

# Mom 2 Mom SALE

**Dear Mom-to-Mom Resale Table Renter:**

**Date of the sale is April 22, 2017. Time of open sale is 8:30 am to 1 pm.**

**\* Set up will be from 5:00 pm- 7:00 pm on Friday April 21st. Then on Saturday April 22nd you may bring in last minute items at 7:30 am prior to the sale starting. From approximately 8:00 a.m. to 8:30 a.m. table renters will be allowed to presale at each others' tables. After that, table renters are to be at their table to sell their items to the outside shoppers.**

**\*Early bird shopping will begin at 8:30 am for an additional \$1 charge. (Totalling \$2) At 9 am all shoppers can enter at a fee of \$1.**

**\* If you bring children with you to the sale, you are responsible for your own child-care and for keeping them supervised. Refreshments & snacks will be available for you to purchase, if needed. We will have baked goods, refreshments and pizza for sale. Pizza is available for pre-order.**

**\* Renters are expected to stay until 1 p.m. Renters should not begin to pack up their items to leave before 12:45 pm (This is for the sake of those buyers who may be traveling between Resale events).**

**\* Check in with volunteer upon arrival. Renters will be given a table number at this time.**

**\* DO NOT tape, pushpin, or affix anything to walls, windows, etc. Use only your tabletop, under your table, and rack to display items.**

**\* Table renters will provide their own change and their own bags. Whitmore Lake Elementary School and Whitmore Lake Elementary School PTA will not provide these items. Renters are also expected to act as their own security for items that they bring to sell. The school cannot be responsible if items or money are stolen from a renter.**

**\* You will be provided a table to sell your items from. 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 fall or trip. You may also rent space for a rack, which you must provide yourself. Your rack must fit into the space provided.**

**\* You are responsible for pricing, tagging, and arranging your own items in an attractive, orderly manner. This will help you sell your items. Items must be clean!**

**\* \$20/Table Renters: one table. All items must fit on or under the table; no items can protrude more than 12 inches out in the aisles. Under table space may be utilized to display items; please contain loose items (such as books, shoes, small toys) in a bin or box to avoid tripping hazards. You may also rent space for a rack, which you must provide yourself.**

**\* \$5/Rack Space: (Added to regular table space) Rack must fit within a 3 ft x 2 ft space. Please use a sturdy, standard laundry rack, one or two bars. No large commercial racks and No extension arms on racks. No racks longer than 3'.**

**\* \$30 Vendor Table Renters: All items must fit on or under the table; no items can protrude more than 12 inches out in the aisles. Under table space may be utilized to display item; please contain loose items in a bin or box to avoid tripping hazards. Vendors can use the given space for racks or fill the table. If you need two tables or two tables side by side please clarify.**

**\* Large Item Fee: Fees are due on Friday when items are checked into the Large Item Area. Fees per item are \$1. You will NOT be allowed to sell cribs or car seats. All large items must be placed in the Large Item Area. This includes all furniture, high chairs, strollers, bouncy chairs, exersaucers, bikes(all), outside toys, large doll houses, floor mobiles, crib mattress, toddler bed, bed rails, baby swings, toy boxes, riding toys, tool benches, vanities, etc. All items must be checked in on Friday, April 21st from 5:00 pm –7:00 pm.**

**\* There will be a large item area. If you have large items, please send a list of these items along with a description (Manufacturer, pattern, etc.) and the price you will be asking for each item by April 10th.**

**PLEASE NOTE: Your space is NOT reserved until both contract and payment have been received. You must check with sale organizer before you turn in your contract to make sure that tables are still available to rent.**

**Sale organizer: Michelle Heuft (586)863-3558 or heuft.michelle@gmail.com**

**Deadline for table rental Monday April 10, 2017**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL (for follow-up communication):** \_\_\_\_\_

\_\_\_\_\_ \$20/Table Rental: one 8 ft table

\_\_\_\_\_ \$5/Rack Space: 3 ft x 2 ft space (With purchase of a table space)

\_\_\_\_\_ \$30/Vendor Space Limited Availability please contact Michelle Heuft

Table \_\_\_\_\_ or Rack Space ONLY \_\_\_\_\_

# \_\_\_\_\_ Large Item: \$1 per item. Payment for these items will take place on Friday, April 29th. Please bring your large item fee with you on Friday.

**Please list large items:**

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

**Pizza Pre-Order: (\$1.00 Per Slice)** \_\_\_\_\_ **Slices Total: \$** \_\_\_\_\_

**TOTAL AMOUNT SUBMITTED \$** \_\_\_\_\_ **(check #** \_\_\_\_\_ **)**

**Please send:**

**\* Check or money order payable to WLES PTA**

**\* This completed contract to:**

**Whitmore Lake Elementary School PTA**

**C/O (Michelle Goodrich)**

**1077 Barker Rd, Whitmore Lake, MI 48189**

**PLEASE NOTE THAT CHECKS WILL BE CASHED TWO WEEKS BEFORE THE SALE. ANY BOUNCED CHECKS WILL BE SUBJECT TO A FEE.**

**You will receive confirmation via email or by phone if no email is listed. If you do not receive a confirmation email/call at least one week prior to the sale, it is your responsibility to contact the sale organizer.**

**\* I understand that Whitmore Lake Elementary School and WLES School PTA is not responsible for ANY items that may be lost, damaged, or stolen.**

**\* Also, I understand I will forfeit the opportunity to sell at future WLES School PTA sales if I do not comply with all guidelines of this contract.**

**\* I agree with all the rules and regulations listed within this Rental Agreement.**

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_