

**MARKETPLACE PROGRAM ~ APPLICATION AGREEMENT**

**NOTE:** This application will constitute an agreement with the Northern Lights Health Foundation (Health Foundation) once signed by both parties.

**The Marketplace program is a year-long Health Foundation fundraising initiative.**

Revenue collected provides support for health care programs and equipment in the Wood Buffalo region. This is a unique opportunity for businesses to promote and sell their products or services to prospective customers while supporting health care in Wood Buffalo!

**1. VENDOR INFORMATION**

Business Name: \_\_\_\_\_

RMWB Business License # (copy will be retained at the Health Foundation): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Business #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Please indicate the category that best describes your business:

Home Business     Small Business     Service Provider     Other \_\_\_\_\_

Clearly describe the products or services being sold or promoted: \_\_\_\_\_

**2. EMAIL LIST**

Would you like to be added to the Health Foundation email list?       Yes  No    Initials \_\_\_\_\_

**3. FEES**

**Program fees are set at a per day rate of 15% of gross sales or the deposit whichever is greater.**

Deposit payments are collected to reserve dates. The deposit amount is \$50 per day. The Health Foundation has at this time chosen to collect the deposit on the day you are in the lobby. If you are a no show or have last minute cancellations, we will require deposits at time of booking.

Daily Sales Record forms are provided and must be submitted to the Health Foundation at the end of the stay along with the payment for any amounts owing. Vendors who fail to provide a Sales Record form will not be accepted back into the Marketplace Program until such form is provided.

The Health Foundation accepts cash, cheque, debit, VISA and MasterCard

**Credit card payment authorization**

I may be requesting credit card payments to be done over the phone with a Health Foundation member. I understand that the Health Foundation 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 in this manner are correct and to notify the Health Foundation immediately if an error has been noticed.  Yes  No Initials \_\_\_\_\_

**4. CANCELLATION**

Vendors must provide a minimum of 10 business day’s written notice of cancellation to receive a refund of the deposit. No refund will be granted on cancellations with notice of less than 10 business days. The Health Foundation reserves the right to cancel or reschedule booked dates without prior notice; however, notice will be given when possible.

**5. BOOKING**

Booking requests are evaluated on a first come, first served basis. Vendors are permitted to book the lobby, for up to 3 consecutive days and within a maximum of 6 days per month.

**6. SET UP**

Marketplace is open from 8 a.m. to 8 p.m. Monday to Friday excluding holidays.

**Prior to set up vendors must check in with the Health Foundation office.**

Displays/tables must be removed by 8 p.m. unless the vendor has booked for the following day.

Vendors are fully responsible for removing and clearing away displays and restore the lobby to the same condition as it was received.

**7. TERMS AND CONDITIONS**

I have read the Marketplace Program Agreement Application and the attached Program 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 without refund and may result in a forfeiture of future booking opportunities.

**Terms accepted by:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to:**

**Northern Lights Health Foundation**  
7 Hospital Street, Fort McMurray, AB, T9H 1P2  
Email: [lorna.ash@ahs.ca](mailto:lorna.ash@ahs.ca)  
Tel: (780) 793-7347 Fax: (780) 791-6241

**Thank you for supporting health care in Wood Buffalo!**

<b>For Office Use:</b>
Submitted: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Recommended with reservations
Reviewed by _____ Date: _____

## MARKETPLACE PROGRAM GUIDELINES

1. Vendors are required to provide a valid Regional Municipality of Wood Buffalo (RMWB) business license. Written confirmation from the RMWB is required should, they deem a business license is not required.
2. The Marketplace Program is a means of fundraising for the Health Foundation and therefore, vendors are not permitted to fundraise for any other organization, non-profit, etc.
3. There is a maximum of two vendors permitted in the lobby per day. The Health Foundation will try to ensure non-compete pairing.
4. Two tables will be provided per vendor. Additional tables can be used (if available) at an additional fee of \$10.00 per table. Vendors may bring their own additional table at no fee. A maximum of 8 tables and/or displays are permitted in the lobby at any one time.
5. Tables and display set-up must comply with fire and safety regulations at all times. If a hazard is noted, the vendor must immediately remove and/or rectify the problem.
6. The Health Foundation or Alberta Health Services (AHS) is not responsible for any lost or stolen goods or products that may occur while under this program.
7. The Health Foundation accepts no legal responsibility and cannot be held liable for any risk or injury or other damages, in conjunction with the fundraising initiative.
8. Vendors wishing to sell edible goods must provide a Food Safety and Sanitation certificate (a copy will be retained on file) and comply with AHS guidelines. Food items may not be offered for sale without prior approval of the Health Foundation.
9. Any products containing latex **cannot** be sold in the Health Center.
10. Vendors offering scented products for sale **must ensure** they are wrapped or contained in a way that scent is not detectable. Scented products can aggravate health problems such as allergies and respiratory conditions. Wearing or using scented products can cause headaches, dizziness, asthma attacks or other allergic reactions.
11. 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.
12. Vendors **are not permitted** to directly visit nursing units or other Health Center departments to solicit.
13. Vendors agree not to actively pursue passers-by or call out to people to stop at their display to purchase or examine their products or services.
14. Vendors are responsible to bring their own supplies (e.g. change, tape, paper, copying, telephones, payment transaction equipment, personnel support etc.) These are NOT provided by the Health Foundation.
15. Signage indicating the distribution of proceeds will be displayed and provided by the Health Foundation.
16. The Health Foundation bears no responsibility for the advertisement of vendor products and/or services. Vendors are encouraged to advertise as needed through social media or advertisement companies etc.
17. Vendors are permitted to advertise in the lobby for the duration of their stay. Vendors may provide four 8.5"x11" posters to Health Foundation staff to be placed in the public and private elevators. Signage is not to be taped to walls, elevators, or distributed in other areas of the health centre.
18. The Northern Lights Health Center and Health Foundation encourages initiatives that are consistent with the positive image of the facility.
19. Vendor products and/or services must not conflict with Health Foundation mission, vision or values, or pose competition for any internal service, fundraising events, efforts or displays.
20. The Health Foundation does not trade, sell or exchange in any way, databases or list of biographical information and adheres to the Freedom of Information and Protection of Privacy Act (FOIP).

Applicant's Initials \_\_\_\_\_