

Richmond Education Foundation Mom 2 Mom Sale
Seller Rental Agreement & Registration

Date of Sale

Saturday, May 6th, 2017

8:30 am to 9:00 am Early Bird (\$2 admission)

9:00 am to 12:00 pm (\$1 general admission)

Location of Sale

Richmond Middle School

35250 Division, Richmond, MI 48062

Table/space rental is intended for the resale of seasonal infant, child or maternity clothing, toys, games, books, and other gently used children items. The sale of car seats, drop-side cribs, and any recalled items is prohibited. Vendors and crafters will be allowed as space permits; see the Vendor Registration form for more information. This registration form is not for vendors/crafters.

Large Items

These items must be placed in the large item room due to limited floor space in table areas. Large items are anything that will not fit on/under your table or within your rental space without protruding into the aisle (furniture, high chairs, strollers, outside toys, cribs, crib mattresses, toddler beds, baby swings, bouncers, etc.). A Large Item Summary sheet must be submitted. Large Items must be brought to the school during set up on Friday.

Volunteers will sell your Large Items on your behalf; your selling price will be negotiated only if a minimum price is provided. Final selling price will be documented on your summary sheet. Unsold items can be collected at 12:00 pm; Money for sold items may be collected at 12:15 pm. You must provide identification to collect your money.

Sale Set Up (Friday, May 5th):

Set up is Friday evening from 6:00 to 8:30 pm for both table and Large Items. We encourage all tables to be set up at this time. If this is not feasible, table top items only may be set up on Saturday morning beginning at 7:45 am. No Large Items will be accepted Saturday morning.

- Upon arrival, come to the "check-in" desk to get your table assignment before you unload.
- Volunteers will be available to help you unload.
- 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.
- Do not tape, push pin, or affix anything to the walls, windows, etc.
- All items must fit on or under the table; no items can protrude into the aisles where they may cause someone to trip or fall.

Day of Sale (Saturday, May 6th):

- Please park at Richmond High School or Lee Elementary School. This will allow your customers more convenient parking. You can move your vehicle closer once the sale is complete.
- Renters may arrive at 7:45 am and check-in no later than 8:15 am. Tables must be ready when doors open at 8:30 am.
- If you bring children with you to the sale, you are responsible for their supervision.
- Table renters are expected to provide their own bank change and bags for their customers.
- Breakfast and lunch can be pre-ordered and paid for with your rental agreement. Volunteers will deliver pre-ordered meals to your table.
- Do not begin to pack up any items on Saturday before 12:00 pm. Many shoppers visit numerous sales in a day and may not arrive until the end.
- After the sale ends at 12:00 pm, you are responsible for fully clearing your table and collecting any unsold Large Items. Volunteers will be available to help you reload packed items.
- If you are interested in donating any unsold items, a Salvation Army donation truck will be available beginning at 12:00 pm. They will have donation receipts available.

Please complete the rental form and mail with check payable to Richmond Education Foundation.

Mailing Address: Attention: Mom2Mom Sale
 Richmond Education Foundation
 35276 Division Road
 Richmond, MI 48062

Rental Options:

1.) 8-Foot Table

Seller will be provided selling space with an 8 foot table and 2 chairs.

Number of 8 ft. tables to be rented _____ @ \$20 each = \$ _____

2.) Empty Floor Space

Seller will be provided with a 10 foot empty floor space. Seller must provide own table and chairs.

Number of empty 10 ft. spaces to be rented _____ @ \$10 each = \$ _____

3.) Rack Space

Empty Floor space for racks (1 per table). Space is 3' wide by 4' deep. YOU MUST BRING YOUR OWN RACK. No open extension arms. No racks longer than 4'.

Number of empty floor spaces for racks (1 per table) to be rented _____ @ \$5 each = \$ _____

4.) Large Items.

Complete the Large Item Summary sheet and submit with rental agreement. Amount is non-refundable in the event your item does not sale.

Number of Large Items _____ @ \$2 each = \$ _____

Breakfast Options: (Will be delivered to tables between 8:00 and 8:15 am)

Muffins (choose quantity of each type below):

Chocolate Chip _____ Blueberry _____ @ \$1 each = \$ _____

Beverages (choose quantity of each type below):

Orange Juice _____ Water _____ Coke _____ Diet Coke _____ Sprite _____ @ \$1 each = \$ _____

Lunch Options: (Will be delivered to tables between 11:00 and 11:30 am)

Pizza Slice (choose quantity of each type below):

Cheese _____ Pepperoni _____ @ \$1 each = \$ _____

Chips (choose quantity of each type below):

Original Lays _____ BBQ _____ Cool Ranch Doritos _____ @ \$1 each = \$ _____

Beverages (choose quantity of each type below):

Water _____ Coke _____ Diet Coke _____ Sprite _____ @ \$1 each = \$ _____

Total Due \$

Rental space will be assigned on a first-paid basis. No space will be held without payment. Once your payment has cleared, confirmation will be emailed. No refunds after April 28th. Questions can be emailed to REFmom2mom@gmail.com.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

By signing below, the seller acknowledges their agreement to the rules of the sale listed above and understands Richmond Education Foundation and Richmond Middle School are not responsible for any items that may be lost, damaged, or stolen.

Renter Signature: _____ Date: _____