



LUTHERAN SCHOOL

Mom 2 Mom Sale TABLE RENTAL AGREEMENT

Dear Mom 2 Mom Sale Renter:

Date of sale is Saturday March 18, 2017.

Early Bird Sale is 8:00 am until 9:00 am.

Time of open sale is 9:00 am to 1:00 pm.

Set-up on Friday, March 17th

- Setup begins at 5:00 pm and must be completed by 8:00pm (minor setup may be completed Saturday morning at 7:30am). We highly discourage children at setup.
- Check in with volunteer upon arrival. Renters will be given a table number at this time.
- **DO NOT tape, push pin, or affix anything to walls, windows, etc.** Use only your tabletop, under your table, and rack to display items.
- You are responsible for pricing, tagging, and arranging your own items in an attractive, orderly manner. This will help you sell your items. Items must be clean! Table renters are also expected to provide their own change and their own bags. SOTL will not provide these items.
- ***Shepherd of the Lakes Church/School/PTO is not responsible for any lost or stolen items.*** However, there will be a volunteer supervising in the large item room.
- **\$25/Cube Space Renter:** 10 ft x 10 ft space. **No tables will be provided.** This space may be setup according to your preference. You may use multiple racks (Please use a **sturdy, standard** laundry rack, one or two bars. **No large commercial** racks and **NO open extension arms** on racks.), tubs, shelving (maximum height of 4 ft.), and extra tables. Your space may display merchandise on three sides leaving the fourth side open for the public to enter your space for shopping. **Large item are not to be sold in this area they are to be placed in the large ticket area. If you are asked to remove an item for any reason by the Sale Coordinator, it must be removed immediately.** If you bring a table for your space, it must be clearly marked with your name and you **must** check it in with the volunteer.
- **\$20/Table Renters:** one 8 ft table. All items must fit on or under the table; no items can **protrude more than 12 inches** out in the aisles. Under table space may be utilized to display items; please contain loose items (such as books, shoes, small toys) in a bin or box to avoid tripping hazards. You may also rent space for a rack, which you must provide yourself.
- **\$16/Table Renters:** one 6 ft table. All items must fit on or under the table; no items can **protrude more than 12 inches** out in the aisles. Under table space may be utilized to display items; please contain loose items (such as books, shoes, small toys) in bin or box to avoid tripping hazards. You may also rent space for a rack which you must provide yourself.
- **\$5/Rack Space:** Rack must fit within a 3 ft x 2 ft space. Please use a **sturdy, standard** laundry rack, one or two bars. **No large commercial** racks and **NO extension arms** on racks. **No racks longer than 3'.**
- **\$30 Vendor Table Renters:** All items must fit on or under the table; no items can **protrude more than 12 inches** out in the aisles. Under table space may be utilized to display item; please contain loose items in a bin or box to avoid tripping hazards
- **Large Item Fee:** Fees are due on Friday when items are checked into the Large Item Area. Fees per item are as follows: \$1-19 (\$1 fee), \$20-39 (\$2 fee), \$40-69 (\$3 fee), and \$70+ (\$4 fee). You will **NOT** be allowed to sell cribs or car seats. All large items must be placed in the Large Item Area. This includes all furniture, high chairs, strollers, bouncy chairs, exersaucers, bikes(all), outside toys, large doll houses, floor mobiles, crib mattress, toddler bed, bed

rails, baby swings, toy boxes, riding toys, tool benches, vanities, etc. All items must be checked in on Friday, March 17 from 5:00pm –8:00pm See **Operation of the Large Item Area (LIA)** below for more information.

Sale on Saturday, March 18th

- Renters may enter the building at 7:30am on the morning of Saturday, March 18th.
- Please leave parking spots close to the facility open for shoppers.
- From approximately 7:30am to 8:00am, table renters will be allowed to presale at each other's tables. After that, table renters are supposed to be at their own table to sell their items to the outside shoppers. The Early Bird Sale will begin at 8:00am for outside buyers wanting to get an early start to their shopping.
- Renters are expected to stay until 1:00pm. Renters should not begin to pack up their items to leave before 12:45pm. Please have your items packed and removed by 2:15pm.
- **NO REFUNDS** will be given within 2 weeks of the sale date. Before that time, if you need to cancel, we will refund your rental fee **ONLY** if we are able to re-book your table before the sale date.
- On the day of the sale there will be limited refreshments and snacks sold to benefit our 8th grade trip. But **NO** lunch will be provided. Chairs are not provided.

Operation of the Large Item Area (LIA):

- Volunteers will supervise the LIA on Friday, March 17th and Saturday, March 18th.
- We will try to accommodate all items; however, space availability in the LIA will be on a first come first serve basis.
- You will be asked to fill out a sticker for each item during check-in. **Please fill out and bring with you the attached LIA_Renter Item Description Sheet.**
- If your item sells during the sale the money will be placed in your envelope. Renters may pick-up their envelopes and unsold items beginning at 1:00pm. **The name on the envelope must match the renter picking it up. Please have your Drivers License ready for verification.** You will be asked to count the money in the envelope and sign that you received it.
- If your item does not sell during the sale the renter (the name that is listed on the item description sheet and envelope) must pick-up the item from the LIA by 1:45pm.
- A portion of the proceeds from the LIA will be donated to the Personal Needs Pantry* located at Shepherd of the Lakes Lutheran Church.

Selling of Merchandise

- Merchandise must be clean, of good quality, and child/maternity related only. **Note:** In order to keep our sale focused on baby/kid/toys/maternity merchandise, the number of "vendor" tables (Discovery Toys, Creative Memories, etc.) has been limited. You may wear a nametag advertising your business and/or place catalogs/flyers in the corner of your table. Please do not display any merchandise unless you have been cleared as a vendor for this event.
- Sellers are responsible for pricing and tagging their merchandise prior to the sale. It is recommended to price items in increments of 25 cents for simpler transactions and price it to sell if you don't want to take it home.
- **For Vendors Only**-since we advertise our sale on the Mom2Momlist.com website, we are only allowed 10% of our tables to be vendor tables. This allows us to have a maximum of 6 vendor tables per sale. We will accommodate you on a first come first serve basis. As a courtesy, we will only allow one representative per company per sale. If you are a delicate company, we will place you on a wait list and contact you should the representative of the same company cancels. Vendors must be approved prior to sending contract. Please contact Sheila at sm.tepper@yahoo.com

SHEPHERD OF THE LAKES SCHOOL PTO 2101 S. Hacker Rd., Brighton, MI 48114
Mom 2 Mom Sale **RENTAL AGREEMENT**

PLEASE NOTE: Your space is NOT reserved until both contract and payment have been received. You must check with sale organizer before you turn in your contract to make sure that tables are still available to rent. Sale organizer: Sheila at 586-944-7395 or email sm.tepper@yahoo.com

Deadline for table rental Thursday March 16, 2017

NAME: _____ PHONE: _____
ADDRESS: _____
EMAIL (for follow-up communication): _____

_____ \$25/Cube Space: 10 ft x 10 ft space
_____ \$20/Table Rental: one 8 ft table
_____ \$16/Table Rental: one 6 ft table
_____ \$5/Rack Space: 3 ft x 2 ft space
_____ \$30/Vendor Space Limited Availability please contact Sheila at sm.tepper@yahoo.com
TOTAL AMOUNT SUBMITTED \$ _____ (check # _____)

_____ Large Item: Item price \$1-19 (\$1 fee), \$20-39 (\$2 fee), \$40-69 (\$3 fee), and \$70+ (\$4 fee). Payment for these items will take place on Friday, March 17th Please bring your large item fee with you on Friday.
Please list large items:

If possible, please assign my table(s) next to _____.

Please send:

- **Check or money order** payable to *SOTL* with “*Mom 2 Mom Sale*” in the memo line and
- This **completed contract to:**
Shepherd of the Lakes School PTO
C/O Sheila Tepper
2101 S. Hacker Rd.
Brighton, MI 48114

PLEASE NOTE THAT CHECKS WILL BE CASHED TWO WEEKS BEFORE THE SALE. ANY BOUNCED CHECKS WILL BE SUBJECT TO A FEE.

You will receive confirmation via email or by phone if no email is listed. If you do not receive a confirmation email/call at least one week prior to the sale, it is your responsibility to contact the sale organizer.

- ❖ **I understand that Shepherd of the Lakes Church and SOTL School/PTO is not responsible for ANY items that may be lost, damaged, or stolen.**
- ❖ **Also, I understand I will forfeit the opportunity to sell at future SOTL School PTO sales if I do not comply with all guidelines of this contract.**
- ❖ **I agree with all the rules and regulations listed within this Rental Agreement.**

SIGNED: _____ DATED: _____

*SOTL church is a partner with Love in the Name of Christ, a non-profit organization serving Livingston County residents with financial needs. SOTL’s Personal Needs Pantry provides hygiene and home care products to those in the community who cannot afford them. (e.g. Soap, shampoo, laundry detergent, baby products, feminine care products, tooth brush, tooth paste, toilet paper, etc.)