



Our Lady of the Lakes Catholic School - Mom2Mom Sale

EVENT DETAILS

Location:	Our Lady of the Lakes Catholic School Gymnasiums 5495 Dixie Highway, Waterford, MI 48329
Date:	Saturday, May 6, 2017
Time:	9:00 a.m. – 1:00 p.m.
Admission:	General Admission (9 a.m.) \$1 Early Bird (8 a.m.) \$2

Tables and Racks: Table rental is \$20.00 for an eight-foot table. Rack fee is \$3 for your OWN rack to be placed next to your table. Please see the attached rack guidelines. Due to space limitations, NO rack can be set up unless rack space was pre-paid for. Everything for sale must be on or under your table or on your garment rack. If too large, the item MUST be checked in at large ticket area.

Large Ticket Items: Large items such as cribs, changing tables, car seats, strollers, large race tracks, swings, bouncy seats, easels, bikes, outside toys, beds, and Pack-n-Plays are not allowed at your table. Our Large Item rule is a flat \$1 fee per item. However, the maximum you will be charged to sell your large items is \$10. Each seller may bring up to 15 items to place in our large ticket item area. Large Item fee to be paid with submission of list (including item, description and price) along with the items themselves during check-in in CASH. Please be sure to read the Large Ticket Item rules on page 4.

To rent a table: Complete the Seller's Contract and sign Seller's Terms and Conditions below and return no later than April 24, 2017. (After 24th, please call or email for availability.) Enclose a check or money order made payable to: **OLL**

Mail to: Our Lady of the Lakes Catholic School
5495 Dixie Highway
Waterford, MI 48329
ATTN: Megan Haverland

Table rentals will be accepted on a FIRST COME/FIRST SERVED basis.

Specialty vendors (Selling anything other than gently used children's items): We have a limited number of vendor spots available. If you do not notify us in advance that you are a vendor, you may be asked to leave the sale and you WILL NOT be refunded any money previously paid.

Confirmation: After your contract, terms and conditions and payment are received, you will be notified by email or phone that your application was accepted. If you have not heard from us within 10 business days, please email megan.haverland@ollonline.org 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.* Much of the communication between organizers and sellers will be done through e-mail. Please provide your e-mail address on your application so you don't miss out on important information. This information will be used for OLL Mom-2-Mom purposes only.

Check-In/Set-up: 6 - 8 p.m. Friday (5/5) and/or 6:30 a.m. Saturday (5/6)

Contact Megan Haverland at (248) 623-0340 ext. 4 or megan.haverland@ollonline.org with any questions.



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Seller's Contract

Name:		
Address:		
City:	Zip:	
Phone:	Email:	
# of 8' Tables:	@ \$20 each =	\$
# Rack Space (limit 1 per table):	@ \$3 each =	\$
	Total Due:	\$

LARGE ITEM INFORMATION:

_____ I WILL NOT have any "Large Items"

_____ I WILL have "Large Items" with Table Rental – Large Item fee to be paid with submission of list (including item, description and price) along with the items themselves during check-in in CASH.

By signing this contract, I hereby acknowledge that I have read and will abide by the "Seller's Terms and Conditions." I further understand that Our Lady of the Lakes Catholic School is not responsible for, or liable, in case of loss, theft, breakage or damage to person(s) or property. The organizers of this event make no expressed or implied guarantees on sales volume.

Signature: _____ **Date:** _____

PLEASE REMEMBER TO INCLUDE:

- ✓ Signed Seller's Contract
- ✓ A copy of the initialed and signed Seller's Terms and Conditions
- ✓ Check or money order payable to OLL

Send to:

Our Lady of the Lakes Catholic School
 5495 Dixie Highway
 Waterford, MI 48329
 Attn: Megan Haverland



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Seller's Terms and Conditions

1. Date of the sale is **May 6, 2017**. Time of open sales is **9 a.m. – 1 p.m.** (8 a.m. – 9 a.m. is early bird entry.)
2. Sellers are provided with an 8' (rectangular) table. 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.)
3. **Set-up is from 6 p.m. – 8 p.m. on Friday, May 5 or 6:30 a.m. Saturday, May 6. Check-in** at the registration desk for table number and location before proceeding to your table for set up.
4. Doors will open to *sellers* on Saturday, May 6 at 6:30 a.m.
5. Sellers must have table(s) set-up by **7:30 a.m. on Saturday, May 6**. We will not offer refunds for no-shows or late arrivals, and your table will be forfeited.
6. Sellers are expected to stay until 1 p.m. By signing this contract, you agree that you will not begin to pack up your table before the sale ends at 1 p.m. Please do not rent a table if you are not able to commit to having your table set up for the entire time slot.
7. Each table must have an adult (18 years and older) at the table at all times- no unsupervised children please.
8. Have a helper at your table if possible. Someone should be at your table at all times. Our Lady of the Lakes Catholic School will not be responsible for any loss, damage, or injury that may occur on its premises.
9. From approximately 7:30-7:55 a.m. table renters ONLY will be allowed to pre shop at each other's tables. By 8 a.m., table renters are expected to be at their tables, selling to outside shoppers.
10. Sellers are expected **to provide their own change and bags**. Our Lady of the Lakes is not able to break large bills for change.
11. 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.
12. Sellers are responsible for carrying all items to your selling table from the parking lot/car.
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 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.
15. Handouts, flyers, booklets and brochures are strictly prohibited unless you are registered as a specialty vendor and all materials must be limited to said products/services.
16. There are **NO REFUNDS** if you must cancel. If tables are sold out, or the event is cancelled for any reason your check will be returned to you.

Please initial after reading.

LARGE ITEMS:

- 1.** Large items are things such as bikes, cribs, changing tables, car seats, strollers, large race tracks, swings, bouncy seats, easels, outside toys, beds, and Pack-n-Plays, and are not allowed at your table.
- 2.** Up to 15 items, per table purchased, are allowed.
- 3.** Cost is \$1 per item, (pay for up to 10 items for a max of \$10, items 11-15 are free).
- 4.** Large Item fee to be paid with submission of list (including item, description and price) along with the items themselves during check-in in CASH.
- 5.** Our Lady of the Lakes will accept any offer at or above your lowest price listed on your Large Item List after 11:00 a.m. You may identify on your Large Item List whether you want customers to “see you” at your table to sign off on a lower price per item.

Our Lady of the Lakes has the right to refuse certain items.

I have read and understand the Seller’s terms and conditions and agree to abide by its terms.

Signature: _____ **Date:** _____



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Tip Sheet

Come prepared:

- Price your items in advance. There are many ways to price items. Individually with stickers, tape or price tags. Shoppers will not stay at your table long if they have to ask costs.
- 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. You could lose a sale if you cannot make change.
- Don't leave your money accessible to the general public. A hip bag or carpenters apron 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.
- If a table cover is desired, you must bring your own.
- Price items realistically. 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.
- 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.
- For those who wish to donate unsold items, we will try to set up donations after the sale on behalf of a local, reputable organization. Specifics are made known to sellers during set-up.

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.