



Mom 2 Mom Sale

When: Set up Friday, Feb. 24, 2012 from 6:00 to 8:00 PM
Set up Sat., Feb. 25, 2012 from 7:00 to 8:30 AM
Sale Sat., Feb. 25, 2012 from 9:00 AM to 1:00 PM
Where: Orchard Hill Church, 1465 Three Mile Rd NW, 49544

Rental Information

Net proceeds from the sale benefit Orchard Hill Christian Preschool & Child Care Center (www.orchardhillpreschool.com).

Set up will be available Friday evening from 6:00 - 8:00 and Saturday morning from 7:00 - 8:30 AM.

Volunteers will be on hand Friday evening to help you quickly unload your vehicle. If you anticipate needing help, we highly suggest you check in on Friday. Set up on Saturday provides additional time for you to organize your table.

The doors will be locked Friday night, however, Orchard Hill Church assumes no responsibility for the safety or security of any items brought onto the premises of Orchard Hill Church for the Mom 2 Mom sale as specified in this contract.

Sellers must check in before 8:00 AM on Saturday. No refunds will be given for no shows/late arrivals.

The pre-sale is from 8:30 - 9:00 AM. The doors are open to shoppers from 9:00 AM through 1:00 PM.

Sellers are expected to provide their own change, their own bags, and are responsible for the collection and payment of all taxes, which may be due and payable as the result of sales made. OHCPCC will not provide these items. Sellers are also expected to act as their own security for items that they bring to sell. OHCPCC will not be responsible if items or money are taken from a Seller.

Sellers will be provided a table or space to sell their items from. They must keep their items in the area assigned to them and not have items protruding out into the walkways where they may cause someone to fall or trip.

Sellers may also rent space for a rack, which they must provide themselves. The rack must fit into the space provided. **If you want a rack space, be sure to reserve it when you register.** We CANNOT guarantee there will be room for you to add one later. Racks, shelving and/or any other items are not allowed behind the table.

There will be a maximum of two adults (15 years or older) admitted per table for set-up and running of the table. The morning of the sale, we will issue the Seller and their helper badges they must wear for the duration of the sale. **Additional people who remain after 8:30 will have to pay the \$1 admission fee that Shoppers pay.**

Sellers are responsible for pricing and tagging their own items, and arranging them in an attractive and orderly manner. This will help them sell their items.

There will be a large item area. **Anything larger than clothes and small toys are considered large items.**

Register an estimated number. We cannot guarantee that we will be able to accept more items the day of the sale.

Large items MUST be checked into the large item area by 8:00 AM to allow the organizers time to prepare the area.

Large items need to be **clean with working batteries.** We reserve the right to refuse items not in good repair.

Sellers will be issued an envelope at check in for each large item they registered.

No car seats manufactured before 2007.

Sellers are expected to stay at their tables until the sale is over at **1:00 PM.** Do not start packing up more than 15 minutes prior to the end of the sale as a courtesy to shoppers who may come later.

Please provide your e-mail address on the rental contract. This will be our main method of communication.

mom2momgr.com mom2momgr@gmail.com 616-235-3577 - Michelle

Rental Contract

Name			
Street Address	City	State	Zip
Phone Number	Email Address		

Description of Items for Sale:

Early Registration Discount: Save 10% by registering before January 15. Just deduct 10% from your total below!

Rental Information	Quantity	Total
8 foot table - \$20 (4 table limit)		
8 foot space only (bring your own table) - \$15 (4 space limit)		
3 foot x 3 foot rack space (bring your own rack) - \$5 (limit one)		
Large Items to Sell - \$1 each (with table or space rental only)		
Total amount due		

Make check payable to: Orchard Hill Christian Preschool & Child Care or OHCPCC. Please do not send cash through the mail.

Registration forms and payment must be received by 4:00 PM on Wednesday, February 22, 2012. Registrations received after that date and time will be returned.

Please send your signed contract and payment to:

Orchard Hill Church
 Attn: Michelle Jespersen
 1465 3 Mile Rd NW
 Grand Rapids, MI 49544

Please write Mom 2 Mom in the memo line.

*****We will send you an email confirmation once your contract and payment are received*****

Refunds

The above fees are used to help cover the cost of the putting on the sale. OHCPCC needs to make sure that these costs are covered before the sale date; therefore, refunds will only be given 30 days prior to sale date or unless the event is cancelled by OHCPCC. We will gladly refund your money if we cancel the event in some unforeseen circumstance. If you find that you cannot attend the sale, you are more than welcome to find a replacement, and your replacement can reimburse you. Your replacement must fill out this contract as well. We need to have a contract for each seller prior to the start of the sale. We hope you understand why we have this policy.

I agree with all the rules and regulations listed above.

Signature

Date