

Sequoyah Elementary PTO Mom 2 Mom Sale
ELECTRONIC FORM AVAILABLE WITH ONLINE PAYMENT OPTION

<https://goo.gl/forms/HrT8sg5ExE8pn8yh1>

Rental Agreement Terms & Conditions

Date of Sale: Saturday, April 14, 2018

Time of Sale: 8:00 am - 12:00 pm

Location of Sale

Sequoyah Elementary School

18500 24 Mile Road

Macomb, MI 48042

Set-up (4/13/2018)

- **Set-up will take place on Friday, April 13th from 6:30-9:00 pm.**
- **Please check-in before you unload your items.** At check-in, you will receive your table number and the location of your table. Failure to show-up on Friday will forfeit your table and rental fee.
- You must keep your items in the area assigned to you and not have items protruding out into the walkways where they may cause someone to trip or fall.

Day of Sale (4/14/2018)

- **Renters may arrive at 7:15 am and agree to check-in NO LATER than 7:30 AM.**
- **Renters only may “pre-shop” at other tables from approximately 7:30-7:55 AM on Saturday morning.**
- Renters are expected to provide their own change and their own bags.
- Renters are expected to act as their own security for items that they bring to sell. Chippewa Valley Schools, Sequoyah Elementary, and/or Sequoyah Elementary PTO are not responsible for any item that is lost, damaged, or stolen.
- **Renters are expected to stay until 12:00 PM.** 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 a table/space if you cannot make this commitment.** Many Mom2Mom shoppers visit numerous sales in a day and may not arrive until the very end.
- Only two sellers allowed per table rental.
- If you bring children with you to the sale, you are responsible for their supervision.
- Concession items will be available for purchase in the morning & lunch time.

Large Item Room

A large item is anything that will not fit on/under your table or within your rental space without protruding into the aisle.

- Items must be checked into the Large Item Room on Friday, April 14th. Items will not be accepted on Saturday morning. Cost is \$1.00 per item (limited to 10 items per table/space rented) payable in cash at check-in. The fee is non-refundable if the item does not sell.
- We will provide to you a Large Item Summary Sheet to list the large items you will be selling. **This sheet must be completed and provided at check-in.** Items must have the “price tags” securely attached. (The summary sheet and tags will be sent via e-mail about a week prior to the sale).
- PTO volunteers will sell your items on your behalf. Volunteers will only negotiate your selling price if you include a “lowest price” on your summary sheet. Volunteers will document the final selling price on your summary sheet and collect the money for your items. You may collect your unsold items at 12:30 pm. We will do our best to have your proceeds available by 1:00 pm. This allows time for volunteers to accurately account for all sales.

Sequoyah Elementary PTO Mom 2 Mom Sale Rental Agreement –4/14/18

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Please complete the following agreement and submit with payment. Please make a copy for your records before returning the agreement.

Renter's Name: _____

Renter's E-mail: _____

Renter's Address: _____

Renter's Home Phone #: _____ Cell Phone # _____

Helper's Name: _____

****At least one adult renter (18 years or older) must be present at all times during the sale****

Option #1: (Qty.) _____ 6 ft. table(s) with 4' open space for a rack @ \$25.00 each

(Qty.) _____ 8 ft. table(s) with 2' open space for a rack @ \$25.00 each
(no round racks please)

Option #2: (Qty.) _____ 10 x 3 ft. space(s) only (no table(s) will be provided) @ \$20.00 each

Will you be selling items in the Large Item Room? ____ Yes ____ No ____ Undecided

Total Due: _____ Have you rented table/space at Sequoyah before? ____ Yes ____ No

Sequoyah parent: ____ Yes ____ No If Yes, Child's Teacher: _____

Check #: _____ Name as it appears printed on check: _____

Special Requests:

Make check or money order payable to Sequoyah Elementary PTO. **(No cash please!)** Please send your payment & rental agreement to:

Sequoyah Elementary PTO
Attn: Mom 2 Mom Sale
18500 24 Mile Road
Macomb, MI 48042

Confirmations: Table/Space reservations are handled on a "first-paid, first-assigned" basis. Once your rental agreement and payment has been received and space is determined to be available, a confirmation will be e-mailed. If you cancel by March 30th, 2018, your money will be refunded if we can fill your rental space(s).

I have read and agree to comply with all the terms and conditions listed above:

Renter Signature: _____ Date: _____

Questions or concerns can be addressed via Elizabeth (586) 540-7002 or Email sequoyahmom2mom@gmail.com Thank you!

*****DO NOT WRITE BELOW THIS LINE*****

Date Agreement Received: _____ Confirmation Sent: _____