

Concordia Lutheran School Mom2Mom Sale

20805 Middlebelt Rd, Farmington Hills, MI 48336

Saturday, March 10th, 2018

8:30 AM Early Bird Admission ~ \$2.00

9:00 AM -1:00 PM General Admission ~ \$1.00

40 Tables Total

TO RENT A TABLE: Complete the application on page 3 and return no later than February 24, 2018. After this date, please email ConcordiaMom2Mom@gmail.com for availability.

GUIDELINES (Be sure to read and understand all guidelines before sending in the application):

Applications for table rentals will be accepted on a FIRST COME/FIRST SERVED basis. You must be committed to stay for the entire sale. Upon receipt of your application and payment, you will receive an email confirmation. There are NO REFUNDS of tables after February 1st. If tables are sold out, we will have a wait list and you may be able to get a refund if we are able to resell your table.

COST: We are selling two sizes of tables – 8' table for \$20, 6' table for \$15. Please indicate your preferred table size. If that table size is sold out, we will email you to determine if you want to instead take an alternate table size.

SETUP TIME: The facility will be open for setup on Friday, March 9th from 6:00pm until 8:00pm. Doors will also be open on Saturday from 7am-8:30am for setup. If you do not have any items set up by 7:30am on Saturday, we will resell your table to someone on the waiting list. If you arrive after 7:30am and your table has been resold, you will be asked to leave and will not receive a refund. If you have an emergency, please contact the sale coordinator, Andrea at 248-821-7832.

AT YOUR TABLE: This is a sale for clean and gently used children's items. You are responsible for pricing your own items and displaying them in an attractive manner to encourage sales. All items must fit on or under your table, and may not protrude into the aisle. You may not affix merchandise to the walls or windows of the facility. You are responsible for providing change and bags for your sales. You must have your table area completely set up by 8:25am on the day of the sale.

VENDORS: If you are **selling anything other than gently used children's items**, you are a vendor. We will be allowing a maximum of 4 vendor tables at this sale. You must indicate that you are a vendor on the application and add \$10 to the table fee. We will not allow duplicate vendors from the same or similar companies.

RACK SPACE: You can purchase an additional 2' x 3' space for a garment rack or shelving unit (maximum of two racks per table) for an additional \$5 each. Racks will not be provided.

ALL LARGE ITEMS: Strollers, Car Seats, Changing Tables, High Chairs, Pack n Plays, Bicycles, etc. will be sold in a separate area by sale staff. If staff workers determine that you have a large item at your table, you must take it to the Large Item area. Bring items to the Large Item area during set up on Friday night. Bring the completed Large Item Form (page 4) listing all of your large items, listing price, and lowest negotiable price. Fill out a Large Item Tag (page 5) and affix it to your item. The fee for the Large Item Room is 10% of the sell price per large item (minimum charge \$1.00), if the item sells. If the item does not sell, you will not be charged, and you can pick up your remaining large items at the end of the sale along with your payment for large items that sold.

RECALLED ITEMS: You may not knowingly sell an item that has been recalled. Additionally, you may not sell a car seat that is beyond the manufacturer's expiration date, or that has been in an accident. Please check items for recalls before bringing them to the sale.

SELLER PRESHOP: Sellers will be able to pre-shop from other sellers during setup times.

SALE DAY: YOU ARE REQUIRED TO STAY AT YOUR TABLE FOR THE ENTIRE DURATION OF THE SALE. Sale workers will be available to provide restroom breaks, if needed. You may not begin packing up your items until 1:05pm.

FOOD: Concessions will be available for purchase in the gym. As a seller, we ask that you clean up any spills promptly and place all trash in provided containers.

CHILDREN: We love children! However, we want to ensure an effective and safe sale for everyone. Babysitting services will not be provided at this sale. You must keep any children at your table and out of the way of customers, to prevent tripping hazards. We gently recommend you do not bring children to the sale.

DAMAGE: Seller understands that they are responsible for their merchandise. Mom2Momlist.com, St. Paul's Lutheran Church, and Concordia Lutheran School are not responsible for any items that are lost, damaged, or stolen.

DONATIONS: At the end of the sale, you will be able to donate any unsold items by leaving them on the stage in the gym for the AAA Pregnancy Center.

DONATIONS TO CONCORDIA: We have added a new line to the Application form, allowing additional donations to Concordia Lutheran School. **This is completely optional** and will **not** be a factor at all in your ability to get a table. We greatly appreciate any additional donations to our school! And they are tax deductible.

CONCORDIA LUTHERAN SCHOOL MOM2MOM SALE APPLICATION
Saturday, March 10th, 2018

Name: _____ Telephone: _____

Address: _____

Email address* (required): _____

(Check one)

I am selling gently used children's items

I am a vendor selling a new product, and I will add \$10.00 to my total due
Vendor Name/Product: _____

Table and rack space rental (indicate number of tables desired):

_____ 6 ft table for \$15 (vendor \$25)..... \$ _____

_____ 8 ft table for \$20 (vendor \$30)..... \$ _____

_____ Additional 2' x 3' space \$5 each, limit two per table..... \$ _____

Additional donation to Concordia Lutheran School? (*optional*): \$ _____

Total Payment: \$ _____

Please indicate if you would like to be located near another seller:

Please initial: (____) I have read and agree to abide by the Guidelines in this contract.

SIGNATURE

DATE

*You must include an email address; this is how you will receive your confirmation & other important info about the sale.

Mail completed application with payment made out to **Concordia Lutheran School** to:
CLS M2M Sale
c/o: Andrea Ballantine
29200 Spring St, Farmington Hills, MI 48334

LARGE ITEM FORM: Complete this form for all items brought to the Large Item area during Friday setup. Sold price will be filled out when the item sells. Use multiple forms if needed.

SELLER NAME: _____ TABLE #: _____

SELLER PHONE NUMBER: _____

Item Description	List Price	Lowest Price	Sold Price	CLS Fee*	Seller \$

*CLS Fee is 10% of the sell price, minimum \$1.00.

Seller to initial this form when paid

Total Large Item Sales: \$ _____

Total CLS Fee = \$ _____

Payout to Seller: \$ _____

LARGE ITEM TAGS: Label each item for the Large Item area with a completed tag. Use a detailed description in case the tag falls off, for example "Blue Graco double stroller".

Table #: Item Description: Price:	Table #: Item Description: Price:
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