



FROM: Vendor Program  
DATE: August 15, 2019  
SUBJECT: **Vendors' Market 2020 Booking - NYGH**

Booking requests are now being accepted for 2020 Vendors' Market at NYGH Leslie site; please be advised that we are booking Monday to Friday.

There have been a number of changes to the program and it is very important that you understand all of them. Please read the policies very carefully before signing the Release form. If you accept the policies as written, sign the Release form, complete both pages of the Profile and **MAIL** them to me at the address below. Faxed or emailed bookings packages will not be accepted.

Booking will begin no earlier than September 4th, 2019 so you will not receive confirmation until after this date. Any other questions are answered on the website or in the Policies.

To obtain your 2020 booking package please follow the directions outlined below:

- Go to <https://www.nygh.on.ca/careers-and-volunteers/volunteers/volunteer-services-vendors-market> and click the **Information for Vendors** link.
- Read the page carefully.
- Print all the documents, Policies, Release form, and Profiles.

Please remember that unloading at the front entrance to the hospital is prohibited and can result in removal from the program. Vendors are to unload at the Receiving dock only.

**When communicating with the Vendors' Market Coordinator, please quote the "Vendor/ Company" name as well as contact name.**

**Anne Bradley**

**NYGH** Vendors' Market Coordinator,

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