**Mohawk Elementary PTO Mom 2 Mom Sale**

**Vendor Rental Agreement Terms & Conditions**

**Date of Sale: Saturday, March 14, 2015 Location of Sale**

**Time of Sale: 8:30 am to 1:00 pm. Mohawk Elementary School**

**(Early bird 8:30am – 9:00am) 48101 Romeo Plank Road**

 **Macomb Township**

**Dear Vendor Table Renter: (Between 21 & 22 Mile Road)**

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 March 1st**.

**Set-up**

* Set-up will take place on Friday, March 13th from 6:00-9:00 pm. or Saturday,

March 14th from 7:45 – 8:15 am. Please indicate which day you will set-up on the attached agreement. Failure to show-up by Saturday at 8:00 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 7:45 am and agree to check-in no later than 8:00 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 8:25 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 1:00 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_