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Dear Prospective Seller:

Thank you for your interest in the Risen Christ Lutheran Church Mom2Mom Sale on Saturday, March 20, 2010. Enclosed is a Mom2Mom seller application form, a table rental agreement, large item listing, and item tags as well as some tips for selling. Your application, rental agreement and rental fees must be received no later than Wednesday, March 10, 2010. A first come / first served basis is used to process applications.

After your application and rental agreement are received, you will be notified by e-mail or phone that your application was accepted. If you have not heard from us within 10 business days, you may email us at [RCLCmom2mom@gmail.com](mailto:RCLCmom2mom@gmail.com) to check the status of your application. Do NOT assume that you have a table rental secured without contact from us before the date of the sale.

**Location, Location, Location.** Our church is located in the beautiful city of Plymouth Township, close to Canton. We are at 46250 Ann Arbor Road between Beck and Canton Center Roads, which is a main thoroughfare. We expect to have a great number of customers at our sale. Besides having advertisement on mom2momlist.com, we also plan to advertise in a variety of other ways such as: church signage, local daycares, and local public cable channel.

We hope you will consider us for your successful sale!

Please feel free to contact Kim Pascual at 734-844-6572, [RCLCmom2mom@gmail.com](mailto:RCLCmom2mom@gmail.com), with any questions.

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**Risen Christ Lutheran Church**  
**Mom 2 Mom Resale**  
**TABLE RENTAL AGREEMENT**

Table Rental Agreement Terms:

1. Date of the sale is Saturday, **March 20, 2010**. Time of open sales is 9:30 AM – 1:00 PM
2. You are allowed to rent up to 2 tables and 10 large items are allowed per table rented.
3. Renter will be provided with an 8' (rectangular) table and 2 chairs. You are allowed only one extra helper and must be no younger than 11 years of age. No children. Your space will be approximately 3' deep. This does not allow for rack space. Rack space may be purchased for \$3.00 (one rack space per table rental). You must provide your own rack. (ONLY A STANDARD 5 ft. HANGING RACK, NO ROUND RACKS)
4. **Set up will be from 6:00 - 8:00 PM on Friday, March 19.** Set-up Friday evening is highly recommended. You must check in before proceeding to a table for set up. At check in you will receive your table number and the approximate location of your table.
5. **Risen Christ (RC) will open the doors on SATURDAY, March 20, at 7:45 AM for continued set up.**
6. You must have your table set by 8:30 AM on October 18, prior to the sale start time of 9:30 AM. No refunds will be given for any no shows and your table will be available for others to rent.
7. From approximately 8:30 AM to 9:25 AM table renters ONLY will be allowed to pre shop at each others tables. After that table renters are to be at their table to sell their items to outside shoppers.
8. Table renters are expected to provide their **own change** and their own bags. RC will not provide these items. Renters are also expected to act as their own security for items that they bring to sell. (RC will not be able to break large bills for change)
9. RC will not be responsible for any loss, damage, or injury that may occur on its premises.
10. 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 walk ways .
11. You are responsible for carrying all items you are selling to your table from the parking lot/car. We hope to have people available to help you, but it is not promised.
12. You may put items on top as well as behind or underneath the table as long as you leave a space for customers to move within your space.
13. You are required to cover your table to enhance its appearance and protect the table
14. You are responsible for pricing and tagging your own items and arranging them in an attractive and orderly manner. All items must be clean or you will be asked to remove them from your selling area. All items should be of good quality and child-related: children's clothing, toys, furniture, equipment, maternity clothing, etc. Please avoid bringing stained or damaged items as these items don't sell well and could damage the reputation of the sale.
15. You may ***NOT*** sell or advertise any home-based business (i.e. day care, direct sales such as Mary Kay or Discovery Toys) at your table.
16. **NO HOUSEHOLD ITEMS**, such as small appliances, dishes, etc
17. Making a sign for your table to indicate the sex and size of your items, is highly recommended. The signs should help buyers find the right tables quickly. However, signs posted anywhere other than your table and area will not be permitted.
18. **Renters are expected to stay until 1:00 PM.** By signing this contract you agree that you will not begin to pack up your table before the sale ends at 1:00 PM. Please do not rent a table if you are not able to commit to having your table set up for the entire time slot.
19. 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.
20. 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 RC is able to rebook your table before the date of the sale.
21. If you have paid and you are not able to attend within 2 weeks of the sale, you may sublet your table to someone else. You MUST contact the Mom2Mom organizer with the replacement seller's information. If RC is not aware of the replacement upon check-in on Friday, March 19 then your replacement will be denied upon check-in. If you sublet your table to another party, that party must abide by the terms of this contract.
22. RC is accepting a limited amount of business vendors at our sale. We reserve the right to decide what vendors we want to admit. If your application is declined your application and fee will be returned to you.
23. RC will have refreshments including hot dogs, chips & pop for sale. Vending machines are not available.
24. Any check returned by the bank will be subject to a \$35.00 fee... (Renter will then be required to pay the table rental fee in cash and in person) Your table rental will not be secure until you fulfill this requirement.

## LARGE ITEM LISTING

1. Please bring the completed Large Item Listing sheet with you on the evening of Friday, March 19, as this list will be used for checking in your items. **List both your table # and Last Name on each tag.**
2. Large Items will ONLY be accepted on the evening of Friday, March 19.
3. 10 items, per table purchased, are allowed to be listed.
4. Large items are such things as: bikes, crib, changing table, stroller, large race tracks, swing, exer-saucer, bouncy seat, easels, outside toys, beds, are not allowed at your table and must be sold through the large item area only.
5. Cost is 10% of SOLD price. Payment will be paid out at the end of the sale. Please leave time available to stay and wait for payment.
6. All Large Items must be tagged prior to check-in on Friday evening using the Large Item tags provided.
7. RC will accept any offer at or above your lowest price listed on your Large Item Listing sheet after 11:00am. You may identify on the Large Item Listing sheet whether you want customers to "see you" at your table to sign off on a lower price per item.

I have read and understand the terms of rental agreement and agree to abide by its terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPLICATION FORM

## Risen Christ Lutheran Church Mom 2 Mom Sale

Name \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Number of 8' tables \_\_\_\_\_ @ \$20.00 each = \$ \_\_\_\_\_ (Limit 2 tables maximum)

Number of 6' tables \_\_\_\_\_ @ \$16.00 each = \$ \_\_\_\_\_

Number of Rack space \_\_\_\_\_ @ \$3.00 each = \$ \_\_\_\_\_ (Limit 1 rack per table rented)

Total Due \$ \_\_\_\_\_  
(Tables + Rack )

### **Non-Table-Renters**

May place big items for sale in the Big Item Room for \$1 each; up to 10 items.

Items will be sold, as other renters, with the expectation that 10% of sold price goes to RC. Please fill out the Big Items Listing sheet and Item Tag and bring this with you for check-in on Friday, March 19. (6-8pm)

Number of Big Items: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

**Your Signature** \_\_\_\_\_

**Please make checks payable to Risen Christ Lutheran Church and mailed to the address below..** Any check returned by the bank will be subject to a \$35.00 fee... (Renter will then be required to pay the table rental fee in cash and in person) Your table rental will not be secure until you fulfill this requirement.

### **PAYMENT DUE at the time of application**

Enclose a copy of the signed Rental Agreement, Application Form with your check, cash or money order payable to "Risen Christ Lutheran Church" .

Send to:

**Risen Christ Lutheran Church  
46250 Ann Arbor Road  
Plymouth, MI 48170  
Attn: Mom2Mom Sale**

Any other info: **Kim Pascual** at 734-844-6572 [RCLCmom2mom@gmail.com](mailto:RCLCmom2mom@gmail.com)

## Tips for Selling! (Courtesy of mom2momlist.com)

Come prepared! Bring enough bags (Kroger, Meijer, etc.) to put the items in that you sell.

Come with plenty of \$1'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 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. (7am-8am day of sale)

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 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 that they are accessible and easy to see.

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 replacing) 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.

\* 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. Also, during the day you may need to take a quick break and it isn't the organizers responsibility to watch your table. Also, if you get busy, it's nice to have extra hands helping.

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 all up to you. After all, it's your table.

If you are sharing a table with someone else, make sure that you have different tags to collect as you make the sale to assure both parties get their rightful monies.

Sometimes after the sale the organization accepts donations. (*Risen Christ Lutheran Church will not be accepting donations & asks you to please take home any unsold merchandise*) If you don't want to haul the unsold stuff back home, inquire about it. There are always places that you can donate your items to, such as:

- Grace Centers of Hope (248.334.2187) call to schedule a "pick-up" and you will receive a tax-deductible contribution.
- The Metro Crisis Pregnancy Center in Dearborn (313-724-8500)
- Federation of Youth Services, a teen maternity/parent home (313-267-4488)

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 (your lowest price).

Remember that this will be a long day. Risen Christ will have order forms for refreshments available. Other wise, pack a lunch and drink to make your day go easier.

If you sign up to rent a table and the sale is, for example, from 9 am - 1 pm you need to be there with your items until the end of the sale. NEVER start to pack up 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 they will be open until 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 you clean those also - people are more likely to buy an item that looks newer, than one where they would have to clean up before us

# LARGE ITEM LISTING

(10 items in the large item room per table purchased)

<b>Item #</b>	<b>Item Description</b>	<b>Listed Price</b>	<b>Negotiable Y/N/See Me</b>	<b>Lowest Price</b>	<b>SOLD PRICE</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**Total sales - (10%) \$**

**YOUR NAME**

**TABLE #**

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## LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table #/Last Name \_\_\_\_\_

SOLD Price \_\_\_\_\_

## LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table # \_\_\_\_\_

SOLD Price \_\_\_\_\_

## LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table # \_\_\_\_\_

SOLD Price \_\_\_\_\_

## LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table # \_\_\_\_\_

SOLD Price \_\_\_\_\_

# LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table # \_\_\_\_\_

SOLD Price \_\_\_\_\_

# LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table # \_\_\_\_\_

SOLD Price \_\_\_\_\_

# LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table # \_\_\_\_\_

SOLD Price \_\_\_\_\_

# LARGE ITEM

Price \$ \_\_\_\_\_

Item

Description \_\_\_\_\_

Table # \_\_\_\_\_

SOLD Price \_\_\_\_\_