

Dear Prospective Seller:

Thank you for your interest in St. Mary's Mom 2 Mom Sale on October 14th, 2017. Enclosed is a Mom 2 Mom seller application form, a table rental agreement, large item list and some tips for selling.

A mom 2 mom resale is a great way to buy and sell children's items! This event is open to the public and attracts buyers specifically looking for child gear. It is much shorter than the average garage sale and generally nets better profits than resale shops.

Your application, rental agreement, large item listing and rental fees must be received by October 14th, 2017. Tables will not be held. Tables will be assigned once and only once paperwork and payment has been received.

A first come / first served basis is used to process applications.

After your application, rental agreement, large item listing and payment are received, you will be notified by e-mail and/or phone that your application was accepted. If you have not heard back within 10 business days, please send an e-mail to rosealee81@hotmail.com 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.

Advertising for this sale is being done via a banner off I-75 at exit 28, multiple church bulletins, multiple street posting signs, community boards, hundreds of flyers, local libraries, craigslist, mom2momlist.com, Metro Parent, mom2momsalesmichigan.com, eventfull.com, The News Harold, facebook, and word of mouth.

Please feel free to contact Rosea Lee Grima @ 734-497-3492 or rosealee81@hotmail.com with any questions.

All proceeds from table rentals and admissions will benefit St. Mary's Parish
(You keep the profit from the items you sell)

**Mom 2 Mom Re-sale
TABLE RENTAL AGREEMENT**

Sale location:
**St. Mary School
32447 Church St.
Rockwood, MI 48173**

Table Rental Agreement Terms:

1. Date of the sale is **October 14th, 2017**. Time of open sales is 8:00 AM – 12:00 PM.
2. You are allowed to purchase up to 3 tables and up to 10 large items are allowed per table purchased.
3. Renter will be provided with an 8' or 6' rectangular table (\$20 and \$15, respectively). Vendor tables are 8' long and \$25. Your space will be approximately 3' deep. This does not allow for rack space. Rack space may be purchased for \$5.00 (one rack space per table rental). You must provide your own rack no longer than 3' long. (ONLY A STANDARD HANGING RACK, NO ROUND RACKS)
4. **Set up will be from 6:00 – 8:00 PM on Friday, October 13th**. You must check in before proceeding to your table for set up. At check in you will receive your table number and the approximate location of your table.
5. **We will open the doors on SATURDAY, October 14th at 7:00 am for continued set-up and/or pre-shopping.**
6. You must have your table set and table renters are to be at their table to sell their items to outside shoppers by 8:00 AM on October 14th. No refunds will be given for any no-shows and your table will be available for others to rent.
7. You are allowed one extra helper. (per renter)
8. Table renters are expected to provide their **own change** and their own bags. We will not provide these items. Renters are also expected to act as their own security for items that they bring to sell. (We will not be able to break large bills for change)
9. St. Mary School will not be responsible for any loss, damage, or injury that may occur on its premises.
10. You will be provided a table to sell your items from. You must keep your items in the area assigned to you and you may not have items protruding out into the walk ways.
11. You are responsible for carrying all items you are selling to your table from the parking lot/car.
12. If you bring children with you to the sale you are responsible for your own child care and for keeping them supervised.
13. You 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. Renters are expected to stay until 12:00 PM. **By signing this contract you agree that you will not begin to pack up your table before the sale ends at 12:00 PM.** Please do not rent a table if you are not able to commit to having your table set up for the entire time slot. You will have until 1:00 PM to clean up and remove all items from your area and/or the large item room.
15. You CANNOT move to a different table at any time during the sale. You CANNOT set up your items on any table other than your assigned table even if a renter fails to show.
16. 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.
17. 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 Mom2Mom organizer (Rosea Lee Grima) with the replacement seller's information. If we are not aware of the replacement before check-in on Friday, October 13th, then your replacement will be denied. If you sublet your table to another party, that party must abide by the terms of this contract.
18. **We are accepting a limited amount of business vendors at our sale. Please identify yourself as one on your application. We reserve the right to decide which vendors we want to admit, and how many tables they may rent. If your application is declined your application and payment will be returned to you. Please feel free to email and ask before sending in your application.**
19. We will have baked goods, along with bottled water and soda. Please do not sell any food or drink items at your table.

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

Signature _____

Date _____

LARGE ITEM Rules

1. **Please send in your Large Item List sheet with your application as this list will be used for checking in your items on Friday.**
2. **Large Items will ONLY be accepted according to what came on your Large Item List at the time you sent in your application. We will have them for check in on Friday night.**
3. Up to 10 items, per table purchased, are allowed to be listed.
4. Large items are such things as: bikes, changing table, stroller, large race tracks, swing, exer-saucer, bouncy seat, easels, outside toys, beds; are not allowed at your table and must be sold through the large item area only.
5. **Cost is \$1 per item, (pay up to 10 items for a max of \$10) please include your payment with your application, large item list and rental fee.**
6. All Large Items must be tagged– tags will be handed out upon check-in on Friday evening according to your large item list.
7. On the day of the sale, there will be volunteers in the large item room to help shoppers and take payments. They will be using the information you have written on the large item listing sheet on this page, along with the large item tags on your items, so please be clear and detailed in your descriptions. All large items will be paid for in the large item room; this will protect you and prevent any thievery. You will then be able to collect your money and any unsold items at the end of the sale. This is a service we offer you to increase large item sales, and make it easier to keep track of everything.
8. We will accept any offer at or above your lowest price listed on your Large Item Listing sheet. If you would like to negotiate prices of your large items personally, you may identify on the Large Item Listing sheet whether you want customers to “see me” at your table to sign off on a lower price per item. Volunteers will still collect the money for you and you will receive payment at the end of the sale. Please do not accept payment for large items at your table; this will prevent any theft of large items.
9. We have the right to refuse certain items.
10. **Cleaning Children's Plastic Toys:**
Remove grime by making a solution of 4 tablespoons of baking soda to 1 quart of water. Rub it on the dirty toys and then wipe off with a clean, dry cloth. Use this mixture for molded plastic furniture too.

By listing and selling your large items, you agree to abide by the large item rules.

LARGE ITEM LISTING

(Up to 10 items in the large item room per table purchased)

Item #	Item Description	Listed Price	Negotiable? Y/N/See Me	Lowest Price	SOLD PRICE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total Sales \$

Sellers Name _____

Table # _____

APPLICATION FORM

St. Mary's Mom 2 Mom Sale
October 14th, 2017

Name _____

Address _____ City, Zip _____

Phone # _____ Best time to contact _____

E-mail (please print clearly) _____

Are you a vendor? Yes No If so, what would you like to sell? _____

Number of 8' Vendor tables _____ @ \$25.00 each = \$_____ (1 table per vendor)

Number of 8' tables _____ @ \$20.00 for one, \$35 for two, or \$45 for three = \$_____

Number of 6' tables _____ @ \$15.00 each = \$_____ (3 maximum if space allows)

Number of Rack space _____ @ \$5.00 each = \$_____ (one space per table, you must supply your own rack)

Number of Large Items (10 max per table) _____ @ \$1.00 each = \$_____ (max \$20 per table)

Total Due \$ _____
(Table + Rack + Large Items)

Non-Table-Renters

You may place big items for sale in the Large Item Room for \$2 each; up to 10 items.

Items will be sold, as other renters.

Please fill out the Large Items Listing sheet and Item Tag and bring this with you for check-in on Friday April 7th. (6-8 pm)

You will be expected to pick up any items that did NOT sell on the day of the sale.

Payment of sold items will be paid to you at that time also.

Number of Large Items: _____ Amount Due: \$ _____

Checks should be made payable to "St. Mary Church" and mailed to the address below. Any check returned by the bank will be subject to a \$35.00 fee... (Renter will then be required to pay the table rental fee in cash and in person) Your table rental will not be secure until you fulfill this requirement.

PAYMENT DUE BY October 13th, 2017 OR until SOLDOUT

Enclose a copy of the signed Rental Agreement, Application Form, and Large Item List Sheet with your check or money order payable to "St. Mary Church".

Send payment to:
St. Mary Church
Attn: Mom2Mom Sale
32477 Church St.
Rockwood, MI 48173

Any other info: **Rosea Lee Grima @ 734-497-3492** or rosealee81@hotmail.com

Tips for Selling!

Make sure your items are clean, wrinkle and odor free. Clean items are likely to sell quicker and at a better price. If you are selling large items, make sure you clean those also - people are more likely to buy an item that looks newer.

Take any extra time allotted for set-up. It will probably take longer than you anticipate.

When setting up on Friday evening, some people bring a bed sheet or tarp to cover your table when they leave. This will discourage your setup from being disturbed before the sale. Some sellers will leave their tables open so other sellers can check out your items before the sale. If you have some plastic bags and a marker, sellers can shop when you are not there, write their table number on the bag and set it on your chair. Then when you arrive, you can take the bag to the appropriate table and collect payment. This decision is yours, as it is based on the honor system.

Come prepared! Bring enough bags (Kroger, Farmer Jack, etc.) to put the items in that you sell.

Come with plenty of \$1's and change. It is your responsibility to have this 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 carpenter's apron is a good idea since they have more than one compartment.

Clearly identify the gender and size of the clothing available for sale at your table (and rack if you have one). This helps with traffic flow on the sales floor and saves you repeating everything and folding clothes over and over.

Price your items in advance. There are many ways to price items. One way is individually. This can be done with stickers, tape, paper and pins, color-coded stickers with a chart showing what each color sticker price is. You may also 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 item costs.

Price your items realistically. Generally, you can only expect 10% - 40% of your original cost on an item. What you get will depend on brand, current brands and trends, condition and demand for an item. Clothing in great condition and popular brand will generally get about 25% of the original cost. Equipment will demand a higher price if it is barely used and a new model. If you have the item in the 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.

You will be offered a lower price at one time or another. It is up to you if you want to bargain. You do not have to take anything less than you want. 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 all up to you. After all, it's your table.

If confronted with an unreasonable customer who insists that they only give you a quarter for every item they pick up, just tell them that your prices are already more than reasonable, and you are sticking by them. The different personality types you encounter may surprise you. Don't let anyone ruin your whole day, just shrug it off.

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 items that show better hung up (coats, overalls, dresses, two/three piece sets, suits, etc.). Do not place clothing items in plastic bags or otherwise make it hard for people to examine the condition of items.

Make sure if you have items under the table that they are accessible and easy to see.

If there is a problem (ex: zipper needs replacing) you should make sure that is 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. At one sale, a lady put a few socks full of sand over the bottom of the rack to make it more stable.

It is a good idea to have a helper at your table. First, for one of you to be there during the seller's pre-sale time. Your table must be tended at all times during the sale. You may want to take a break and sale organizers cannot cover in your absence. It's also nice to have an extra set of hands during busy periods.

Take advantage of the "Pre-Sale" period. Some of your best buyers may be your fellow renters, so do not 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 avoid ignoring potential buyers or being too pushy.

If you are sharing a table with someone else, make sure that you have different tags to collect as you make the sale to assure both parties get their rightful monies.

If you sign up to rent a table and the sale is from 8am - 12pm you need to be there with your items until the end of the sale. NEVER start to pack prior to the end of the sale. We have advertised that the sale will be open during those hours. After all, if you go to a local store and their hours state they will be open until 9, you expect to be able to shop until then.

Remember that this will be a long day. We will have refreshments and a bake sale available at concessions. We will also be selling pizza at \$1.50/slice for lunch. Otherwise, pack a lunch and drink to make your day go easier.