

**Birmingham Public Schools Early Childhood Center Mom 2 Mom Sale Contract**

**Saturday, November 11<sup>th</sup>, 2017 from 8:30 am to 12:00 pm**

**\*\*Sale to be held at Berkshire Middle School in the Cafeteria - 21707 W 14 Mile Rd, Beverly Hills, MI 48025 (cross street Lahser)\*\*  
**Due to overwhelming response, we cannot accept contracts from VENDORS****

- Table Space:** Tables are 8 feet and rent for \$25.00 each. There are also a very limited number of 12 feet tables available for \$35 and 6 feet tables for \$20.00 – please call or text ahead to confirm availability. Tables are assigned on a first-paid basis. No table will be held without payment.
  - All items must fit on or under the table; no items can protrude 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.
  - Large storage bins of clothing that need to be pulled into the aisle to shop through will not be permitted.
  - Do not tape, push pin, or affix anything to walls, windows, etc. Use only your tabletop and rack to display items.
- Rack Space** is 3' wide x 4' deep and rents for \$5.00 (MUST BRING YOUR OWN RACK). Please use a standard laundry rack, one or two bars. No large commercial racks and no extension arms on racks. **No racks longer than 4'**. Only one rack space per table rental. (Early Childhood Center does not provide a rack).
  - Racks will be kept flush with the front of your table to fully utilize aisle space for shoppers.
  - See floor plan at check in for the placement of your rack in relation to your table (right or left).
- Large Items.** These cannot be sold at your table; they must be placed in the Large Item area due to limited floor space in table areas. The cost is \$2 per item.
  - No Large Items may be sold without a table rental.
  - Large items include all furniture, high chairs, strollers, bouncy chairs, exercisers, bikes, outside toys, cribs, crib mattress, toddler bed, bed rails, baby swing, toy boxes, riding toys etc. (no car seats will be accepted). If you have questions regarding Large Items, please Email Claire at [ECCMom2Mom@gmail.com](mailto:ECCMom2Mom@gmail.com) or call (248) 722-4277.
  - All Large Items must be brought and checked in to the Large Item Area on Friday Nov 10th evening ONLY 6-8pm.**
  - Labels will be provided the week prior to the sale for Large Items.
  - Pay out on Saturday for your Large Items will occur throughout the sale as items are sold.
- Sale Set up:** Set up is Friday evening from 6:00 to 8:00pm for both table and big-ticket items. We encourage all tables to be set up at this time. If this is not feasible, tabletop items only may be set up on Saturday morning from 7:15 – 8:30am. No Large Items will be accepted Saturday morning. You must be ready for the sale doors to open at 8:30am on Saturday.
  - Please use the bus loop to drop off your items directly into the cafeteria
  - Upon arrival, come to the “check-in” desk at the bus loop entrance to get your table assignment and rack placement
  - After setting up, place a twin sheet or tablecloth over your table to ensure your items are undisturbed during your absence.
- Saturday, Sale Day:**
  - Table renters are expected to provide their own change and bags.
  - You are responsible for pricing and tagging your own items and arranging them in an attractive and orderly manner. Please make sure items are clean and in good condition.
  - Pre-shopping is for table renters only. Preshopping time will be 7:30 – 8:30 Saturday morning.
  - You agree to have no more than ONE adult helper. A nametag will be available for you and another adult (helper).
  - Do not begin to pack up any items on Saturday **before 12:00 p.m.** to ensure all shoppers have fair opportunity to shop.
  - After the sale ends at 12pm, you are responsible for fully clearing your table and collecting any unsold large ticket items.
  - If you are interested in donating any unsold items, we will have a collection truck available, which you must load yourself.

\*\*\*\*\*Fill out the bottom portion and tear here\*\*\*\*\*

**Birmingham Public Schools Early Childhood Center MOM 2 MOM Sale Contract – Saturday, November 11, 2017**

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Name: _____	Number of 6 ft. tables to be rented _____ @ \$20 each = _____
Address: _____	Number of 8 ft. tables to be rented _____ @ \$25 each = _____
City: _____, State: _____ Zip: _____	Number of 12 ft. tables to be rented _____ @ \$35 each = _____
Phone: _____	Number of rack space _____ @ \$5 each (1 per table) = _____
Email: _____	Number of Large Items _____ @ \$2 each = _____
	Check # _____ Total due: _____

I agree to the above rules and regulations and understand the Birmingham Public Schools Early Childhood Center and Berkshire Middle School is not responsible for any items that may be lost, damaged or stolen.

Signature: \_\_\_\_\_

\*\*\*\*\* Please make checks payable to BPS ECC and mail to Claire Kona 439 West Merrill, Birmingham, MI 48009 \*\*\*\*\*