

**Guardian Lutheran MOPS
Mom2Mom Sale**

TABLE RENTAL AGREEMENT

Please make sure that your application is clearly written or typed, so that we can contact you with any questions, and also so that we can email you a confirmation. If you have not heard from us within 10 business days, please email me at glcmopsm2msale@gmail.com <mailto:lorelei.muniz@yahoo.com> to confirm receipt of your contract. **Please Do NOT assume that you have a table rental secured, without any contact from me before the date of the sale.**

Dear Mom2Mom Sale Table Renter:

1. Date of the sale is Saturday, February 18, 2017 from 8:30am to 1:00 pm located at:
Guardian Lutheran Church
24544 Cherry Hill Rd
Dearborn, MI 48124
(located 3 blocks west of Telegraph Rd)
2. Set up will begin at 6:00pm – 8:00pm, Friday, February 17, one day prior to the sale. You must check in before proceeding to your table for set-up. At check-in, you will receive your table number and the location of your table. **No check-in after 7:45pm.** After this time, your table will be available for others to set up. **Set up ends at 8:30.**
3. The doors will be open at 7:30am, Saturday, February 18 and you must arrive prior to the sale start time of 8:30 a.m. **No refunds will be given for no-shows.**
4. From approximately 8:00am to 8:30am table renters will be allowed to pre-shop at each others' tables. The public will be allowed to shop promptly at 8:30am. Strollers will be allowed after 10am.
5. Renters are also expected to act as their own security for items that they bring to sell. Guardian Lutheran MOPS will not be responsible for any theft, damage or loss of items.
6. 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. Renter will be provided with one 8' table (no room for rack). You may purchase 3 ft of rack space in addition to your table rental for \$3.00. (You must provide your own rack.) Your space will be approximately 3' deep.
7. All items for sale must be clean and free of odor.
8. We will provide one chair behind your table. Other chairs will be available for your use behind your table.
9. If you bring children with you to the sale, you are responsible for your own child-care and for keeping them supervised and safe.
10. **Large Item Area:** Items must be checked into the large-item area by 8:15 am on the day of the sale. You are encouraged to bring and label your large items during Friday evening's set up time. Cost is \$1 per large item taken off your purchase price at the time of sale. You may not collect your money or items from the large item room until the sale ends at 1:00 pm. You must list all of your large items on one form kept at the large item table during the sale, and each large item must be individually tagged. Tags will be provided to you on the evening of set up and will include table number, item description and price. A sample large item form is included with the contract. You will be able to specify an initial price and a lowest price. Buyers will only be able to negotiate prices on large items after 10am. Guardian Lutheran MOPS is not responsible for loss, theft or damage of goods during the sale.
11. **Renters are expected to stay until 1pm.** By signing this contract, you agree that you will not begin to pack up your table before 12:45pm. **Please do not rent a table if you are not able to commit to having your table set up for the entire time slot.** Many shoppers attend numerous sales in a day, and may not arrive until the very end. It is a major complaint from many mom-to-mom shoppers.
12. You may not move to a different table at any time during the sale. You may not set up your items on any table other than your assigned table, even if a renter fails to show.
13. Table renters are expected to bring their own bags and their own change. Guardian Lutheran MOPS will not be able to provide these items. Sellers are expected to dispose of all garbage and take all cardboard boxes with them. Nothing should be left behind.
14. **NO REFUNDS - we will refund your rental fee ONLY if we are able to re-book your table before the date of the sale.**

Guardian Lutheran MOPS
Mom2Mom Sale

TABLE RENTAL AGREEMENT

NAME: _____

EMAIL: _____

ADDRESS: _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER _____

Qty: _____ \$20.00 per 8' table
(does not include rack space)

Qty: _____ \$3.00 per 3' rack space only -- **You must provide your own rack!**
(only 1 per table rental)

TOTAL DUE: _____ must be received by **DEADLINE:** February 11, 2018
(After deadline date, please make arrangements to secure your table with Lacey with cash.) **NO REFUNDS!!**

By signing below means you have read the contract and agree to abide by the terms of the Guardian Lutheran MOPS Mom2Mom sale contract. There will not be any other written or oral contract.

SIGN HERE: _____ Date _____

Make check payable to: Guardian Lutheran MOPS

Please mail your signed contract (page 2 is sufficient) and payment to:

Lacey Hughes
24942 Hickory
Dearborn, MI 48124

Any returned check will be assessed a \$30 fee to cover all bank charges. Checks will NOT be redeposited - you will be required to bring cash to cover both the check and bank fees. We have the right to not accept your application, if this occurs. Your table rental will not be secured until payment has been completed.

If you have any questions, please call Lacey at 734-502-5057
Please leave a message if no answer. I'll return the call a.s.a.p.

Large Item Form

Table Renter Name: _____

Table # _____

Item #	Item Description (mfg, use, color) (ex: Graco highchair blue)	Initial Price (ex: \$15)	Lowest Price (ex: \$10)	Sold
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Subtotal: _____

Mom2Mom Sale fee (\$1/item) - _____ = Total _____

All large items must be brought to the large item area and labeled by 8:15am the day of the sale. You are encouraged to bring in items to the large item area during Friday night set up from 6-8pm. Buyers will be able to negotiate for large items after 10am. Please put down the lowest price you are willing to sell your item for. Guardian Lutheran MOPS is not responsible for loss, theft or damage of goods during the sale.