

Vendor Sale of Goods Terms & Conditions

Vendors wanting to sell goods within the Kelowna Cancer Centre must apply by completing the required documentation and submitting it to the Regional Coordinator - Volunteer Services.

All vendors that come into BC Cancer – Kelowna are required to provide a minimum of 15% of gross revenue (proceeds), due one week after the event, to Volunteer Services in support of patient care activities provided by volunteers. A tax receipt cannot be issued for receipt of proceeds. Payment currently accepted by cash only. *Note: This requirement can be waived at the discretion of BC Cancer Kelowna administration.*

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

Process:

1. Complete the application form being sent along with this Terms and Conditions document.
2. Your event will be booked by the Regional Coordinator, Volunteer Services ensuring only one Vendor is scheduled for each day the Centre is open.
3. During flu season, which usually runs from December 1 – March 31st (although it may be extended beyond that), vendors must either have the flu vaccination or wear a mask.
4. Vendors will be required to follow any Provincial Health orders in place at the time of their sale at the Centre. Examples of former Provincial Health Orders - mask mandates, COVID-19 vaccination mandate.
5. The BC Cancer - Kelowna Regional Coordinator, Volunteer Services will review the Application Form and decide on whether to book the vendor or not, based on the information provided.
6. A maximum of 2 tables per event will be available.
7. Vendors will be permitted to book a maximum of 4 sale events per year, with a minimum of 30 days between each event booking. Vendors will be booked during the hours of 8:30am to 3:00 pm, Monday-Friday and have the option to do a full day or partial day, within those hours. *Additional days may be approved, at the discretion of the Regional Coordinator, Volunteer Services.*
8. Vendors will provide the Regional Coordinator, Volunteer Services with an 8.5x11 poster one week prior to the event for posting throughout the Centre, to advertise for the vendor.

9. The Regional Coordinator, Volunteer Services will provide a poster displayed on the event table indicating that partial-proceeds will be donated to BC Cancer – Kelowna Volunteer Services.
10. The Vendor will not be proactive in their sales approach.
11. Cancellation by Vendor or BC Cancer – Kelowna requires 48 hours’ notice prior to the event. Please cancel your event if you are ill in any way (we will re-schedule it).
12. Dress code: business casual. We are a scent-free environment so no cologne/scents should be worn.
13. Parking is the Vendor’s responsibility.
14. 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 BC Cancer – Kelowna 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 card payments, etc.

Confidentiality:

The Vendor is required to sign and adhere to the BC Cancer Kelowna - Confidentiality Agreement for Vendors.