

ST. THECLA SCHOOL Mom to Mom Sale Contract -September 8th - 8:30 am to 12:30 pm

St. Thecla's Mom to Mom sales are held twice per year. Dates are subject to change due to scheduling conflicts with the school or parish. All proceeds from this sale benefit St. Thecla School. Anyone interested in selling children's items (clothing, toys, furniture) can rent tables. **Tables rent for \$23.00 each; Rack space is \$5.00 (St. Thecla does not provide a rack).**

Tables are assigned on a first-paid basis. No table will be held without payment. Table reservations only guaranteed after floor plan is completed.

1. Table Space: Tables are 8'x3'. A table rental is required to rent rack space, and only **one** rack space per table rental.

- Neither racks nor shelves may be used in space rented for a table.
- All items must fit on or under the table; no items can **protrude** out in the aisles.
- Under table space must be utilized to *display* items; please contain loose items (such as books, shoes, small toys) in a bin or box to avoid tripping hazards.
- Large storage bins of clothing that need to be pulled into the aisle to shop through will not be permitted.
- Do not place a shelf unit or any other type of display unit on a tabletop due to items toppling off and possibly injuring anyone.
- **DO NOT tape, push pin, or affix anything to walls, bleachers, windows, tables, etc.** Use only your tabletop and rack to display items.

2. Rack Space is 3' wide x 4' deep. **You are responsible to bring in your own rack.** Please use a **standard** laundry rack, one or two bars. No large commercial racks and **NO open extension arms** on racks. **No racks longer than 4'.** Initial Here: _____

- Racks will be kept in line with the front of your table to fully utilize aisle space for shoppers.
- See floor plan at check in for the placement of your rack in relation to your table (right or left) .
- Racks cannot be placed on tabletops.
- Do not place a shelf unit or any other type of display unit in your rented **RACK** space.

3. Big Ticket Items. Big Ticket items cannot be sold at your table; they must be placed in the BT Hall due to limited floor space in table areas. If you are found to have Big Ticket items at your table, you will be left with a notice on you table Friday night to check them in at the Big Ticket hall Saturday morning. Please keep in mind that your Big Ticket items will sell much easier in the Big Ticket hall since this is the why a lot of people come to Mom to Mom sales.

Big Ticket items include ALL furniture, bedroom sets, car seats (including all booster seats), rocking chairs, bed canopies, bumbo seats, high chairs, table booster seats, baby bath tubs/seats, strollers, bouncy chairs, exersaucers, bikes (all), outside toys/furniture, large stuffed animals, play tents, hampers, doll houses, bean bags, luggage, infant floor mobiles, activity gyms, pack and plays, crib mattress, toddler beds ,bassinets, bed rails ,baby swings, baby gliders, baby gates, toy boxes, ride on toys, push toys, wagons, Diaper Jenie, tool benches, girl vanities, any large toy (over 12x12 inches), etc. If you have questions regarding Big Ticket items please Email sttheclamom2mom@gmail.com . Questions on pricing an item? Go to www.mom2momlist.com. It is a great site for information on Mom to Mom sales.

- You agree to donate **15%** of all moneys collected from big ticket items to St. Thecla Home and School.
- You will receive the "BIG TICKET FORM" with your contract. You do not need to rent a table in order to sell your Big Ticket items. Complete the Big Ticket form with complete description and price for each item you **plan** to sell at the sale. **Mail the form to St. Thecla no later than 2 weeks before the sale via regular mail to St. Thecla Mom to Mom Sale—BTF; 20740 S. Nunneley, Clinton**

Township, MI 48035 or email the required information to sttheclamom2mom@gmail.com--Type **BIG TICKET** in the subject line. Retain a copy of for your records.

- Include ANY item you *may* want to sell at the sale. The information you provide will be keyed into a database from which price labels will be printed and provided to you at Set up Friday (day before the sale). Remember: You will be able to delete items you decide NOT to sell, but you cannot make ADDITIONS.
- All BigTicket items must be checked in to the Big Ticket Hall **on Friday evening ONLY**. We cannot accept ANY Big Ticket items on Saturday morning, please make sure you have everything to check in on Friday night. If you cannot come on Friday night, you will need to arrange for someone to come for you. Unfortunately, we can no longer accept any Big Ticket items on Saturday morning.
- **All big ticket items must be brought in via the East *doors by the swing sets***. Please look for the sign for Big Ticket Check In. (Please do not bring them in via the Activity Center, Gathering Space or Gym).
- See a volunteer to obtain your price labels/stickers. Apply the labels to your items and take them to the volunteer in the Big Ticket Hall checking them in on the computer.
- **NO Shopping the Big Ticket Hall on Friday evening.** Volunteers need the uninterrupted time to organize and prepare for Saturday's sale.
- See the sale organizer if interested in purchasing a really LARGE item on Friday evening (i.e. beds, dressers, train tables, etc.). Some exceptions may be made to free space in the big ticket hall.
- Pay out on Saturday for your sold Big Ticket items will occur *as soon after the sale as possible*. A picture ID will be required to obtain your pay out. **You have the option of receiving a mailed money order vs. waiting for payout, please note this on Big Ticket form; advise a volunteer you wish to collect your unsold items and receive a check.**

Please understand that there are over **600** items in the Big Ticket hall; we attempt to determine everyone's sold items and payout as efficiently & accurately as possible. Your patience is greatly appreciated.

3. Sale Set up: Set up is **Friday evening ONLY** between 6:00 -8:00pm. Set up on Saturday morning is no longer permitted. Our sale is too large to accommodate set up on Saturday morning

- **Check in with the volunteer at the entrance of the room where your table is located**
- **Check In no later than 7pm Friday to set up.** Please contact the organizer by Thursday prior to the sale if an emergency arises and you cannot set up Friday. Otherwise, your table will be **resold** at 7pm Friday and you will be unable to receive a refund. Bring in your **table** items via the outside entrance of your assigned room. (Example: If you have a table in the gym, bring your items in through the outside gym doors.) It will make it easier on you so you won't have to carry your items far.
- Children (during setup and the sale): If you *must* bring children, they must be supervised & *remain (please!) at your table. To avoid injury and to keep the aisles clear, have the children sit behind your table.* No children allowed on the stage or bleachers.
- Do not touch items on a table unless the table renter is present.
- After setting up, place a twin sheet or tablecloth over your table to ensure your items are undisturbed during your absence.

4. Saturday, Sale Day:

We will no longer have a shuttle for the sale. Please park in the front lot, leaving the closer parking spots for our shoppers. You may also park in the gym parking lot, but keep in mind, you will have to walk around to the Activity Center doors to check in. The gym doors will be locked.

· **On sale day, check in at the Activity Center or Gym. Please check in by 7:45 am.**
****GYM DOORS WILL BE LOCKED AFTER 7:45 a.m****

· **Preshopping** is for table renters only. Preshopping time will be 7:45-8:15a.m. Saturday morning.

· You agree to have ONE adult helper. A name tag will be available for you and another adult (helper). No one (helper/lunch delivery person / replacement) will be admitted FREE during the sale without the ticket provided.

· Do not begin to pack up any items on Saturday **before 12:30 p.m.** to ensure all shoppers have fair opportunity to shop. A lot of shoppers come towards the end of sales in hopes for better deals. They are still charged the \$2 admission fee, and if we advertise 140 tables, they want all tables open.

For Vendors Only-since we advertise our sale on the Mom2Momlist.com website, we are only allowed 10% of our tables to be vendor tables. This only allows us to have a maximum of 14 vendor tables per sale. We will accommodate you on a first come first serve basis. As a courtesy, we will only allow one representative per company per sale. If you are a duplicate company, we will place you on a wait list and contact you should the representative of the same company cancels.

Refunds will be given only:

1. If cancellations are made greater than 10 days before the sale date
AND
2. your table can be resold. **Questions? Email sttheclamom2mom@gmail.com**

KEEP ABOVE INFO TO REFERENCE SET UP TIMES AND OTHER DETAILS.

Print this page and submit only to reserve your table(s).

St. Thecla School MOM to MOM Sale Contract

_____ I would like to rent _____ table(s) for \$23.00 each

*******WE CAN ONLY ACCEPT CHECKS IN BLUE OR BLACK INK.** (CHECKS WILL BE CASHED AS CONTRACTS ARE ACCEPTED, THIS IS NEW, THEY WILL NO LONGER BE CASHED AFTER THE FLOOR PLAN IS COMPLETE.)*****

_____ I will have large items to sell.

_____ I would like to rent _____ rack space(s) for \$5.00 each.

Rack Space requests cannot always be accommodated due to limited space. First come, first serve. You will be advised as soon as possible upon completion of the floor plan if we cannot accommodate your request for a rack and a refund will be provided.

_____ I do not wish to rent a table, but have Big Ticket items to sell.

Bring in items Friday night and unsold items must be picked up following the sale or can be donated (see Big Ticket form)

_____ I am a vendor-Company Name _____

_____ I prefer a table in the Gym (approximately 75 tables)

_____ I prefer a table in the Activity Center (approximately 45 tables)

_____ I prefer a table in the Gathering Space (no racks offered in the Gathering Space)

Total amount enclosed: _____ (checks payable to **St. Thecla School**)**

If possible, please assign my table(s) next to _____.

I understand St. Thecla is not responsible (will not pay you) for ANY items that may be lost, damaged or stolen.

Also, I understand I will forfeit the opportunity to sell at future St. Thecla sales if I do not comply with all guidelines of this contract.

Name: _____

Address: _____

City, Zip: _____

Phone #: _____

Email _____

Signature: _____ Date: _____

Mail the form, payment and self-addressed stamped envelope to:
St. Thecla Mom2Mom

% St. Thecla
20762 South Nunneley Rd.
Clinton Township, MI 48035

1. **Payment** – Checks payable to St. Thecla. (**PLEASE NOTE THAT CHECKS WILL BE CASHED ON RECEIPT OF CONTRACT**). Any returned checks are subject to a \$30 NSF fee. In order for you to retain your table reservation after a returned check , you must pay in cash or money order the \$30 fee plus the cost of your table/rack reservation.

and

SAS Envelope. (A standard white long envelope; self addressed and STAMPED.) This envelope is required to obtain your confirmation with room assignment and table number(s). Please be sure to provide it with the payment and signed contract.

We look forward to seeing you at our sale!