

**Table Rental Agreement**

Dear Mom-to-Mom Resale Table Renter:

Bayview Wesleyan Church is hosting a Mom-to-Mom Sale event on Saturday, October 14<sup>th</sup> 2017. The time of open sale to the public is from 9:00 a.m. to 2:00 p.m.

- Set up will be allowed the day before, Friday, October 13<sup>th</sup> from 5:30 p.m. – 8:00 p.m. per state regulations for our daycare or on the morning of the sale from 7:00 a.m. to 9:00 a.m. From approximately 8:00 a.m. to 8:45 a.m., fellow table renters will be allowed to “pre- shop” each other’s tables. After that, table renters MUST be at their table ready to sell their items to the outside shoppers. Outside shoppers will begin entering the sale promptly at 9:00 a.m.
- **ATTENTION VENDORS** We allow one vendor per company to be represented at the sale. This will be determined on a first come, first serve basis. Space will be given to the first vendor of each company who completes their contract **and** turns in their full payment. Vendor Spaces are limited.
- Table renters are expected to provide their own change and their own bags. Bayview Wesleyan Church will not provide these items. Renters are also expected to act as their own security for items that they bring to sell. The church is not responsible if items or money are lost or stolen from a renter.
- You will be provided a table (specific to what you ordered & paid for), 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. **You may also rent space for a rack, which you must provide yourself. Your rack must fit into the space provided as well. No circle racks allowed as they take up too much space.**
- If you bring children with you to the sale, you are responsible for supervising the children always.
- 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 an area for large items (strollers, car seats, swings, etc.). If you have large items you are planning to sell, please fill out the “large item” portion of the contract listing these items, along with a description (manufacturer, pattern, etc.) and the price you will be asking for each item along with the signed contract portion of this document by Fri, October 6th.
  - ❖ It is the seller’s responsibility to make sure there has not been a CPSC safety recall on any of the items that are for sale at your table. **Selling/reselling recalled products is ILLEGAL!**
- Renters are expected to stay until 2:00 p.m. Renters should not begin to pack up their items to leave until 2:00 p.m. (This is for the sake of those buyers who may have not come until later in the day).
- Once you have turned in your table rental contract and payment, no changes can be made unless you would like to add an additional table. (For example, if the contract you turn in states that you ordered and paid for 2 *round* tables, you may not later decide you want *rectangle* tables). Tables are rented on a first-come, first-served basis, and because we have a limited number of round and rectangle tables, we cannot “switch” what size or shape you want once you have turned in the contract. However, if you decide you need more tables than you had anticipated, you can add additional tables by calling Sunya (event coordinator) at (231) 947-3792 or contact her via email ([sunyab@yahoo.com](mailto:sunyab@yahoo.com)) or facebook. **Additional tables can be added if available until Wednesday, October 18th.**

**Please note that all table rental monies, once submitted, cannot be refunded to the renter. Table rental money is non-refundable for any reason.**

**\*EARLY BIRD INCENTIVE DETAILS\***

If you turn in your table rental contract AND payment by **FRIDAY, September 15<sup>th</sup> 2017** your name will be entered into a drawing for a \$25 gift card. Entries for this incentive will NOT be accepted after Friday, September 15, 2017 at 3:00 p.m. If mailing your contract, only mailed contracts post-dated by September 15, 2017 will be entered in the drawing. All hand-delivered and emailed contracts will be dated when received and only eligible for the drawing if payment is received for those contracts by September 15<sup>th</sup> as well.

One entry per person (not per table), will be eligible.

Drawing will take place the morning of the sale prior to doors opening to public!

# Bayview Wesleyan Church Mom-to-Mom Resale Contract

(MUST return this portion with your payment by Friday, October 6, 2017)

<b>Name:</b>			
<b>Address:</b>	<b>City:</b>	<b>Zip Code:</b>	
<b>Phone:</b>			
<b>Email:</b>			
<b>Vendor name if applicable:</b>			
Paid=	cash	check #	date received:

Please include me on Bayview Wesleyan Church's mailing/email list to keep me updated on future Mom-to-Mom Sale events and other activities at Bayview.

- Please do not include me on Bayview Wesleyan Church's mailing/email list.
- Please do include me on Bayview Wesleyan Church's mailing/email list.

## RENTAL PRICING CHART

Table Shape	Price per Table	Rack Space* (w/table rental only)	Big Item Room Fee (for table renters)	Big Item Room Fee (for non-table renters)
Rectangle (6ft.)	\$12.00	\$2.00	\$3.00 per table for upto 4 big items	\$5.00 for first 2 big items
Rectangle (8ft)	\$15.00	*one rack space/table rental; rack provided by table renter	More than 4 items: \$1.00 per each additional item	More than 2 big items: \$1.00 per each additional big item
Round (5 ft.)	\$10.00			

## Check out

Table Type	Table Quantity	Price Per Table	Rack Space Quantity	\$2 per hanging rack	Large items, \$3 for 4, \$1 each after that	Total
					<b>Grand Total:</b>	<b>\$</b>

**\*Total amount due to Bayview Wesleyan Church by Friday, October 6th.**  
 (If payment is after this date, only money orders or cash will be accepted)

Please send this portion of the contract & "large item" page, along with your payment to: Sunya Hobson, c/o Bayview Wesleyan Church, 720 Wayne St., Traverse City, MI 49684.

**Make check payable to: Bayview Wesleyan Church and write "M2M Sale" in memo line.**

I agree with all rules and regulations listed in the contract above:

**SIGN HERE:** \_\_\_\_\_

**Large Item(s) List**

Please list all large items (these are items that will not fit on or under your table) in the chart below. Please be as specific as you can with all categories. Participants can list as many large items as they would like and must include the charges for these items in the **“CHECKOUT”** portion of this contract. If you list items on this page, please remember to include this page with the rest of the contract when you mail in your paperwork and payment. Please remember that you are responsible for removing any unsold large items at the end of the sale.

**PLEASE NOTE:**

It is the seller’s responsibility to make sure there has not been a CPSC safety recall on any of the items that are for sale at your table or in the Large Item Area. Selling/reselling recalled products is **ILLEGAL!**

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

Item Name	Manufacturer	Pattern/Description	Asking Price
*Car Seat	Graco	Black, gray and red in color; includes 2 bases	\$45
*EXAMPLE			