

**Chippewa Valley Schools  
Ojibwa Elementary PTO  
Mom to Mom Resale  
Table Rental Agreement**

**\*\*\* SATURDAY, MARCH 24, 2018 \*\*\***

**8:00 a.m. – 12:00 p.m. *NEW END TIME!***

**Location:** 46950 Heydenreich, Macomb, MI 48044 (21 Mile & Heydenreich)

***NEW Website:*** <http://ojibwapto.weebly.com/>

**COST:** \$25 per eight-foot table & 3ft x 3 ft rack space. Big Ticket Room available for \$1 per item.  
Payment must be submitted with contract; no verbal table requests accepted.

**INCLUDES:** Eight-foot table intended for the resale of seasonal infant, child, or maternity clothing, toys, games, or books, and other items used in the raising of children. Space for one standard rack is included in the cost of each table rental. A table rental is required to receive the rack space and only one rack space is provided per table. Sellers must provide their own rack. No round racks allowed.

**By signing the attached form, the seller acknowledges their agreement to the rules of the sale listed below.**

**1. CHECK-IN:**

- a. Table renters **MUST** set-up their displays from **6:00p.m.-9:00p.m.** on the Friday preceding the sale. Seller will be able to enter the building at 7:00 a.m. the morning of the sale to finish set-up and pre-shop.
- b. Seller agrees to check-in no later than 8:00 p.m. on the Friday preceding the sale. Failure to do so will result in the reselling of the reserved space and no refund will be provided. Seller agrees to have their space completely organized by 8:00 a.m. on Saturday.

**2. RENTED SPACE:**

- a. Seller is responsible for pricing and tagging all items before the start of the sale. All Items need to be clean or you will be asked to remove them from your selling area. Do not sell items that are broken, missing pieces/parts or recalled. Refer to the safety and recall documents posted at <http://ojibwapto.weebly.com/>
- b. No merchandise may be affixed to walls, doors, or other school property.
- c. All merchandise must fit neatly in the table space assigned or be on a rack in the provided rack space. No items are allowed to protrude into the aisles. The space under the table can be used to display merchandise. Large storage bins containing merchandise that need to be pulled into the aisles for buyers to view is strictly prohibited.
- d. Any merchandise that is deemed too large for the general rental space must be placed in the Big Ticket Room. We reserve the right to have you place large items in the Big Ticket Room, at the appropriate charge, if they are considered too large for the general table area.

**3. SELLER:**

- a. A responsible adult must remain in the seller's rented space at all times.
- b. If a child must be brought, he/she must remain at the seller's table space at all times under proper parental supervision.
- c. Renters are **expected to stay until 12:00 p.m.** By signing this agreement, you agree that you will keep your table "open for business" during the entire time of the sale. Please do not rent table space if you cannot make this commitment.
- d. **NEW - Renters are asked to have unsold table items packed up and out of the school by 1:00 on Saturday.**

**4. PRE-SHOP:** Table renters are permitted to pre-shop at other tables during set-up times on Friday and Saturday.

**5. REFUNDS:** Refunds will be given only in the event the PTO is able to resell the space. Cancellations one week before the Friday set-up date will NOT be refunded.

**6. RESPONSIBILITY:** Seller understands that they are responsible for their merchandise. Chippewa Valley Schools, Ojibwa Elementary School, and/or Ojibwa Elementary PTO and volunteers are not responsible for any item that is lost, damaged, or stolen. You may want to bring a sheet or table covering to cover your items Friday

night.

7. **BIG TICKET ROOM:** A \$1.00 per big ticket item fee allows the seller to place items in the Big Ticket Room to be sold by PTO volunteers. Typical items may include cribs, strollers, pack-n-plays, highchairs, car seats, bikes, and larger toys.
  - a. Seller agrees to fill out a provided form with a description and price on all items being placed in the Big Ticket Room **before** bringing in items for set-up.
  - b. All big ticket items must be clearly labeled with the provided price tag including selling price and table number.
  - c. All big ticket items must be brought to the Big Ticket Room on Friday evening during the scheduled set-up time. Items will NOT be accepted on Saturday morning.
  - d. Big Ticket Room set-up procedures and forms will be sent to table renters with the confirmation e-mail.
  - e. **A wristband or photo ID and unsold items must be presented to a PTO volunteer in order to cash out.**
  - f. **NEW - Renters are expected to collect unsold items from the big-ticket room by 1:30 on Saturday. Ojibwa PTO is not responsible for your unsold items. If you leave and fail to collect these unsold items, your contract will not be welcomed at future sales.**
  
8. **VENDORS:** Vendors selling commercial / retail products will not be accepted. The PTO may make exceptions for tables featuring **new** items including, but not limited to, handmade, unique, specialty items or services intended for children.
  - a. Only a limited amount of vendor tables will be available at a premium of \$15 (\$40 total). No partial table rates.
  - b. Pre-approval **MUST** be obtained. Submit a description and attach a photograph of your display and product(s) with the Table Rental Agreement form. We reserve the right to refuse a vendor table for any reason. If vendor application is not approved your check will be returned.
  - c. Vendors that set-up without approval will be evicted from the sale and a refund will not be provided.
  
9. **MISCELLANEOUS:**
  - a. Seller agrees to supply his/her own change and bags.
  - b. Seller has read and agrees to follow the **"IMPORTANT PRODUCT SAFETY INFORMATION"** and **"PRODUCT RECALL AND REPLACEMENT INFO"** documents available at [ojibwamom2mom.blogspot.com](http://ojibwamom2mom.blogspot.com).
  - c. Seller agrees to move his/her vehicle(s) to the Glen Peters School (just south of Ojibwa Elementary) on Saturday morning to allow adequate parking for shoppers.
  - d. Concession items will be available for purchase Saturday in the morning and at lunch time.
  - e. If you would like your table to be next to a friend or in a specific area (gym, cafeteria, etc.) please indicate your request in the "special request" area on the agreement. We will do our best to accommodate your request.
  - f. Requests for a table location (gym, cafeteria, etc.) will be reviewed in the order that contracts are received. Contracts are numbered as received in the PTO mailbox.
  - g. Confirmations will be emailed in a timely manner. Please add [Ojibwa.m2m@gmail.com](mailto:Ojibwa.m2m@gmail.com) to your contact list to ensure you receive all M2M correspondence. Big Ticket forms will be included with confirmation email.
  - h. Table numbers will be emailed prior to the set-up date.
  
10. **CONTACT:** If you have any questions please contact the PTO M2M Chairperson, Kristie Brownrigg, at [ojibwa.m2m@gmail.com](mailto:ojibwa.m2m@gmail.com). Please add [Ojibwa.m2m@gmail.com](mailto:Ojibwa.m2m@gmail.com) to your contact list to ensure you receive all M2M correspondence.
  
11. Seller understands that failure to comply with these rules may result in the eviction of the seller from the sale and future sales. No refunds will be provided in such an event.

**NEW Website:** <http://ojibwapto.weebly.com/>

\*\*\*\*\* **KEEP ABOVE INFORMATION FOR FUTURE REFERENCE** \*\*\*\*\*

**Ojibwa PTO Mom 2 Mom  
Table Rental Agreement  
SPRING 2018**

Resale Table: 8' table with 3'x3' rack space @ \$25.00 per table Qty. \_\_\_\_\_ \$ \_\_\_\_\_

Pre-pay for Big Ticket items: (Otherwise, pay cash during set-up on Friday.)  
@ \$1.00 per item Qty. \_\_\_\_\_ \$ \_\_\_\_\_

Vendor Table: 8' table with 3' x 3' space @ \$40. 1 per renter – only a limited qty available. \$ \_\_\_\_\_

\*Approval required:

*Description of handmade, unique products intended for children*

Photograph of display and products attached

**TOTAL** \$ \_\_\_\_\_  
**(Make check payable to Ojibwa PTO)**

**Table Renter Contact Information** Please print clearly

Name(s): \_\_\_\_\_

(If registering for more than one table, list additional Table Renter names– NO HELPER NAMES NEEDED)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Special requests: \_\_\_\_\_  
**(Requests are filled in the order contracts are received – send in your contract ASAP!)**

If you are the parent of an Ojibwa Elementary School child, please include the following:

Oldest child's name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

**Contract Affirmation**

I understand that Ojibwa Elementary or the PTO is not responsible for any items that may be lost, damaged, or stolen. I have read the Mom-to-Mom Resale Table Rental Agreement and agree to abide by it in its entirety.

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

Please return this completed form and a check payable to **Ojibwa PTO** to:

**Ojibwa Elementary School Attn: PTO Mom to Mom Sale  
46950 Heydenreich Macomb, MI 48044**

Confirmations will be sent via e-mail. Please add [Ojibwa.m2m@gmail.com](mailto:Ojibwa.m2m@gmail.com) to your contact list to ensure you receive all M2M correspondence.

**DO NOT WRITE BELOW THIS LINE**

Contract #: \_\_\_\_\_ Date rec'd: \_\_\_\_\_ Amt rec'd: \$ \_\_\_\_\_ Check # \_\_\_\_\_