

**Mohawk Elementary PTO Mom 2 Mom Sale
Vendor Rental Agreement Terms & Conditions**

Date of Sale: Saturday, March 10, 2018

Time of Sale: 8:00 am to 12:30 pm

Location of Sale

**Mohawk Elementary School
48101 Romeo Plank Road
Macomb Township
(Between 21 & 22 Mile Road)**

Dear Vendor Table Renter:

Rental includes a 6 ft. table in approximately a 6 x 3 ft. space. An additional 3 ft. behind your table has been added to allow you to comfortably sit/stand behind your table/display. Chairs provided. The cost to rent a vendor table is \$35.00. Limit 1 table per vendor. Limit 1 vendor per company/product. **No refunds will be given after February 27th.**

Set-up

- Set-up will take place on Friday, March 9th from 6:00-8:30 pm. or Saturday, March 10th from 7:15 – 7:45 am. Please indicate which day you will set-up on the attached agreement. Failure to show-up by Saturday at 7:30 am will forfeit your table and rental fee.
- Please check-in upon entering the building.
- You may park curbside in the circle driveway to unload. Do not block the left lane of the circle driveway, handicap ramp/crosswalk or ramp to side parking lot. Please move your vehicle(s) once you have completed this process.
- 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 trip or fall.
- You may not set up your items on any table/space other than your assigned table/space, even if a renter fails to show up.

Day of Sale

- **Please park in the Northwest parking lot behind Iroquois Middle School.** This will allow your customers more convenient parking. You can move your vehicle closer once the sale is finished to load unsold items.
- **Renters may arrive at 7:15 am and agree to check-in no later than 7:30 am.** At check-in you will be provided with a name tag. Renters must wear the name tag provided.
- **Renters may “pre-shop” at other tables but must return to their own table/space by 7:55 am.**
- Renters are expected to provide their own change and their own bags.
- Renters are expected to act as their own security for items that they bring to sell. Chippewa Valley Schools, Mohawk Elementary, and/or Mohawk Elementary PTO are not responsible for any item that is lost, damaged, or stolen.
- **Renters are expected to stay until 12:30 pm.** By signing this agreement, you agree that you will keep your table “open for business” during the entire time of the sale. **Please do not rent a table/space if you cannot make this commitment.**
- Only two sellers allowed per table rental.
- **At least one adult (18 years or older) must be present at your table during the entire sale.**
- If you bring children with you to the sale, you are responsible for their supervision.
- Concession items will be available for purchase in the morning & lunch time.

Mohawk Elementary PTO Mom 2 Mom Sale Vendor Rental Agreement

Please complete the following agreement and submit with payment. Please make a copy for your records before returning the agreement.

Renter's Name: _____

Company Name: _____

Product: _____

Helper's Name: _____

Renter's E-mail: _____

Renter's Address: _____

Renter's Home Phone#: _____ Cell Phone # _____

I will set-up my table/display on: _____ Friday _____ Saturday

Total Due: \$35.00

Mohawk parent: ____ Yes ____ No

If Yes, Child's Teacher: _____

Previous Mohawk Renter: _____ Yes ____ No

Check #: _____ Name as it appears printed on check: _____

Make check or money order payable to Mohawk Elementary PTO. **(No cash please!)** Please send your payment & rental agreement to:

Mohawk Elementary PTO
Attn: Mom 2 Mom Sale
48101 Romeo Plank Road
Macomb Township, MI 48044

Confirmations: Table/Space assignments are handled on a "first-paid, first-assigned" basis. Once your rental agreement and payment has been received and space is determined to be available, a confirmation will be e-mailed.

I have read and agree to comply with all the terms and conditions listed above:

Renter Signature: _____ Date: _____

Questions or concerns can be addressed to
Mohawkm2m@hotmail.com - Thank you!

*****DO NOT WRITE BELOW THIS LINE *****

Date Agreement Received: _____ Confirmation Sent: _____