



## Vendor Policy and Guidelines

### Securing Vendors for your Spin4Kids event

If you want vendors at your Spin4Kids event, you must get approval from GoodLife Kids Foundation prior to making any commitments with potential vendors. This will ensure the following:

1. The vendor does not conflict with existing partners of GoodLife Fitness or GoodLife Kids Foundation.
2. The vendor pays the appropriate amount for their space at the event.
3. Your Spin4Kids event is credited with securing the vendor and the vendor fee will be added to your event fundraising total.

You may submit requests for vendor approval through email:

Kendall O'Neill, Fundraising and Engagement Senior Specialist, Goodlife Kids Foundation  
[kendall.oneill@goodlifekids.com](mailto:kendall.oneill@goodlifekids.com)

**All vendors must be approved by Thursday, October 31, 2019.**

### Vendor Requirements

All vendors must provide the following prior to attending your Spin4Kids event:

- **Pay \$150 vendor fee** – cheque made out to GoodLife Kids Foundation or credit card payment over the phone with GoodLife Kids Foundation. Do not email credit card information.
- **Complete a Vendor Agreement** – issued to the vendor by GoodLife Kids Foundation
- **Provide Proof of Insurance** – emailed to GoodLife Kids Foundation by vendor

### Vendor Guidelines for Event Day

General Managers should provide approved vendors with the following guidelines prior to your Spin4Kids event:

- For sampling of food/beverages, a visible and detailed listing of all ingredients must be on display at all times
- Vendor is responsible for the following:
  - Setup and take down of display
  - Table coverings and signage (professionally produced)
  - Disposal of garbage in appropriate location as indicated by Club Associates
  - Someone to staff their table at all times
- Vendors may not actively approach Members
- Vendors may not sell products – this is a sampling/outreach opportunity only
- Boxes of extra product must be stored out of view

Last updated: June 2019

[spin4kids.com](http://spin4kids.com)

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