on file. If you wish to make a payment with a credit card you will have to provide this information each time. If you plan to make credit card payments over the phone please check the box at the beginning of this form which allows payments to be taken with verbal consent.
- Vendors cannot book the lobby for more than 3 consecutive days at a time and can have no more than 2 bookings per month. This means that no Vendor can have the lobby booked for more than 6 days per month.

Applicant's Initials _____