

# Munchkin Market MOM2MOM SALE INFO

**JUNE 24TH 2017**

**SALE HOURS: 8:00 am to 1:30 pm**

***To be held at the WYANDOTTE YACK ARENA, 3131 3<sup>RD</sup> STREET***

Hosted by the Wyandotte Museums (2624 Biddle Avenue Wyandotte, Michigan 48192)

P: 734-324-7284 F: 734-324-7283

museum@wyan.org www.wyandottemuseums.org

You are cordially invited to participate in the 2017 Wyandotte Museums' Munchkin Market Mom2Mom Sale, scheduled to take place at the Wyandotte Yack Arena, 3131 3rd Street, Wyandotte, MI. 48192. Funds raised by the sale directly benefit the Wyandotte Museums.

The date of the sale is **Saturday, June 24<sup>th</sup>**. The time of the sale is **8:30 AM to 1:30 PM**. Early bird is from **8:00 AM to 8:30 AM**.

Set up will be from **5:30 pm to 8:30 pm on Friday, June 24<sup>th</sup>** at the Yack Arena. You must check in before proceeding to your table for set up. At check in, you will receive your booth number and approximate location. The Yack doors will open at 7:00 AM the morning of the sale for continued set up. The Wyandotte Museum is not responsible for any lost, stolen or damaged items.

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**BOOTH SPACE:** *Tables are assigned on a first paid basis. No table space will be held without payment.*

- For your \$25 fee you will receive an approximate 10'x10' space which includes an 8' table and one (1) chair. If you would like an additional 8' table provided to you it is a fee of \$10 (*limited availability, first come, first served*). Max of two tables per booth. You may use this space any way you choose, including bringing in your own tables, shelving or clothing racks. We do not charge an additional fee for these items as some do at other sales.
- Clothes racks and other display materials will not be provided. The organizers consider clothes racks to be a "standard" three-foot, single sided rack. If you have a different style, please contact the Museums office ASAP so we can ensure your desired rack will work within the parameters of the space you are reserving. Racks cannot be placed on tabletops.
- We require that you stay within your individual area and that all walkways and exits remain clear. You will be asked to move things around in your rented area if they pose a potential hazard to the buyers.
- **No "LARGE/BIG TICKET" items may be sold at the table areas.** For definition and process of selling LARGE/BIG TICKET ITEMS, see the corresponding section below. Any merchandise deemed too large for the general rental space must be placed in the BIG TICKET area. We reserve the right to have you place large items in the BIG TICKET area, at the appropriate charge, if they are considered too large for the general area.
- 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.
- Large storage bins of items that need to be pulled into the aisle to shop through will not be permitted.
- You must be selling Mom-to-Mom sale items (baby/kids clothing, toys, maternity clothing, etc.)
- Sellers are expected to provide their own change and bags.
- Sellers are also expected to act as their own security for the items. The Wyandotte Museums and/or the City of Wyandotte is not responsible for any items or money that are lost or stolen from a seller.
- After setting up, place a cover/sheet/tablecloth over your table to ensure your items are undisturbed during your absence.
- Take caution in placing a shelf unit or any other type of display unit on a tabletop due to items toppling off and possibly injuring someone.
- Do not tape, push pin, or affix anything to walls, bleachers, windows, tables, etc. use only your table top and/or rack to display items.
- Each seller is responsible for taking all items that are not sold. There will be a designated area after the

sale for items to be donated. Any items left unattended at a table after 2:00 PM will be considered donations.

- If donating items to charity at the end of the sale, you MUST provide your own trash bags to bag your items.
- Seller agrees to CLEAN-UP area around table and rental space. Remove all trash.
- No electricity available.

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## BIG TICKET ITEMS:

- Big ticket items cannot be sold at your table; they must be placed in the Big Ticket Area located on the North Side of the Yack Arena off of Maple Street for a nonrefundable \$2 per item fee.
- Big ticket item include: all furniture (bedroom sets, bed canopies, mattresses, toddler beds, bed rails), activity gyms, baby bath/tub seats, baby gates, baby gliders, baby swings, bassinets, bean bags, Bumbo chairs, bikes(all), booster seats, bouncy chairs, doll houses, exersaucers, girl vanities, hampers, high chairs, infant floor mobiles, large stuffed animals, luggage, outside toys/furniture, pack 'n' plays, play tents, push toys, riding toys, rocking chairs, sit-me-up chairs, strollers, tool benches, toy boxes, wagons, any large toy over 12 x 12, etc.
- If you have questions regarding Big Ticket items, please email [museum@wyan.org](mailto:museum@wyan.org).
- ALL BIG ITEMS WILL BE PAID FOR, IN CASH, THE NIGHT OF SETUP. DO NOT PRE-PAY FOR YOUR BIG TICKET ITEMS WITH THIS CONTRACT.
- **PLEASE SECURELY ATTACH 2 DESIGNATED BIG TICKET ROOM TAGS** (one that says DO NOT REMOVE THIS TICKET, and one that does not) on your items prior to arrival to the sale. The description on the tag must match the description on your item form.
- Big Ticket items must be brought into the Yack Arena on the North Side via the large roll up door on Friday during set up. You must bring your completed big ticket summary sheet and your tagged items with you. Items without completed paperwork will not be allowed in sale. You must also attach any instructions/paperwork/extra pieces in a Ziploc bag and secure to each item.
- Booth assignments will be given at set up, and your booth number must be added to your tags prior to being checked into the room.
- **ALL LARGE ITEMS MUST BE CHECKED IN FRIDAY NIGHT AT SETUP.** No items will be accepted the morning of the sale.
- Workers in the Big Ticket Room will not sell your item for less than you list, unless otherwise told by you.
- Please do not bring any knowingly recalled items, such as drop side cribs, car seats, etc. We will do our best to recognize unsafe items, but we can only do so much.
- Pay out on Saturday for your sold Big Ticket items will occur as soon after the sale as possible at the Ticket Booth located at the east front doors of the Yack Arena. Picture ID of the name on the form will be required to obtain your payout. We will not release funds to anyone other than the name on the large item form with a picture id.
- Please collect Big Ticket items that did not sell by 2PM after the sale. Items that are not collected after that time will be donated to charity.

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## ADDITIONAL PARTICIPANT INFORMATION:

- Seller/Vendor should set-up their table/display from 5:30 to 8:30 pm on Friday, June 23rd. You may enter the building at 7:00 am on Saturday morning for any finishing touches.
- Seller/Vendor agrees to have their space completely organized, with all merchandise priced and/or labeled by 7:55 am Saturday.
- Preshopping is for booth renters ONLY. Seller to Seller sales can take place any time during Friday set up and before the sale starts Saturday morning. Enjoy!
- To ensure all shoppers have a fair opportunity to shop, Seller/Vendor agrees to not tear down until after 1:30 pm on Saturday. **DO NOT PACK UP TO LEAVE PRIOR TO THIS POINT. THIS IS NON-NEGOTIABLE.**
- No childcare will be provided. You will be responsible at all times for supervising any children you bring with you to the event.
- Seller/Vendor understands that failure to comply with these terms and conditions may result in the eviction of the seller from the event. No refunds will be provided in such an event.
- You agree to have ONE adult helper during the event. A name tag will be available for you and another

adult (helper). Your helper must arrive before 8 am to avoid the \$2 admission.

- Sellers/Vendors agree to conduct themselves in a respectful, cooperative manner. Any behavior deemed inappropriate by the City of Wyandotte and Wyandotte Museums may result in expulsion.
- Sellers are to move/park his/her vehicle in the designated seller parking (Chase Bank lot) on the morning of the sale.
- Munchkin Market organizers recognize only the person whose name appears on the contract. Registered sellers accept responsibility for ensuring all people at their tables are familiar with, and abide by, the terms in the contract.
- Once your table/space request and payment has been received, and space is available, a confirmation will be emailed.
- Most communication between the organizer and sellers will be via email. Please provide your email address on the contract so you don't miss important information. This information will be used by the Wyandotte Museums ONLY for the purposes of this sale. Emails will be coming from [museum@wyan.org](mailto:museum@wyan.org), so please monitor your spam folders in case your spam filter catches these emails.

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## VENDORS

- Booth rental info above is for parents who are personally selling their gently used items. Those wishing to sell new (retail), unused merchandise **relevant to children or designed for children and/or family activities** will be considered vendors.
- To ensure the integrity of the sale, we will only allow 10% of our tables to be vendor spaces. Hence, vendor space will be limited.
- Vendors must contact our offices prior to sending a contract to check space availability and vendor appropriateness. **Approval is required before reservation is confirmed to ensure variety and appropriateness of vendors.** Approval is at the discretion of the organizers.
- Appropriate vendors should be selling new items, retail or crafts, which pertain directly to children, families, etc. If you are unsure if your item qualifies, please contact our office.
- Interested vendors will be put on a wait list until the floor plan of the sale is finalized to ensure most available space is allocated to parents. You will be notified by 5 PM, June 9<sup>th</sup>, if your vendor application is accepted.
- As a courtesy, we will only allow one representative per company sell at the sale. *(For example, we will only have one "Tupperware" representative).*
- No electricity available.



*Please completely fill out the attached form WITH PAYMENT and mail/deliver to the address on the bottom of the form. We will confirm rental space via email. Big Ticket items will be paid for, in cash, when brought to the sale Friday night. Thank you!*

# Munchkin Market MOM2MOM SALE APPLICATION

**JUNE 24TH 2017**

SALE HOURS: 8:00 am to 1:30 pm

To be held at the WYANDOTTE YACK ARENA, 3131 3<sup>RD</sup> STREET

P: 734-324-7284 ✦ F: 734-324-7283 ✦ museum@wyan.org ✦ www.wyandottemuseums.org

## PARTICIPATION REQUEST FORM

|   | Price Each                             | Quantity | Total \$ Amount |
|---|--|----------|-----------------|
| 10ft x 10ft space<br><i>Includes one 8ft table, 1 chair</i>                                     | \$ 25.00                               |          |                 |
| Additional 8ft table<br><i>One per 10x10ft space</i><br><i>Limited: first come first served</i> | \$ 10.00<br><i>After 6/22: \$15.00</i> |          |                 |
| Additional Chair  | \$5<br><i>After 6/22: \$7</i>          |          |                 |
| TOTAL   |  |          |                 |

*Please Print*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email (required): \_\_\_\_\_

\_\_\_\_ I participated in last year's Munchkin Market Mom2Mom Sale

\_\_\_\_ I am selling Boy items    \_\_\_\_ I am selling Girl items    \_\_\_\_ I am selling both Boy and Girl items

\_\_\_\_ I will be bringing "Big Ticket" items. *Approximate* Number of items: \_\_\_\_\_

\_\_\_\_ I will be bringing my own additional, secondary table.    Name of Helper: \_\_\_\_\_

\_\_\_\_ I am a vendor (*see rules for definition of 'vendor'*).    Company Name: \_\_\_\_\_

**I agree to all the herewith rules and terms of the sale as stated in the contract.**

**ABSOLUTELY NO REFUNDS if you must cancel your space/tables. \*\*\*\* Please initial here**   **\*\*\*\***

*In the unlikely event that the Munchkin Market is cancelled by the organizers for whatever reason, your fees will be returned to you.*

**Return this form with payment (cash, money order, or check payable to the City of Wyandotte) to:**

Wyandotte Museums  
Attn: Munchkin Market  
2624 Biddle Ave.  
Wyandotte, MI 48192



*You can also drop this application off in person to 2624 Biddle, Monday through Friday, 8 AM to 5 PM.*

**CONFIRMATIONS:** Table assignments will be dispersed on a first paid, first assigned basis. Once your space request and payment has been received, and space is available, a confirmation will be emailed to you.

I understand that if I am a participant, I agree that photographs of me may be used by Wyandotte Museums/City of Wyandotte for promotional purposes. The Wyandotte Museum/City of Wyandotte will not be responsible for any injury that may arise to participant or to guests while they are within the space set aside for participant, or for loss or damage to any property from any cause whatsoever during the period of the event. I agree to hold the Wyandotte Museums/City of Wyandotte harmless in any such situation. I have read the Rules and Regulations for the Munchkin Market Mom2Mom Sale and I agree to abide by them. I understand that violation of said rules will cause immediate dismissal without reimbursement of paid fee. I agree to abide by each of the regulations on this application, the Laws of the State of Michigan and the laws and ordinances of the City of Wyandotte and will be responsible for our organizations/business/individual compliance. The undersigned further does hereby remise, release, and forever discharge the City of Wyandotte, its officers, agents and employees from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly, from the utilization of said City of Wyandotte property in the City of Wyandotte during the above dates.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Notes: \_\_\_\_\_

Amt. Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Booth #: \_\_\_\_\_