



The Moncton Hospital
Nurses' Healthcare Auxiliary
Auxiliaires des infirmières
de L'Hôpital de Moncton

GUIDELINES FOR VENDOR TABLE RENTALS THE MONCTON HOSPITAL

AS A VENDOR YOU ARE RESPONSIBLE FOR:

Obtaining all permits and licenses required by any competent government authority;

Following all Public Health guidelines and obtaining appropriate licenses where food is processed, prepared, stored, handled, displayed, transported and offered for sale as per the Food Premises Regulations under the New Brunswick Public Health Act.;

Adhering to safe food handling and practices with food held at appropriate serving temperatures and times as per Public Health Food Safety Standards. All food must be individually wrapped or packaged and/or have a sneeze guard protecting the items from any possible contamination;

Indemnifying and holding harmless the Friends of The Moncton Hospital Foundation, Horizon Health Network and The Moncton Hospital Nurses Health Care Auxiliary from and against all liability, claims, damages or expenses due to or arising out of the sales;

Utilizing Horizon Health Network policies for any promoting or advertising of the sale.

GUIDELINES

No additional food vendors will be allowed to sell any form of baked goods with the exception of those who have been grandfathered to do so with the exception of bake sales and Christmas Season sales.

Scented products are not allowed.

Cancellation of a table does not authorize other vendors to use the space for their own use.

Tables cannot be moved. Moving may result in violating the Hospital Fire Safety rules and/or the safe circulation of staff, patients and visitors.

Extension electrical cords are not provided.



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BOOKINGS

All bookings and enquiries are made by filling out the application form at:
www.friendsfoundation.ca/en/tablerentals

Bookings are on a first come first serve basis. Once the booking is made it cannot be assigned to another party if you are unable to use it. Tables may be limited at times to accommodate high numbers of requests.

Bookings for Christmas are to be submitted by July 2nd each year.

Vendors are required to complete a form detailing a description of the product(s) for sale.

CANCELLATIONS

Twenty Four (24) hour notice is required for a cancellation. Failure to do so will result in:

A flat fee of \$100.00 will be charged;

Future bookings may be impacted if this policy is not adhered to;

Some vendors may be required to provide a non-refundable \$25.00 down payment due to frequent cancellations.

Cancellations may be made by email tmhtablesales@gmail.com

FEES

Daily rate for 1 table including applicable taxes is \$115.00

Each additional table is \$50.00 plus applicable taxes.

PAYMENT

In cash or cheques made payable to **The Moncton Hospital Nurses Health Care Auxiliary.**

Payments are to be deposited in the slot on the top right hand side of the Information Desk (directly across from the vending tables).

COMPLAINTS

All complaints are to be submitted by e-mail tmhtablesales@gmail.com or in writing and deposited into the payment slot at the Information Desk.

All complaints will be followed up and feedback provided.



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**THERE IS ABSOLUTELY NO SOLICITATION PERMITTED. VENDORS MUST
ALLOW PEOPLE TO APPROACH THEM ONLY.**