

HOLY GHOST



LUTHERAN

MOM 2 MOM SALE TABLE RENTAL AGREEMENT

**TABLE RENTAL AGREEMENT IS NOT CONFIRMED UNTIL YOU PAY IN FULL.
THIS AGREEMENT MUST ACCOMPANY PAYMENT.**

Checks must be made out to Holy Ghost Lutheran School.

Email Gabby Williams gabswilliams23@yahoo.com or call 734.735.7959 for more information.

SALE INFORMATION

**Location: Holy Ghost Lutheran School
3563 Heiss Road – Monroe, MI 48162**

Date: Saturday, April 28, 2018

Time: 10 AM to 2 PM

Sponsor: Holy Ghost Lutheran School PTL

MOM 2 MOM SALE RENTER AGREEMENT CONDITIONS

- You may only sell items that pertain to babies and children including: clothing, toys, books, and accessories (equipment, feeding supplies, bedding, etc.) or maternity clothing, birthing preparation items, and baby care products. Holy Ghost Lutheran reserves the right to disallow any item(s) that we deem inappropriate for school/church grounds.
- Retail Vendors are welcome (at our discretion). Vendors are accepted on a first come, first serve basis. We will only allow one vendor per retail name. All items for sale must be family friendly. Holy Ghost Lutheran reserves the right to disallow any item(s) that we deem inappropriate for school/church grounds.
- SET UP: Set up will begin at 8:30am on the morning of the sale. **YOU MUST CHECK IN BEFORE PROCEEDING TO YOUR TABLE FOR SET-UP.** The check-in location will be at the east entrance to the school (located directly across from the playground/soccer field on the back side of the school). At check-in, you will receive your table number, large item room tickets, and the approximate location of your table.
- Holy Ghost will **NOT** have carts or dollies available for use on the day of the sale.
- You must arrive at the sale to set up by **9:30 AM**. No refunds will be given for no-shows.
- Table renters are expected to provide their own change and their own bags. ***Holy Ghost Lutheran will not be responsible if money or items are stolen from a renter/seller.***
- If rack space is requested, you will be provided with 3' of additional space to one side of your table to allow for a rack. You will be charged \$3.00 per rack; however, you must provide your own rack.
- Large Item Room: There is a large item room for items too large for your table space. You may choose which items to have in the large item room. There will be a \$1.00 charge for each large item payable at check-in. Space or large items may be limited and will be first come, first serve the morning of the sale.
- **Renters are expected to stay until 2 PM. By signing this contract, you agree that you will not begin to pack up your table before the sale ends at 2 PM.**
- CLEAN UP: When the event is over, you are responsible for packing up and removing all items that you brought with you. Holy Ghost will not be providing a donation area for unsold items at this event.
- **NO REFUNDS** will be given within 2 weeks of the sale date. Prior to that time, if you need to cancel, we will refund your rental fee ONLY if we are able to re-book your table before the date of the sale.
- I have read and agree with all of the above rules and regulations.
- All payments and signed agreements must be received by April 7, 2017 (if payment is after this date, cash only and paid in person) NO REFUNDS!!

SIGN HERE: _____ **Date:** _____

HOLY GHOST LUTHERAN MOM-2-MOM
RENTER INFORMATION FORM
MUST BE SUBMITTED WITH PAYMENT - PLEASE PRINT CLEARLY

NAME: _____

ADDRESS: _____

E_MAIL ADDRESS: _____

PHONE NUMBER: _____

ARE YOU A RESELLER OR VENDOR? YES / NO

IF "YES", PLEASE INDICATE VENDOR NAME: _____

NUMBER OF 8-FT RECTANGULAR TABLES NEEDED X \$20 _____

NUMBER OF RACKS YOU WILL BRING WITH YOU X \$3 _____

TOTAL AMOUNT DUE (BEFORE LARGE ITEMS)

MAKE CHECKS PAYABLE TO: **HOLY GHOST LUTHERAN SCHOOL**
Please put "Mom2Mom Sale" on the memo line
PAYMENT MUST BE RECEIVED BY APRIL 7, 2018

PLEASE SEND CHECKS TO: **HOLY GHOST LUTHERAN SCHOOL**
3563 HEISS ROAD
MONROE, MI 48162

BY SIGNING THIS AGREEMENT, YOU AGREE TO ALL RENTAL AGREEMENT TERMS AND CONDITIONS.

SIGNATURE _____

DATE _____

Tips for Sellers

(Adapted from M2M website)

- Make sure your items are clean, wrinkle and odor free. If you have a clothing rack, it is a great idea to rent tack space and hang items that wrinkle. Launder right before the sale. Items stored in certain situations may pick up unpleasant odors, which will be a turn off for many buyers.
- Price your items in advance. There are many ways to price items. One way is individually. This can be done with stickers, tape, and price tags. Or you may price your items in groups. An example would be all jeans \$2.50, all T-shirts \$1.00, etc. Many shoppers will not stay at your table long if they have to ask what every item costs.
- Price your items realistically. Generally, you can only expect to get 10-40 percent of your original cost on an item. What percentage you get will depend on brand name, current trends, current condition, and demand for an item. Clothing in great condition and a popular brand will generally get about 25% of the original cost. Equipment will demand a higher percentage if it is barely used and a new model. If you have the item in its original box, it usually commands a higher price. Use common sense when pricing, and be willing to mark prices down when items are not selling right away.
- Have adequate change available. You could lose a sale if you cannot make change. Keep your money in a carpenter's apron (available for about \$2.00 at most hardware stores), a fanny pack, or anything that will keep your money on your body. Thefts can and do happen.
- Bring bags to package your buyers' purchases in. Start saving a decent amount of those grocery bags you bring home from the grocery store every week.
- Indicate what sizes of clothing you have available. Hang signs from your table or on your clothing rack(s). State that you have "Girls sizes 2T – 4T" for example. This helps with traffic flow on the sales floor, saves you from repeating everything and from folding clothes over and over. Remember, this sale is not just for baby items. There is a big demand for larger sizes (8 – 14), as well.
- Display your goods as attractively and neatly as possible. Put small items in baskets. Stack all jeans in one pile. Fold clothes neatly, as they do in retail stores. When possible, hang up things that show better hung up. Examples would be coats, overalls, dresses, two piece sets, and suits. Do not place clothing items in plastic bags or otherwise make it hard for people to examine the condition of the items.
- Take any extra time that may be provided for set up. It will probably take longer than you anticipate.
- Make sure your table is ready and you are there during the renters' and volunteers' pre-sale period. Some of your best buyers may be your fellow renters, so don't miss out on this. It is also a great opportunity for you to shop for items before the big crowd.
- Treat your buyers as you would like to be treated. Be pleasant and helpful and try to avoid getting into uncomfortable situations with unreasonable customers. The different personality types you encounter may surprise you. Do not let anyone ruin your whole day, just shrug it off.