

**St. John MOPS
MOM to MOM SALE
Saturday, March 2, 2019
1011 W. University Dr.
Rochester, MI 48307**

Dear Mom to Mom Reseller,

Thank you for your interest in renting a table at St. John MOPS Mom to Mom Sale on Saturday, March 2, 2019. **(All tables are reserved for children's resale items, no vendors please)**. The sale will be held from 8:30 am until 1:00 pm in the gym of St. John Lutheran Church & School, 1011 W. University, Rochester, Michigan. The church is located between Livernois and Rochester Rd. (Main St.), at Helen St., next door to Ascension Providence Rochester Hospital. Please park in the rear of the building in the parking lot off of Helen St., for easiest access to the sale.

The table rental fee is \$20.00 for an 8 foot long table. If you would like to bring your own rack for hanging items, you may purchase a 3' x 3' space for \$5.00. The selling fee for the large item area is 10% per item sold. If you have only large items and will not be renting a table the fee is \$1 plus 10% of sold price. MOPS moms will pay \$1 per item sold.

To reserve your table, please sign and complete the enclosed application and return it and a check made out to St. John Lutheran. Mail applications to:

St. John MOPS Mom to Mom Sale
C/O Annie Lyngklip
2362 Cumberland Rd
Rochester Hills, MI 48307

After your application and rental agreement are received, you will be notified by e-mail (preferred) or phone that your application was accepted. If you haven't heard from us within 2 weeks, feel free to email StJohnMOPSm2m@gmail.com to check on the status of your application.

We look forward to seeing you at the sale, and thank you in advance for your support! If you have any questions, please call Annie Lyngklip at 248-821-0830 or email at StJohnMOPSm2m@gmail.com.

Sincerely,

The St. John MOPS Mom to Mom Sale Team

Enclosed is an application, our binding rental agreement terms, a large item listing to fill out prior to the sale, and a list of tips for sellers.

TABLE RENTAL AGREEMENT TERMS

St. John MOPS
Mom to Mom Resale
March 2, 2019

Please keep for your records!

1. Date of the sale is **Saturday, March 2, 2019**. Time of open sales is **8:30 AM – 1:00 PM, no exceptions**. Early Bird admission is \$2 from 8:30 am to 9:00 am. After 9:00 am, \$1 admission will be charged to all shoppers.
2. Each seller may rent up to **2** tables.
3. Renters will be 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 \$5.00 (only one rack space per table rental). You must provide your own rack. Only standard one-hanger wide hanging racks are permitted; no round racks or side by side double racks. You may use upper and lower vertical racks. Racks must fit within an approximately 36" x 36" space. We reserve the right to refuse your rack and refund your rack fee.
4. **Sale set up will be from 6:00 - 8:00 PM on Friday, March 1st**. Check in with the sale organizers to receive your table number and the approximate location of your table. Set up will close at 8:00 pm sharp.
5. St. John will open the doors on Saturday, March 2nd at 7:45 am for continued set-up.
6. You must have your table set by 8:00 am on March 2nd prior to the sale start time of 8:30 am. No refunds will be given for any no-shows or changes in space requirements, and vacant tables will be made available for others to rent after 8:00 am.
7. From approximately 8:00 am to 8:30 am, table renters and sale volunteers ONLY will be allowed to pre-shop at each others' tables. After that table renters are to be at their table to sell their items to outside shoppers.
8. Table renters are expected to provide their own change and their own bags. The event organizers cannot provide these items. Renters are also expected to act as their own security for items that they bring to sell. **St. John MOPS will be unable to break large bills for change.**
9. You will be provided a table from which to sell your items. You must keep your items in the area assigned to you and not have items protruding out into the aisles. You will be asked to move items that impede the flow of foot traffic. St. John MOPS is not responsible for lost or stolen items.
10. You will be responsible for transporting your items into the sale. St. John may not have carts or dollies available for use during setup or on the day of the sale. You will also be responsible for cleaning your area after the sale. You are required to leave your table area in the same condition that you found it.
11. If you bring children with you to the sale YOU are responsible for child care. We recommend that you don't bring young children.
12. You are responsible for pricing and tagging your own items and arranging them in an attractive and orderly manner.
13. You may NOT move to a different table at any time during the sale. You may NOT set up your items on any table other than your assigned table, even if a renter fails to show. All tables are pre-assigned at the discretion of the event coordinators.
14. **Renters are expected to stay until 1:00 PM, when the sale ends.** By signing this contract you agree that you will not begin to pack up your table before the sale ends at 1:00 pm. Do not rent a table if you are not able to commit to having your table set up for the entire time slot. Renters who leave early will be asked not to participate in future St. John MOPS sales. Many shoppers attend

numerous sales in a day, and may not arrive until the very end. You are obligated to keep your table "open for business" during the entire time of the sale.

15. You may not have commercial (retail) products displayed or advertised at or on your table unless the items have been pre-approved by the event organizers. The items must pertain directly to children to be approved.
16. You are not permitted to use any electrical outlets with or without the use of an extension cord or power strip.
17. St. John MOPS and St. John Lutheran Church & School will not be responsible for any loss, damage, or injury that may occur on its premises.
18. NO refunds will be given within 2 weeks of the sale date. Prior to that time if you need to cancel we will refund your rental fee ONLY if we are able to rebook your table before the date of the sale.
19. If you have paid and been assigned a table and you are not able to attend within 2 weeks of the sale, you may sublet your table to someone else. You MUST contact the sale organizer with the replacement seller's information. If we are not aware of the replacement upon check-in on Friday, March 1st, then your replacement will be denied upon check-in. If you sublet your table to another party, that party must abide by the terms of this contract and sign a copy prior to check in.
20. The gym must be vacated by **2:00 pm** on the date of the sale. All unsold items **must** be taken with you. At this time, we have not arranged for items to be left behind to be donated to charity. If this changes, we will let you know.

LARGE ITEM LISTINGS:

1. Please bring a completed Large Item Listing sheet with you to sale set up on the evening of Friday, March 1st, as this list will be used for checking in your items.
2. Large Items should be checked in Friday night. If you bring them in on Saturday morning, we will do our best to accommodate you, but we do not guarantee that they will be included in the sale.
3. Large items are such things as bikes, cribs, high chairs, car seats, changing tables, strollers, kitchens, large race tracks, swings, exersaucers, bouncy seats, easels, outside toys, and toddler beds. These items are not allowed at your table and must be sold through the large item area only. If an item cannot fit on or under your table space, it must go in the Large Item room.
4. Cost is 10% of SOLD price. Non-table renters may place items in the large item room for a \$1 per item consignment fee plus 10% of sold price. MOPS moms may place items for \$1 per item sold.
5. The large equipment item area will be moderated by MOPS volunteers. Payment for all items will be taken by the volunteers and you will then be given your proceeds after the sale ends, less the 10% commission. Please plan on staying after the close of the sale for sellers' proceeds to be calculated and paid out.
6. All Large Items must be tagged prior to check-in on Friday evening using 3x5 index cards. Please list on each card the **item description** (including color and brand name if applicable), **asking price, your name** and **table number** (to be added at check in). Attach the cards *very* securely as un-priced items do not sell and our volunteers may not be able to properly match loose tags to items.
7. We will accept any offer at or above your lowest price listed on your Large Item Listing sheet after 11:00 am. 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.

APPLICATION FORM

St. John MOPS
Mom to Mom Resale
March 2, 2019

Name _____

Address _____

City, State and
Zip _____

Home Phone _____ Cell Phone _____

E-mail _____

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

Signature _____ Date _____

Table Renters:

Number of 8' tables _____ @ \$20.00 each = \$ _____ (2 maximum)

Number of Rack Spaces _____ @ \$5.00 each = \$ _____ (Limit one rack per table rented)

Total Amount Due: \$ _____

Non-Table-Renters: May place big items for sale in the Large Item Room for \$1 each. Items will be sold as with other renters with the expectation that 10% of sold price goes to St. John MOPS. MOPS moms will pay \$1 per item sold. Please fill out the Large Items Listing sheet, tag your items with 3x5 index cards (see instructions), and bring the listing with you for check-in and set up on Friday between 6:00-8:00 pm.

Your Signature _____

Checks should be made payable to St. John Lutheran and mailed to the address below. Applications are taken on a first-come, first-paid basis as completed applications come in. Your table rental will not be secure until you fulfill this payment requirement. Any check returned by the bank will be subject to a \$35 fee and the Renter will then be required to pay the table rental fee in cash and in person or forfeit the space. St. John MOPS will review all applications and reserves the right to accept or deny participation for any reason. **ALL PAYMENTS DUE BY February 15th, 2019.**

Enclose this signed and completed Application Form with your check, cash or money order payable to St. John Lutheran. Send to:

**St. John MOPS M2M Sale
C/O Annie Lyngklip
2362 Cumberland Rd
Rochester Hills, MI 48307**

For questions or any other info contact Annie Lyngklip at 248-821-0830 or StJohnMOPSm2m@gmail.com.

LARGE ITEM LISTING

St. John MOPS

March 2, 2019

Seller Name _____

Table # _____

<u>Item Name and Description</u>	<u>Asking price</u>	Lowest acceptable price	★ See seller first	<u>Final selling price</u>
Total:				
Less \$1 fee per item if non-table renter or MOPS Mom:				-
Less 10% Commission:				-
Total Due Seller:				

Sellers: Please bring this sheet with you when you come to the sale set up on Friday. Use a second sheet if necessary.

Tips for Sellers

(Adapted from M2M website)

Make sure your items are clean, wrinkle and odor free. If you have a clothing rack, it is a great idea to rent rack space and hang items that wrinkle. Launder right before the sale. Items stored in certain situations may pick up unpleasant odors, which will be a turn off for many buyers.

Price your items in advance. There are many ways to price items. One way is individually. This can be done with stickers, tape, and price tags. Or you may price your items in groups. An example would be all jeans \$2.50, all T-shirts \$1.00, etc. Many shoppers will not stay at your table long if they have to ask what every items costs.

Price your items realistically. Generally you can only expect to get 10-40 percent of your original cost on an item. What percentage you will get will depend on brand name, current trends, current condition, and demand for an item. Clothing in great condition and a popular brand will generally get about 25% of the original cost. Equipment will demand a higher percentage if it is barely used and a new model. If you have the item in its original box, it usually commands a higher price. Use common sense when pricing, and be willing to mark prices down when items are not selling right away.

Have adequate change available. You could lose a sale if you cannot make change. Keep your money in a carpenter's apron (available for about \$2.00 at most hardware stores), a fanny pack, or anything that will keep your money on your body. Thefts can and do happen.

Bring bags to package your buyers' purchases in. Start saving a decent amount of those grocery bags you bring home from the grocery store every week.

Indicate what sizes of clothes you have available. Hang signs from your table or on your clothing rack. State that you have "Girls sizes 2T- 4T" for example. This helps with traffic flow on the sales floor, saves you from repeating everything and from folding clothes over and over. Remember, this sale is not just for baby items. There is a big demand for larger sizes (8 – 14) as well.

Display your goods as attractively and neatly as possible. Put small items in baskets. Stack all jeans in one pile. Fold clothes neatly, as they do in retail stores. When possible, hang up things that show better hung up. Examples would be coats, overalls, dresses, two piece sets, and suits. Do not place clothing items in plastic bags or otherwise make it hard for people to examine the condition of the items.

Take any extra time that may be provided for set up. It will probably take longer than you anticipate.

Make sure your table is ready and you are there during the renters' and volunteers' pre-sale period. Some of your best buyers may be your fellow renters, so don't miss out on this. It is also a great opportunity for you to shop for items before the big crowd.

Treat your buyers as you would like to be treated. Be pleasant and helpful and try to avoid getting into uncomfortable situations with unreasonable customers. The different personality types you encounter may surprise you. Do not let anyone ruin your whole day, just shrug it off.

Volunteers will be there to answer any questions you may have during the day.