

## **VENDOR BOOKING GUIDELINES / EWART ANGUS CENTRE**

Vendors must complete a booking form describing all details of their event. Vendors are expected to be respectful and leave space in good condition. Vendors are not permitted to store items on the premises; all vendor display material must be vacated to allow for other vendors to rent the space. Room Bookings reserves the right to charge fees to vendors who do not respect the guidelines or leave the space in good condition and risk losing booking privileges.

### **Applying for Space**

- Clients may submit a completed electronic booking request form via email to [bookfhs@mcmaster.ca](mailto:bookfhs@mcmaster.ca) or contact Room Booking Coordinator at 905-525-9140 ext. 22885. A confirmation of the booking will be provided once the rental payment has been made. The rental fee must be paid to the Room Booking Coordinator prior to vendor's setting their display(s). Vendors must provide a 24hr cancellation notice; otherwise, a \$25 cancellation fee will apply.

Vendor booking requests may be submitted up to 6 months in advance of an event and must be submitted at least 10 business days prior to an event. Applications submitted with less than this advance notice will be deemed a "Short Notice Application" and will be granted at the discretion of the booking office. Please note if the space is needed for an academic university event, the vendor booking may be cancelled or rescheduled to accommodate the academic booking.

### **Rates**

The following chart will help you determine the rate that will be charged for the activity you would like to book in the space. These are rates for use of the space as contracted only. Furnishings (i.e.: tables/chairs), set-up and other special requests are subject to rental fees. Other fees may be assessed for items such as extraordinary set up or clean up.

#### **Ewart Angus Centre Rental Rates**

<b>HOURLY</b>	<b>HALF DAY</b>	<b>FULL DAY</b>
N/A	\$100.00	\$150.00

#### **Set-up/Furniture Rental Rates**

Set up Requests	\$25
Poster/display Boards	\$10
Tables	\$10
Chairs	\$2

### **Permissible Vendor Activities**

Commercial activity aimed at selling and/or promoting a product or service. Includes any displays, demonstrations recruitment, or information dissemination activities designed to generate revenue.

## Restrictions

The Ewart Angus Centre operates and is maintained by the Faculty of Health Sciences primarily for the benefit of students and the university community. We also enjoy a strong relationship with several tenants and partners. The following restrictions are designed to ensure academics are our priority while offering a safe, clean, enjoyable environment for all guests and occupants of the building.

The following activities/sales will not be permitted in this space:

1. The sale of second-hand goods or armed services surplus articles, insurance salvage stock, fire sale stock or bankrupt stock;
2. Wholesale merchandising;
3. The sale of firecrackers or fireworks of any kind;
4. An auction, flea market, arcade, bingo hall, casino or other similar gaming establishment, pawn shop, liquidation sale, distress sale, going out of business sale, bankruptcy sale, sheriff's sale, receiver's sale or any other sale that in Landlord's opinion suggests that business operations are to be discontinued in the Premises;
5. The sale or the supply of any service, or any activity which would, in Landlord's opinion (a) tend to lower the character of the Centre, (b) constitute unethical, deceptive or fraudulent advertising or selling procedures or practices, (c) be objectionable, or (d) be a nuisance;
6. Any business which in Landlord's opinion is in breach of or contravenes the provisions of any of the leases or agreements of any other tenants or occupants of the Centre or any part thereof;
7. A department store, junior department store, variety store or any store selling a general line of retail merchandise by whatever name known;
8. A chartered bank, trust company, mortgage corporation or any other financial institution, or any branch or office thereof, or any electronic or mechanical unit, kiosk, equipment, device or machine which performs any banking or deposit taking service of any kind;
9. New and used books, magazines, greeting cards and stationery supplies;
10. An outlet for the sale of stamps and post office supplies;
11. An outlet for the sale of photocopying, printing or faxing;
12. An outlet for the sale of motor vehicles or a service facility commonly known as a tire, battery and auto store or an auto accessory store;
13. The sale of alcoholic beverages;
14. Sleeping apartments or lodging rooms,
15. Any unlawful purpose or activity;
16. Any activity or business which in Landlord's opinion will divert to another location business that would normally be transacted from the Premises;
17. The sale of goods that use or carry counterfeit or imitations of a legally registered trademark;
18. The distribution of flyers, handbills, buttons, stickers or any other materials in areas other than those areas specified in the Vendor Contract;
19. The use of any public address system, music, megaphone or other sound or amplification device, except as specified in the Vendor Contract;
20. The featuring of full or partial nudity; or
21. Any barter or trade of goods.

*Revised: Nov/2023*