

MOPS of St. Peter's Lutheran Church and School Table Rental Agreement

Dear Table Renter,

Thanks for being a part of our Mom 2 Mom Sale! Sale date is:

Saturday, October 3rd, 2009 from 9am – 1pm

* Set up will begin the night before the sale from 6:00PM-8:00PM. Set up will also be available starting at 7:00AM the morning of the sale.

* Table Renters are expected to provide their own change and their own bags. St. Peter's will not provide these items. Renters are also expected to act as their own security for items they bring to sell as well as personal items. The school cannot be responsible for items or money lost or stolen.

* You will be provided a table to sell your items from with chairs. You must keep your items in the area assigned to you and not have items protruding out in to the walkways where they may cause someone to fall or trip. All items MUST stay on or under the tables or racks.

* You have the option of bringing your own table in addition to renting our tables. However, you must state that you are doing so in the contract. There will be an additional \$10 charge to do so, and the table must not be larger than 4ft. You may also rent space for a rack, which you must provide yourself. Your rack must fit in to the space provided.

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

* There will be a large item area. The fee will be \$1.00 per large item. This applies to whether or not the item is sold.

* Renters are expected to stay till 1:00PM. Renters should not begin to pack up their items to leave before 12:45PM. This is for the sake of those buyers who may be traveling between Resale events. Renters must have all of their belongings packed up and be out of the church by 2:30PM.

***Sorry. No refunds will be issued unless the sale is cancelled.**

Thank-you in advance for being a part of our sale!

MOM 2 MOM SALE CONTRACT

Please return contract ASAP. First contracts returned will guarantee a spot in the gym. Once spots in the gym are filled, renters will be placed in the Church Basement.

Name _____
Address _____
City _____ State _____ ZIP _____
Phone # _____ Alt. Ph. # _____
Email _____

Number of Table to Rent:

8ft @ \$20.00ea. _____
6FT @ \$15.00ea. _____ vendors only

Vendors: Please state what you are selling _____

Rack Space:

\$3.00 per single rack space with table rental _____
\$5.00 per double with table rental _____ (No Round Racks)
\$10 per personal 4ft table with table rental _____

Total Amount Due:\$ _____

***** Large ticket items will be classed as the following: car seats, high chairs, pack and plays, cribs, baby walkers, babyback carriers (large ones) , bikes, play yards, excersaucers, play houses, wagons, bouncer seats, tables, desks, ride-ons, etc. If you have something that you want to sell which compares in size to any of these items and are unsure what it will be classed as, please feel free to call me at any time. All big ticket items will be \$1 each.

I AGREE WITH ALL THE ABOVE RULES AND REGULATIONS LISTED:

SIGN: _____

Please send your PAYMENTS AND CONTRACT to:

Mom 2 Mom
c/o Karla Leidecker
23000 Gratiot Ave.
Eastpointe, MI 48021

Make all checks payable to St. Peter's Lutheran Church with MOPS in the Memo line. Cash also accepted. Payment is non-refundable unless the sale is cancelled and not rescheduled.

Thanks so much for your interest in our sale and best of luck to everyone!

Karla Leidecker
(586)777-6300, ext. 313
Email: kleidecker@stpeterslutheranchurch.net

Big Ticket Item Instructions

All Big Ticket Items must be placed in the Big-Ticket Room Big Ticket items include but are not limited to: cribs, pack n plays, bouncy seats, highchairs, exercisers, walkers, strollers, bike trailers, bikes, furniture, playhouses, large toys, car seats, etc. If you have a question about whether your item is considered a Big Ticket Item, please ask at set-up or call ahead of time. The Volunteers working the Big Ticket Room will keep track of the following:

- Item Number (assigned when you get there and attached to your item)
- Sellers' Name
- Table Number (assigned at set up)
- Description of item being sold
- Asking Price (also listed on the price tag)
- Lowest Price seller will accept
- Price sold for

Price Tags

Price Tags will be provided. Please have all pricing decisions made before the sale. Price tags must include:

- Price
- Sellers' Name
- Item Description

Note: You may want to include a complete description of your product from the manufacturer to explain benefits. This is often available online. This is especially beneficial for more expensive items.

Drop-off Process

- 1 Seller brings item to Big Ticket room.
- 2 Volunteer gives seller item # tags.
- 3 Volunteer fills out spreadsheet with required information listed above.
- 4 Seller will then attach the Item Tags to items being dropped off.

Buying Process

- 1 Shopper brings item to check out table.
- 2 If Shopper wishes to negotiate, Volunteer will check spreadsheet for instructions and ask Shopper for offer. If it falls within the acceptable range, Volunteer will accept the offer and mark it on the spreadsheet.
- 3 Shopper will pay for item.
- 4 Volunteer will fill out necessary information on the spreadsheet.
- 5 Volunteer will mark the item "Sold" on the price tag.

End of Sale Process

- 1 Volunteer will keep track of the selling price on spreadsheet.
- 2 The total amount the seller receives is placed in an envelope.
- 3 Envelopes will be distributed to sellers along with unsold items

Big Ticket Items

Name _____

Phone Number _____

Address _____

Table Number _____ (to be assigned at registration)

Will you accept a personal check from a buyer? Yes _____ No _____

If yes, who should they make it payable to? _____

Item Asking \$\$ How you want to Bargain
(ie. "firm price, reduce \$\$ after time period etc)

List additional items on the back of sheet, or attach another sheet if needed.
\$1.00 per item is due at registration along with this form filled out. Thank-you!

Tips For Selling!

- Come Prepared! Bring enough bags (Kroger, Farmer Jack, etc.) to put the items in that you sell. Come with plenty of one's and change. It is your responsibility to have this for your customers.
- Don't leave your money accessible to the general public. A hip bag or apron is a good idea since it has more than one compartment.
- Make sure that you get to the sale allowing plenty of time to set up your table(s) in an organized manner.
- You will be offered a lower price at one time or another. It is up to you if you want to bargain. You do not have to take anything less than what you want. But remember, you are reselling used items and will not get retail price for them.
- Make sure if you have items under the table, they are accessible and easy to see and are not protruding in to the walkways.
- Making a sign to let the public know what size and sex of clothes you have will make things go easier.
- Make sure that your items are CLEAN. If there is a problem (zipper needs re-placing) you should make sure that is known. It is the responsibility of the buyer to check it out, but if you are up front and let them know, they will know that your table is a reputable one.
- If you have a rack, make sure that it is secure so it won't fall over if the items are pushed from one end of it to the other by buyers. At one sale, a lady put a few socks full of sand over the bottom of the rack to make it more stable.
- Make sure that if your two and three piece items are connected together by safety pins or a single run thru with a needle and thread will do the trick. It is a good idea to have a helper at your table. First, for one of you to be there during the sellers pre-sale time. You want to make sure that someone is at your table at all times.
- During the day you may need to take a quick break and it isn't the organizers responsibility to watch your table.
- If you are not willing to barter on the price, post a sign that all prices are firm. On the other hand, if you ARE willing to barter, you may want to put a sign saying "no reasonable offers refused". Many people won't even consider going down in price for the first hour or two. It's up to you. After all, it's your table.
- If you are sharing a table with someone else, make sure you have different tags to collect as you make the sale to assure both parties get their rightful monies.
- If you have big items, you need to decide what price to put on them as they are usually in the big item room and if you are willing to come down, state how much and at what time during the sale.
- Remember that this will be a long day. We will be having a concession stand. Or you can pack a lunch and drink to make your day go easier. In the past, we have had the youth groups walk around to the sellers taking orders to make it easier. It is our hope to have that again this year.
- Never start to pack up more than 15 minutes prior to the end of the sale. The organizer has advertised that the sale will be open during those hours. After all, if you go to a local store and their hours state that they will be open till 9, you expect to be able to shop until then.
- Clearly label each item with price AND size. It also helps to sort your items by size.
- Make sure all your items are clean. Do your best to get out stains. If you are selling large items, make sure that you clean those too. People are more likely to buy an item that looks newer than one where they would have to clean up before use.

GOOD LUCK!