

## **Macomb Community College Mom 2 Mom Sale Rental Agreement**

**Saturday, October 6th, 2018**

**9am-1pm (eb 8:30am)**

*Table Reservation Deadline: Monday, October 1st, 2018*

**Macomb Community College**

**Sports and Expo Center**

14500 E. 12 Mile Rd.

Warren, MI 48088

### Table Rental Agreement

Please make sure that your application is clearly written or typed so that we can contact you with any questions and we can email you a confirmation. Do not assume that you have a table rental secured without contact from us before the date of the sale. Tables (including a limited number for vendors/businesses), rack space and large item area are available for rental. Please complete and return the attached Table Reservation Form no later than Monday, October 1<sup>st</sup>, 2018. Spaces are reserved upon receipt of signed agreement and payment. No verbal agreements or unpaid reservations will be made. No refunds are given.

1. Date of the sale is Saturday, October 6<sup>th</sup>, 2018. Time of sale is 8:30am-9:00am early buy (eb) and regular sales time will begin at 9:00am and end at 1:00pm.
2. Set up will be available on Friday, October 5<sup>th</sup>, 2018 from 4pm-7pm and/or Saturday, October 6<sup>th</sup>, 2018 from 6:30am-8:15am. Large items must be taken to the Large Item Area by 8:00am.
3. You must arrive at the sale by 8:15am. At that point, your table will be available for others to rent. **No** refunds will be given for any no shows/late arrivals. Please bring in all of your items prior to the sale starting. You will not be able to bring in items once the sale has started.
4. You must check in before proceeding to your table for set up. At check in you will receive your table number for each table space rented and the approximate location of your table.
5. Please be sure that you are able to carry all items you are selling to your table from the parking lot/car. We will not be able to provide a dolly or cart. We will have very limited staff available to help, but may not be available at the time of need.
6. Sellers are responsible for their own security for items that they bring to sell. Macomb Community College will not be liable for any lost or stolen items and/or cash for any reason.
7. You will be provided an 8' table to sell your items from. You must keep your items in the area assigned to you and not have items protruding out into the walkways where they may cause someone to fall or trip.
8. Rack space may be purchased for \$3 (maximum 1 rack per table rental). You must provide your own rack. Rack space is available only with rental of a table.
9. You are responsible for pricing and tagging your own items and arranging them in an attractive and orderly manner.
10. All items should be clean and have all parts.
11. Sellers must have at least one person, but no more than two people at their table at all times. Two chairs will be provided at each table rented.
12. Sellers must provide their own change and shopping bags.

13. Sellers who bring children to the sale are responsible for their supervision. Children must not disrupt the event or other sellers' displays.
14. Sellers are expected to stay until 1:00pm and may not begin to pack up their items before 12:45pm.
15. Sellers are required to clean up their space after the sale. All trash, empty boxes, plastic bags or items you do not want MUST be taken with you.
16. From 7:30am-8:15am sellers will be allowed to pre shop at each other's tables. After that, all sellers are expected to be at their table to sell their items to outside shoppers.
17. You may not move to a different table at any time during the sale. You may not set up your items on any table other than your assigned table, even if a renter fails to show unless the table has become available at a discounted rate and you have paid for it.
18. All renters must be out of the facility by 2:30 pm
19. Vendor tables are available in a limited number. When completing this contract you must specify if you are a vendor and your company i.e. Avon. As vendor space is limited, we will refund your fee if another vendor of your same product has already rented a table. Vendors include anyone displaying a product (including handmade bibs, hair bows, jewelry) or service no matter the size/number of items displayed.
20. Large items are not allowed at your table and must be sold through the large item area.
  - a. Large items must be checked into the Large Item Area by 8:00am on Saturday to allow time to organize the large item area
  - b. Large items need to be clean with working batteries
  - c. Sellers must ensure all items meet Federal safety standards. For a list of recalls: <http://www.cpsc.gov/> No drop side cribs, car seats or booster seats will be allowed to be sold.
  - d. You may pick up your money/unsold items at 1:00pm. Any items not claimed by 1:30pm will be donated or disposed of.
  - e. The large item area will be supervised at all times, however; *organizers are not responsible for any lost, damaged or stolen items.*
  - f. There will be a \$1 charge for each item placed in this area, whether items are sold or not.
  - g. We will provide a tag for you to attach to each item
  - h. All items you place in the Large Item Area will need to have a form completed stating listed price and negotiable lowest price.
  - i. Sale of large items in the large item area is available with the rental of a table only.

**Macomb Community College Mom 2 Mom Sale  
Table Reservation Form**

Saturday, October 6<sup>th</sup>, 2018  
9:00am-1:00pm (8:30am eb)

PLEASE MAIL PAYMENT AND **THIS PAGE ONLY** (don't mail large item sheet.)

Name:			
Email:			
Phone Number:			
Address:		City:	ST/ZIP:
I agree with all rules and regulations listed on the Rental Agreement:			
Signature _____			
# of 8' tables		x \$20 each =	\$
rack space ( <i>must bring own rack, <b>1 rack per table</b></i> )		x \$3 each =	\$
# of large items ( <b>bring list day of</b> )		x \$1 each =	\$
# of VENDOR/BUSINESS Tables (limited availability)		x \$25 each =	\$
Business Name:			
TOTAL:			\$
<p><b>Checks and cash accepted. <span style="color: red;">Make checks payable to Macomb Community College.</span></b></p> <p><i>Mail this form and payment to:</i>            Jamie Valente            Student Life and Leadership            SK-251            14500 E. 12 Mile Rd.            Warren, MI, 48088</p> <p>Or drop off to            Macomb Community College            Student Life and Leadership Office            South Campus: K Building, 251</p> <p><i>All table reservations forms and payments must be received by Monday, October 1st, 2018.</i></p> <p>Questions? Email Jamie Valente at <a href="mailto:valentej@macomb.edu">valentej@macomb.edu</a>.</p>			

For student organization use only: Name \_\_\_\_\_ Organization \_\_\_\_\_

