

VENDING AREAS AT THE STUDENT ASSOCIATION OF GEORGE BROWN COLLEGE

PLEASE SUBMIT COMPLETED APPLICATIONS TO: 142 KENDAL AVENUE, ROOM E100. TORONTO, ON, M5R 1M3

PLEASE NOTE THE APPLICATION PROCESSING TIME IS USUALLY 1–2 WEEKS. ONCE THE APPLICATION IS RECEIVED AND IF ACCEPTED, A SIGNED CONTRACT SHEET WILL BE SENT FOR YOUR APPROVAL. A CHEQUE SHOULD ACCOMPANY THE SIGNED CONTRACT AND MUST BE RECEIVED BEFORE THE DAY OF VENDING. | PHONE: 416-415-5000 EXT. 6704 FAX: 416-415-4719 EMAIL: INTERNAL@SAGBC.CA

VENDING POLICIES AND PROCEDURES

1. The intent of entrepreneurial activity at the Student Association of George Brown College (SAGBC) spaces is to provide as wide a range of services and products to the George Brown College community as possible.
2. Merchandise and / or services offered must not be in conflict with commercial operations in the SAGBC spaces.
3. Space may be rented on a daily or package basis.
4. The SAGBC will determine the bookings of space and decide upon the enforcement of George Brown College and SAGBC regulations pertinent to the rental of space.
5. The SAGBC reserves the right to change, cancel or add any rule(s) at any time for any reason whatsoever, move, relocate, suspend operation privileges, or immediately terminate this agreement without prior notification to anyone.
6. Vending rules and obligations:
 - All vendors are required to fully list their products and services on the attached application form.
 - All vendors must show proof of their vendor permit and provide a photocopy to the SAGBC.
 - The SAGBC reserves the right to restrict or eliminate any product or service as condition of vending. Sale of a restricted or eliminated product will result in the immediate cancellation of vending privileges without refund.
 - Prohibitions on the sale of goods and services
7. Payments:
 - Rent is payable by certified cheque ONLY.
 - Payment for space rental is non-refundable and MUST be made at the time of booking.
 - The Vendor must pay for rental space in advance. Failure to do so, will result in an additional fee of \$25 per booth, per day.
8. Vendors must display their merchandise in an orderly manner and the area must be kept clean and free of garbage. No standing racks or additions are permitted without the expressed consent of the SAGBC. Additional tables are NOT permitted.
9. If SAGBC approves of the use of additions, such as standing racks or additional tables, an additional charge will ensue.
10. No material reasonably construed to be racist, sexist, homophobic or deemed offensive in any manner, shall be sold or displayed for sale. At its discretion, the SAGBC may require vendors to immediately remove material it construes to be discriminating or offensive in any way.

11. Restricted goods/services include but are not limited to: defective or poor quality goods; clothing that bears the insignia, crest, seal or name of George Brown College; imitation and fake products; housing or pyramid marketing schemes; and practices that contravene the Ontario Harassment and Discrimination Policy.
12. At no time shall a vendor impede the movement of vending tables. Locking of chairs or goods is strictly prohibited.

VENDING TERMS AND CONDITIONS

A | SPECIFIC PROVISIONS

1. The Vendor may not assign or sublet the designated space or any part thereof. In the event of this happening, all future bookings will be immediately cancelled without refund.
2. The Vendor must pay for rental space in advance. Failure to do so, will result in an additional fee of \$25 per booth, per day.
3. The Vendor must not permanently affix, in any way, material of any kind to the glass, metal or concrete. Any posters or signs must be removed at the end of each business day.
4. The Vendor must ONLY use furniture (1 table) provided by the SAGBC, in the numbered space assigned by the SAGBC.
5. Commercial booths may not be permitted on days specified by the SAGBC during which all available space has been committed.
6. Only the person(s) whose name(s) appear on this application is/are authorized to sell goods or services in the assigned space.
7. **In the event that the Vendor fails to occupy the assigned space as specified in the Vendor Information Form by 11:00AM, the SAGBC reserves the right, at its sole discretion, to reassign the space for that day. There will be no refund for the re-assignment of space. All vendors must vacate vending area by 6:00PM.**
8. The Vendor will not make alterations or adjustments to the SAGBC vending tables.
9. The Vendor will remove any rubbish or waste material on or around the SAGBC vending tables before leaving each day.
10. The Vendor will remove all signs, merchandise, racks and /or displays at the end of the day, returning the booth to the condition in which it was found.
11. Absolutely no storage space is available from the SAGBC. All goods are the responsibility of the vendor.
12. The SAGBC may terminate this agreement without notice for:
 - Any infraction of the terms and conditions.
 - Any infraction of any applicable laws, rules and regulations and standards of Federal, Provincial and Municipal Governments or agencies as well as insurance underwriters and the SAGBC.
13. If you are registered under the student rate, the student must be present at all times during the vending day. Failure to adhere by this will result in a loss of reservation privileges. Student tables are available for a maximum of 2 days per week.

B | RESPONSIBILITIES OF THE VENDOR

1. The Vendor is liable for all the loss or damage to SAGBC property resulting from or connected with the Vendor's use of the designated space.
2. The Vendor agrees to indemnify and save harmless, the SAGBC against all claims, demands, suits, actions, proceedings or liabilities arising out of or in connection with this contract and against and from all costs, counsels, fees, expenses and liabilities incurred in or about such claim or any action or proceeding brought thereon.
3. Any business conduct or practice carried on or maintained by the Vendor which may harm or intend to harm the business or reputation of the SAGBC, or reflect unfavorably on the SAGBC, or other tenants, or which might confuse or mislead the public and/or the University community, shall be immediately discontinued by the Vendor at the request of the SAGBC.
4. **A Business License issued by the Ministry of Revenue must be in the Vendor's possession at all times. A photocopy of the Vendor's Business License must also be provided to the SAGBC.**
5. The vendor must restrict operation within the area of the designated space, and to the designated table. The Vendor must also ensure there will be no traffic encroachment on the traffic corridor required by existing regulations or on space assigned or reserved for other Vendors.
6. **A receipt must be available upon request to all customers.**
7. The refund and exchange policy MUST be made clear to the customer at the time of the purchase. A copy or description of the Vendors refund policy must be provided to SAGBC.

C | STATEMENT OF CUSTOMER'S RIGHTS

In order to protect the interests of Market Vendors and their customers, the Student Association of George Brown College (SAGBC) has developed a statement of customer's rights, which is intended as a guide to a customer's rights related to the Vending Area. As a customer of the SAGBC Vending Area, a customer is entitled to:

- Be treated with respect, integrity, and quality customer service
- A receipt for all merchandise purchased upon request.
- Upon request, adequate contact information of vendor's business phone number, address and/or email in order to follow up with any customer service inquiries, or returns.
- Returns permitted within 5 business days of the date purchased, as long as the original receipt is provided with unused/unopened merchandise.

If you have any comments, suggestions or concerns with the SAGBC Vending Area, Please contact SAGBC directly at 142 Kendal Avenue, Room E100. Toronto, ON, M5R 1M3. Phone: 416-415-5000 ext. 6704. *Email: internal@sagbc.ca*

D | INFORMATION REGARDING THE VENDOR'S PERMIT

To register your company name, please call Service Ontario at 1-800-361-3223 and ask about Business Registration. To register for an HST Number, please contact Revenue Canada at 1-800-959-5525.

INTERNATIONAL NEWS

KINGS LOUNGE

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3

2

1

HALLWAY

SA
OFFICE

ST. JAMES TABLE SPOTS

BENCHES

LIFEWORKS

TTC SALES

3

FOOD
COURT

2

CASA LOMA TABLE SPOTS

1

STUDENT
LOUNGE

TREATS

SUBWAY

LA DOLCE
VITA

F | VENDING TERMS

Fall term: September – December

Winter term: January – April

Summer term: May – August

G | VENDING RATES

Fall and Winter Terms

RATES	CASA LOMA	ST. JAMES
Daily Rate	\$75	\$115
10 Day Package (10% Off)	\$675	\$1035
20 Day Package (15% Off)	\$1275	\$1955
40 Day Package (20% Off)	\$2400	\$3680
Corporate Rate* (Per Day)	\$165	\$250
Student Rate** (Per Day)	\$45	\$70

Summer Term

RATES	CASA LOMA	ST. JAMES
Daily Rate	\$50	\$75
10 Day Package (10% Off)	\$450	\$675
20 Day Package (15% Off)	\$850	\$1275
40 Day Package (20% Off)	\$1600	\$2400
Corporate Rate* (Per Day)	\$115	\$175
Student Rate** (Per Day)	\$30	\$45

All rates do not include HST. HST must be added to the total cost.

***CORPORATE VENDORS** | SAGBC classifies Corporate Vendors as those larger companies such as Business Depot, Bell Mobility, TD Canada Trust, etc. or any promotional companies supplying demos, samples or promotions for a particular product or service.

****STUDENT VENDORS** | To be eligible for the student rate, the vendor must be a current Full-Time George Brown College student and present a valid form of I.D. and GBC Student Card. The student must be present at all times during the booth rental.

APPLICATION FORM

Please print clearly.

Note: This application does not confirm your booking

A contract will be completed following the approval of your application.

CONTACT INFORMATION

Date of submission: _____

Vendor/Contract Name: _____

Business Name: _____

Mailing Address: _____

Home Phone: _____ Business Phone: _____

E-mail: _____

Business License Number: _____ HST Number (if applicable) _____ Copy included? Yes [] No []

Are you a student at George Brown College? Yes [] No [] Copy of student ID included? Yes [] No []

Details

Please provide a complete description of merchandise and/or service:

Please outline the customer refund and exchange policy for your merchandise while vending at Student Association of George Brown College:

PROPOSED DATES FOR THE RESERVATION

Please choose one of the following options:

1. Type of Booking: [] Daily Booking [] 10 Day Package [] 20 Day Package [] 40 Day Package [] Corporate (Daily) [] Student (Daily)

2. Booking Dates (list dates): _____

3. Preferred booth locations (list by order of preference and indicate CL [Casa Loma] or SJ [St. James] when selecting): 1 _____ 2 _____ 3 _____

Note: This application is subject to approval by the Student Association of George Brown College. The application processing time is usually 1 – 2 weeks.

FOR OFFICE USE ONLY

Date approved: _____ Approved by: _____

Date of contract issued: _____ Issued by: _____

CONTRACT

I have read and understand the SAGBC Vending Policies and Procedures and Vending Terms and Conditions, and agree to comply with all conditions proposed.

Confirmed Vending Dates: _____

Confirmed Vending Table: _____

Payment Received: Yes [] No []

Vendor Name / Business Name / Contact Name

SAGBC Manager's Name

Date

Date

Signature

SAGBC Manager's Signature