**SHAWNEE ELEMENTARY PTO**

Chippewa Valley Schools

**MOM-2-MOM SALE**

SATURDAY, March 16th, 2019 8:00AM – 12:00PM

Resale Table Rental Agreement

TABLE SPACE WILL NOT BE RESERVED UNTIL PAYMENT & CONTRACT IS RECEIVED.

**IF YOU PREFER TO BE NEXT TO ANOTHER SELLER – WE RECOMMEND SENDING IN YOUR CONTRACTS TOGETHER IN ONE ENVELOPE. This is the only way to ensure you’ll be near/next to each other.**

Proceeds from the renting of space at the MOM-2-MOM Resale will benefit the Chippewa Valley Schools Shawnee Elementary PTO. Funds raised by the PTO are used to directly support the education, enrichment and entertainment of students attending Shawnee Elementary School. Please make check payable to: Shawnee PTO.

**SPACE AVAILABLE FOR RENTAL:**

Please note that rack rental space is ONLY available if you rent a table or 10ft space.

* Table (only) space ($20 per eight foot table) is intended for the resale of seasonal infant, child or maternity clothing; toys, games or books; and other items used in the raising of children.
* Space for one (5 foot x 3 foot) big item space is an additional $5.
* Space for one standard rack (roughly measuring 3ft x 4ft) is an additional $3.
* Space for a double rack is an additional $5. **Sellers must provide their own rack**. **NO ROUND RACKS.**
* 10ft x 3ft space is also available for $20. You supply your own table and racks. Must stay within space allowed.
* There will not be a designated “Big Ticket Room”. BIG ITEM SPACE will be available for purchase in addition to your table space. Sellers will be responsible for the sales/negotiations of their own items.

\*\*\*You may rent 1 rack space for each end of your table (total of 2 racks) – but it must be specified when you submit your rental contract and payment.\*\*\*

**YOUR ITEMS MUST STAY WITHIN THE ALLOTTED PURCHASED SPACE. NO EXCEPTIONS.**

**Any questions, please contact Alisha at** **shawneem2m@yahoo.com** **(preferred) or**

**Leave a message at 586-723-6832.**

**VENDORS –** Table rental will be available to vendors that have students within the Shawnee Elementary School. Vendor space will **only** be allowed if there is space available. **DUE TO MOM 2 MOM REGULATIONS YOU MUST NOTIFY US IMMEDIATELY IF YOU ARE A VENDOR – PRIOR TO RESERVING A TABLE.** If you do not do so, you will be subject to removal from this sale. No refunds will be provided in such event.

Table renters will be allowed to set up their displays from 6:30 – 8:30 pm on the Friday preceding the sale, or from 7:00 am – 7:30 am on the morning of the sale. Due to setup time constraints, earlier table setup cannot be allowed.

**By signing the attached form, the seller acknowledges their agreement to the rules of the sale listed below.**

1. Seller agrees to the check-in no later than 7:30AM on the day of the sale. Failure to do so may result in reselling of the reserved space and NO REFUND WILL BE GIVEN.
2. Seller agrees to have their space completely organized by 7:30AM on Saturday.
3. Seller agrees to have all merchandise priced and labeled before the start of the sale.
4. Seller understands that:
	1. All merchandise must fit on or under a table, or be on a rack in the provided rack space, big items must be confined to the purchased BIG ITEM SPACE.
	2. No merchandise may be affixed to walls, doors or other school structures.
	3. All merchandise is to fit neatly in the space provided. No items are allowed to protrude into the aisles. The space under the table should be used to display merchandise. Large storage bins containing merchandise that need to be pulled into the aisles for buyers to view is strictly prohibited.
	4. Seller is responsible for the pricing and tagging of merchandise.
	5. All merchandise must be displayed in a neat and orderly fashion.
	6. We reserve the right to have you place large items in a BIG ITEM SPACE (at the appropriate charge) if they are considered too large for the general area.
	7. A responsible adult must remain in the seller’s rented space at all times. A seller is allowed to bring one adult helper only. If a child must be brought, they must remain at the seller’s table space at all times under parental supervision.
5. Seller agrees to provide a descriptive list of all large items being placed in their purchased BIG ITEM SPACE (if applicable). Large items must be brought in on Friday evening during the scheduled set up time.
6. Only the table renter is allowed to “pre-shop” at other tables. The table renters will be allowed to pre-shop from approximately 7:00-7:55AM Saturday morning. Early Bird admissions begin at 8:00.
7. To ensure all shoppers have a fair opportunity to shop, seller agrees to not begin packing up until 12:00PM.
8. Refunds will be given ONLY in the event the PTO is able to resell the space.
9. Seller understands they are responsible for their merchandise. Chippewa Valley Schools, Shawnee Elementary School and/or Chippewa Valley Schools Shawnee Elementary PTO are not responsible for any item that is lost, damaged or stolen.
10. Seller agrees to supply own change and bags.
11. Seller understands that failure to comply with these rules may result in the eviction of the seller from the sale. No refunds will be provided in such event.

**\*\*\*\*\*\*\*\*\*KEEP ABOVE INFORMATION FOR FUTURE REFERENCE\*\*\*\*\*\*\*\*\*\*\*\***

**Any questions please contact Alisha Hale at** **shawneem2m@yahoo.com** **(preferred) or leave a message at 586-723-6832**