



Dear Prospective Seller:

Thank you for your interest in Faith Lutheran Church's Mom2Mom Sale on **Saturday, February 17TH, 2018**. Enclosed is a (1) Mom2Mom seller application form, (2) a table rental agreement, (3) large item list, as well as large item tags and tips for selling.

Application Process:

- Applications can be found on our website: **www.faithtroy.org/adults/women**.
- Tables will not be held. Tables will be assigned once forms and payment are received - first come/first serve basis.

Large Ticket Items:

- Our Large Item rule is a flat \$2 fee per item. However, the maximum you will be charged to sell your large items is \$20.
- Each seller may bring up to 15 items to place in our large ticket item room. Please be sure to read the Large Ticket Item rules and include your payment with your application.

Confirmation:

After your application and rental agreement are received, you will be notified by e-mail or phone that your application was accepted. Your receipt and confirmation will be a table number. If you have not heard from us within 10 business days, please email **cbear2911@yahoo.com** to check the status of your application. *Do not assume that you have a table rental secured without contact from us before the date of the sale.*

Donations:

Whenever possible, we have a reputable organization on-site to collect any unsold or unwanted items that you wish to donate. Please consider this as an option at the end of our sale. You will receive a Sellers Note at set-up, detailing the donations process.

Please feel free to contact Carrie Phelps at 586-604-4290 with any questions.

Mom 2 Mom Resale
TABLE RENTAL AGREEMENT

Faith Lutheran Church
37635 Dequindre Rd
Troy, MI 48083

Table Rental Agreement Terms:

1. Date of the sale is **February 17th, 2017**. Time of open sales is **8:30 AM – 1:00 PM**. 8:30-9am is early bird entry.
2. Up to 3 tables may be purchased and up to 15 large items are allowed per table purchased.
3. Sellers are provided with an 8' (rectangular) table. Your space will be approximately 3' deep. This does not allow for rack space. Rack space may be purchased for \$3.00 (one rack space per table rental). **You must provide your own rack.** (ONLY A STANDARD HANGING RACK, NO ROUND RACKS)
4. **Set up is from 6:00 - 8:00pm on Friday, February 16th. Check-in by 7:30 p.m.** at the registration desk for table number and location before proceeding to your table for set up.
5. FLC will open the doors to all sellers on Saturday, February 13th at 7:00am.
6. **Sellers must have table(s) set-up by 7:30am on Saturday, February 17th. We will not offer refunds for no-shows or late arrivals, and your table will be forfeited.**
7. Have a helper at your table if possible. Someone should be at your table at all times. FLC will not be responsible for any loss, damage, or injury that may occur on its premises.
8. From approximately 8:00-8:30am table renters ONLY will be allowed to pre shop at each other's tables. By 8:30am, table renters are expected to be at their tables, selling to outside shoppers.
9. Sellers are expected **to provide their own change and bags**. FLC is not able to break large bills for change. We do offer bags for sale to shoppers, but we don't supply other bags for merchandise.
10. Sellers are provided table-space from which to sell your items. You must keep your merchandise in the area assigned and not have items protruding into the walkways
11. Sellers are responsible for carrying all items you are selling to your table from the parking lot/car.
12. If children attend the sale with you, you are responsible for their supervision.
13. Sellers are responsible for pricing and tagging your own items and arranging them in an attractive and orderly manner. All items must be clean or you will be asked to remove them from your selling area.
14. **Sellers are expected to stay until 1:00pm.** By signing this contract you agree that you will not begin to pack up your table before the sale ends at 1:00pm. Please do not rent a table if you are not able to commit to having your table set up for the entire time slot.
15. Sellers may not move to a different table at any time during the sale or set up your items on any table other than your assigned table.
16. Refunds will not be given within 1 week of the sale date. Prior to that time, if you need to cancel, we will refund your rental fee if FLC is able to rebook your table before the date of the sale.
17. FLC will sell pizza for \$1 per slice. Vending machines are also available in the hallways.

Please initial after reading.

LARGE ITEMS:

1. Please send in your Large Item List sheet with your application as this list will be used for checking in your items on Friday. If you decide to add more items at the time of the sale, we will add them to your check in sheet on Friday at setup and collect any extra money that might be due.
2. Up to 15 items, per table purchased, are allowed to be listed.
3. Large items are such things as: bikes, cribs, changing tables, strollers, large race tracks, swings, exer-saucers, bouncy seats, easels, outside toys, beds, are not allowed at your table and must be sold through the large item area only.
4. Cost is \$2 per item, (pay for up to 10 items for a max of \$20, items 11-15 are free) please include your payment with your application, large item list and registration fee.
5. It's helpful if Large Items are tagged prior to check-in on Friday evening using the Large Item tags provided.
6. FLC will accept any offer at or above your lowest price listed on your Large Item Listing sheet after 11:00am. You may identify on the Large Item Listing sheet whether you want customers to "see you" at your table to sign off on a lower price per item.
7. FLC has the right to refuse certain items.
8. Cleaning Children's Plastic Toys:
Remove grime by making a solution of 4 tablespoons of baking soda to 1 quart of water. Rub it on the dirty toys and then wipe off with a clean, dry cloth. Use this mixture for molded plastic furniture too.

I have read and understand the terms of rental agreement and agree to abide by its terms.

Signature _____

Date _____

APPLICATION FORM

Faith Lutheran Church Mom 2 Mom Sale

SALE DATE: SATURDAY, FEBRUARY 17, 2017 8:30 a.m. - 1 p.m.

Name _____

Address _____

City, Zip _____

Home Phone _____ Cell Phone _____

E-mail _____

Number of 8' tables _____ @ \$20.00 each = \$_____ (3 maximum if space allows)

Number of Rack space _____ @ \$3.00 each = \$_____

Number of Large Items (15 max) _____ @ \$2.00 each = \$_____ (max \$20)

Yes, you will only PAY for, up to, 10 items but we will allow up to 15.

Total Due \$ _____
(Table + Rack + Large Items)

Non-Table-Renters

You may place big items for sale in the Big Item Room for \$2 each; up to 10 items.

Items will be sold, as other renters.

Please fill out the Big Items Listing sheet and Item Tag and bring this with you for check-in on

Friday, FEBRUARY 16TH. (6-8pm)

You will be expected to pick up any items that did NOT sell on the day of the sale. Payment of sold items will be paid to you at that time also.

Number of Big Items: _____ Amount Due: \$ _____

Your Signature _____

Checks should be made payable to *Faith Lutheran Church* and mailed to the address below. Any check returned by the bank will be subject to a \$35.00 fee. (Renter will then be required to pay the table rental fee in cash and in person.) Your table rental will not be secure until you fulfill this requirement.

PLEASE REMEMBER TO INCLUDE:

- _____ A copy of the initialed and signed Rental Agreement
- _____ Application Form & Large Item List Sheet
- _____ Cash or signed check payable to "Faith Lutheran Church"

Send to:

Faith Lutheran Church
37635 Dequindre Rd, Troy, MI 48083
Attn: Mom2Mom Sale

Any other info: Carrie Phelps at 586-604-4290 or cbear2911@yahoo.com

Tips for Selling

Come prepared:

- 🍏 Bring lots of bags even though buyers should come with their own.
- 🍏 Have \$1's and change. It is **your responsibility to have cash change** for your customers.
- 🍏 Don't leave your money accessible to the general public. A hip bag is a good idea.
- 🍏 Make sure that you get to the sale allowing plenty of time to set up your table(s) in an organized manner. *(7am-8am day of sale)*
- 🍏 Please remember that you are reselling used items and will not get retail price for them.
- 🍏 If you have items under the table, make sure that they are accessible and easy to see.
- 🍏 Make signs to let the public know what size and sex of clothes you have.
- 🍏 Sort and clearly label each item with price and size.
- 🍏 Clean your items. If there is a problem (zipper needs replacing, etc.) make sure that it's known. It is the responsibility of the buyer to check it out, but if you are up front and let them know, they will know that your table is a reputable one.
- 🍏 If you have a rack, make sure that it is secure so it won't fall over if the items are pushed from one end of it to the other by buyers.
- 🍏 Have a helper at your table if possible. Someone should be at your table at all times.

Suggestions:

- If you are not willing to barter on the price, post a sign that **all prices are firm**. On the other hand, if you are willing to barter, you may want to put a sign saying **no reasonable offers refused**. Many people won't even consider going down in price for the first hour or two. It's up to you. It's your table.
- If you are sharing a table with someone else, have different tags to assure both parties get their rightful monies.

Faith Lutheran Church Information:

- For those who wish to donate unsold items, FLC usually accepts donations after the sale on behalf of a local, reputable organization. Specifics are made known to sellers during set-up.
- Faith will have refreshments available for sale. Other wise, pack a lunch and drink to make your day go easier.
- You need to be at your table until the end of the sale. Please do not start to pack up prior to the end of the sale. We have advertised that the sale will be open during those hours.