

Vendor Sale of Goods Terms & Conditions

Vendors desiring to sell goods within the centre must apply on-line by completing the documentation and submitting to Volunteer Services.

All vendor activities in the main floor lobby area of BC Cancer – Kelowna will be obligated to submit a minimum of 15% of proceeds to BC Cancer – Kelowna, Volunteer Services in support of patient care activities provided by volunteers. A tax receipt cannot be issued for receipt of proceeds.

Restricted vendor products include: unsealed scented products, live floral arrangements, unsealed food and products claiming medical benefits.

Process:

1. Complete application on-line at:
<http://www.bccancer.bc.ca/our-services/centres-clinics/centre-for-the-southern-interior/vendor-sale-of-goods>
2. Your event will be booked by the Regional Coordinator, Volunteer Services ensuring only one Vendor is scheduled. Please be aware that a staff event or display could occur at the same time in the same area.
3. The BC Cancer - Kelowna Regional Coordinator, Volunteer Services will decide on acceptability of vendor proposal and their decision will be final.
4. A maximum of 2 tables per event will be available.
5. Vendors will be permitted to book a maximum of 4 events per year (either 2 events with 2 consecutive days or 4 individual days) with a minimum of 30 days between each event booking. Vendors will be booked during the hours of 8:30am to 4:30 pm, Monday-Friday. Additional days may be approved, at the discretion of the Regional Coordinator, Volunteer Services.
6. Vendors will provide the Regional Coordinator, Volunteer Services with a poster one week prior to the event for posting throughout the Centre.
7. The Regional Coordinator, Volunteer Services will provide a poster displayed on the event table indicating that part-proceeds will be donated to the BC Cancer – Kelowna Volunteer Services.
8. Vendor will not be proactive in their sales approach.

9. Cancellation by Vendor or BC Cancer – Kelowna is requested 7 days' notice prior to the event.
10. Dress code: business casual. We are a scent-free environment so no cologne/scents should be worn.
11. Parking is the Vendor's responsibility.
12. Payment of proceeds are accepted in either cash or cheque payable to BC Cancer Agency, 399 Royal Avenue, Kelowna, BC V1Y 5L3 and are due one week after the event.
13. The Vendor is responsible to adhere to ethical business principals and to deliver product to the purchaser in a timely manner.

Liability:

BC Cancer is not responsible for lost, stolen or damaged merchandise while the Vendor is on the agency's site.

The Vendor is responsible for transporting and removing goods to and from the Vendor area in a safe and courteous manner.

BC Cancer is not responsible or liable for any injuries or accident incurred by the Vendor while the Vendor is onsite, transporting or removing their products.

The Vendor is responsible for notifying the consumer of potential health hazards surrounding their products (i.e. allergies pertaining to skin products, etc.).

BC Cancer accepts no responsibility for re-imbusement associated with returned cheques and declined credit cards payments, etc.

Confidentiality:

The Vendor is requested to sign the BC Cancer Confidentiality Agreement and adhere to its policy.

Associated Documents:

- Confidentiality Agreement