

Mom2MomList.com 2012 Sale Listing Contract

\$23 per sale listing - ONLY ONE SALE PER CONTRACT PLEASE (* required fields)

CHECK/MO #: _____ AMOUNT: _____

Organization _____ * Organization's Phone # (_____) _____ *

Is this the first sale at this location, and/or by this organization? __Yes __No

Your Name (Sale Organizer) _____ * Tax Exempt # _____ *

Two Phone #'s to Reach You (_____) _____ * (_____) _____ *

Email _____ *

This is required to submit your sale - if you do not have your own email address, you can use the email address of another staff member or sale volunteer for our communication purposes. We will not sell or give your personal information to anybody.

County (circle):* (these are the only counties that we will include at this time)

Genessee Lapeer Lenawee Livingston Macomb Monroe Oakland Sanilac St. Clair Washtenaw Wayne

Your Organization's Website (leave blank if none - this is not required) http:// _____

In early fall we took a poll asking organizers if they would rather have a PDF file and print the "Pink List" themselves with a reduced rate for the web page ad. We received an overwhelming response of YES. You will be sent a PDF file the week prior to your sale. You are still **REQUIRED to print a min of 125 to distribute at your sale.** If you are found to not have the "Pink List" at your sale, we can and will refuse listing your sale for a full year. We will depend on your honesty of following thru with this. When the PDF file is sent you are **REQUIRED** to respond back via email that you received it and will print the list. The list will be a 2 sided flyer and **MUST BE PRINTED ON PINK PAPER BOTH SIDES.**

Address of sale location: _____

Major Crossroads (2 main roads): _____

Date(s) of Sale _____ * Regular Hours _____ * Regular Admission \$ _____

(FYI - listing on printed fliers is not guaranteed if sale is less than 1 month away)

Early Bird (if applicable - shoppers pay premium to shop early) EB Time _____ EB Admission \$ _____

Strollers Allowed? __Yes __No **OR** __Allowed after __ am/pm

(We recommend only allowing strollers after your sale has been opened for 1-2 hours. It is expected for admission to be charged to adults only - children should be free, whether walking or in a stroller/carrier.)

Maximum number of tables possible? _____ (20-table minimum) **OR** Dept. Store Style? _____

Table Rental Information:

PLEASE READ FIRST: Any contact information for table rental needs to be included here. We will not put email addresses or phone numbers under the Table Rental Information unless you include it right here. ALSO, please be brief - list only main details and contact information. our contact person can give further details when someone calls and/or emails them. We do not have much space to put this information in, so keep that in mind. If only members can rent tables, please put "members only" here. Thank you!

Table prices/sizes (ex. \$20/8' table): \$ _____ / _____ \$ _____ / _____

Rack Space price/size: \$ _____ / _____ Lg Item price: \$ _____ Other: _____

Contact Info (inc. name, email, phone #, etc - if you do not write it on this line, it will not appear on your listing!): _____

(Any information entered here will be publicly displayed on our website for interested sellers to contact you.)

By signing below, you are agreeing to the following terms & conditions:

Signature _____ Date _____

(please keep this portion for your records)

Terms & Conditions:

- Print and mail in your signed contract with a \$23 payment record you check/mo # on contract. Make yourself a copy to keep for your records. A receipt will be emailed to you when we receive your listing. Contract and payment **MUST** be received together in one envelope.
- You must distribute printed Pink List flyers at your sale, in order to make our cooperative advertising system work for everybody. All sales on our website will be printed on the flyers, and must follow thru with receiving and distributing the flyers. A PDF file for the Pink List will be emailed to you. You must print a min of 125 on Pink Paper and have them at your sale.
- Submitting this form does not guarantee a listing. We may refuse a listing at any time, for any reason, at our discretion.
- Check our website **2 weeks** after mailing in your contract, if you have not received an email from us yet. If you do not see your listing at that time, then please contact us comments@mom2momlist.com to inquire if we received it. If you do receive an email from us stating that your sale has been listed, be sure to check it over for any mistakes or omitted information.
- **WE WILL NOT ACCEPT ANY PHONE CALLS TO MAKE CHANGES TO YOUR LISTING. IT MUST BE SUBMITTED VIA THE WEBSITE (<http://www.mom2momlist.com/list/change.shtml>) FROM THE EMAIL THAT LISTED YOUR SALE.**
- Sale must consist of **no less than 20 tables** selling resale items - this does not include any vendor tables. Do not list your sale as having more tables available than you actually have space for. If we find that the information that you submitted is false, we may refuse your listing.
- **Organizer must update the amount of tables listed under their sale information if sale does not rent out at least 90% of the available space.** It is misleading to our shoppers if they decide to drive a distance to attend a sale expecting a certain number of tables, only to arrive and find that there are many less tables to shop at. At our discretion, if we find that a sale has repeatedly and/or deliberately misrepresented the amount of tables that will be at their sale, we may refuse future listings.
- Listing must be received at least one month prior to sale to guarantee a listing on the printed Pink Lists. Late listings will be listed on our website and in our email reminder newsletter. No refund will be given for a late listing or cancelled sales, since the sale will still be advertised by us.
- Sale must consist of **90% or greater "mom to mom" resale table rentals.** *If we determine that your sale will have, or did have, more than the accepted amount of vendor tables or craft tables, then we may remove your listing and refuse future listings from your organization.* Please use wisdom in selling your vendor tables. Keep in mind that just because someone has a tax ID# doesn't mean that they are "Mom2Mom vendor friendly". If in doubt if they qualify please contact us. **NO ADULT** content type tables. Remember this is your sale and if a vendor comes to set up and you feel that their product/items are not appropriate then you have the right to say NO.
- Sale must be held by an established organization to be considered for a listing. For example, churches, schools, MOMs and MOPs clubs, daycares, preschools, and registered charities are usually acceptable organizations. **No private sales, personal fundraisers, or commercial for-profit sales will be advertised on our website.** Sale proceeds must be allocated to the organization/cause that is named on the contract. **Payment must be made payable to the organization that the sale is being held for, NEVER TO A PRIVATE PERSON.**
- Sale must be held independently, and not in conjunction with any other type of function or event held in the same location at the same time (including but not limited to vendor shows, craft fairs, etc)
- We are not responsible for mistakes made when you submit your listing, and/or when we add your listing to our website or printed lists. Double-check your listing for accuracy after it has been added to our website, and fill out a [change form](http://www.mom2momlist.com/list/change.shtml) (<http://www.mom2momlist.com/list/change.shtml>) if corrections are necessary. Changes **will not** be made via phone calls.
- We reserve the right to exclude certain information, or to abbreviate and/or edit your wording for the best possible fit in the space available for each listing.
- **NO REFUNDS: There will be no refunds of listing or delivery fees in the event of a cancelled sale. If you must cancel your sale, please make this decision and notify us at least 2 weeks prior to your sale date.**
- **If your event is found to be in violation of any part of this agreement, we may refuse future listings from your organization.**

We HIGHLY RECOMMEND A CONTRACT FOR YOUR SELLERS. We have been receiving far too many complaints that sellers are packing up early. We advertise your sale for the hours that **YOU** submit. **Please impress upon your table renters that they must keep their table open for business and unpacked until the time that the sale ends. If we continue to receive complaints about the same sales, we may choose to refuse listings for those sales in the future. Your table renters are putting your sale reputation at risk when they don't fulfill their obligation.**

As always, if you have any comments or questions regarding your listing, please feel free to email us at any time: comments@mom2momlist.com, or if necessary, you can call 586-838-7848 after 2 pm or leave a message and we will return your call. Please respect the time to call as we work a full time job and do this after we leave our respective work.

Make check payable & mail to: Mom2MomList.com, PO Box 526, Roseville, MI 48066

REMINDER - please keep Terms & Conditions portion for your records.

Only include the first page, that you filled out and signed, when you mail in your listing and payment.