

Chippewa Valley Schools- Fox Elementary PTO Fall Mom-2-Mom Sale

October 22, 2011 8:30-12:30PM e.b. 8:00am

***Table numbers will be given on October 21st during check-in/set-up time ***

Proceeds from the renting of space at the Mom-2-Mom Sale will benefit the Fox Elementary PTO. Funds raised by the PTO are used to directly support the education and enrichment of students attending Fox Elementary School.

Cost of Table Space (\$19.00 per 6 foot table- with room for 1 rack) 21.00 – 8 foot table- no rack space - **NO ROUND RACKS ALLOWED- You provide your own rack.** (\$32.00 for 2 lunchroom tables with benches- no rack space provided) - limited # of these tables
Big Item Room Fees: \$1 per item-up to 8 items per renter brought in and paid for during set-up on Friday, October 21st

Non-table-renters can place big items for sale in the Big Item Room for \$5 for each item. Limit of 8. Typical items for our Big Item room are: Strollers, Cribs, Playpens, Highchairs, Bikes, Larger toys, etc.

Tables are intended for the resale of seasonal infant, child, or maternity clothing, toys, games, books and other household items used in the raising of children as well as Vendors selling everyday items. Table Space for vendors is intended for independent contractors to sell their goods -- (Examples are: Avon, Pampered Chef, etc.)

The PTO has the right to refuse the rental of space to any vendor or person selling products that are not considered (at the opinion of the PTO) appropriate to be sold in the school.

Table renters will be allowed to set-up their displays from 6:30-9:00pm on Friday October 21st and/or from 7:30-8:00AM on Saturday October 22nd

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

1. Seller agrees to check-in no later than 7:50 AM on Saturday October 21st. Failure to do so may result in the reselling of the reserved space and **no refund** will be provided.
2. Seller agrees to have their space completely organized by 8:00 AM
3. Seller agrees to have all merchandise priced and labeled before the start of the sale.
4. Seller understands that:
 - a. **All merchandise must fit on or under a table space provided, or be on a rack in the provided rack space**
 - b. **No merchandise may be affixed to walls, doors or other school structures**
 - c. **All merchandise is to fit neatly in the space provided.**
 - d. **No items are allowed to protrude into the aisles.**
 - e. **They are responsible for the pricing and labeling of their merchandise**
 - f. **A responsible adult must remain in the sellers' 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 renter's table at all times under proper parental supervision.**
 - g. **Seller is responsible for providing their own change and bags.**

5. Seller agrees to provide descriptive list with prices on all items being placed in Big Item room.

All Big items must be clearly labeled with the selling price and table number of the vendor. Please check recalls before bringing items to the Big ticket room as there have been many recalls and you are responsible for this

All Big Items must be brought to the Big Item room on Friday during the scheduled set-up time.

No items will be placed in Big Item room on Saturday. Payment will be made for items that are sold from the Big ticket room after the sale has ended on Saturday.

Sellers are responsible for the selling prices of these items. In the event that a potential buyer wishes to barter on the price, we will check your master list to see what your lowest pricing is.

6. To ensure shoppers have a fair opportunity to shop, seller agrees not to begin packing merchandise until 12:15 PM. Any sooner, will result in your name being placed on a list to not be allowed to return as a seller.
7. Refunds will be given only in the event that the PTO is able to resell the space.
8. Seller understands that they are responsible for their merchandise. Fox Elementary School, and/or Fox Elementary PTO are not responsible for any item that is lost, damaged or stolen.

*****Keep this information for your reference—fill out next page and return with payment*****

Chippewa Valley Schools- Fox Elementary Fall Mom-2-Mom Sale
October 22, 2011- From 8:30-12:30PM e.b. 8:00am

I, the undersigned have read the rules on the first page of this contract and agree to abide by them.

Signed: _____ dated: _____

I would like to rent ___ table(s) at a cost of \$19.00 per 6 table which includes space for 1 rack = \$ _____
(This space is approx. 10X4- this allows 1 6ft. table and 1 rack- no round racks allowed)

I would like to rent ___ table(s) at a cost of \$21.00 per 8 foot table without rack space= **SOLD OUT!**
(This space is 9X4 – this allows 1 8 ft. table- no space for rack-LIMITED # OF THESE!)

I would like to rent 1 SET of lunchroom tables (12ft w/benches) at a cost of \$32.00 (No rack space) = \$ _____
LIMITED # OF THESE!

Mom-2-Mom _____ Vendor _____ (vendor's company name)

TOTAL ENCLOSED \$ _____
(Make checks payable to FOX PTO)

NAME: _____

ADDRESS: _____

Phone #: _____

Email: _____

If a Fox Parent, please include the following information.

Child's Name: _____

Teacher and Grade: _____ (AM or PM if in Kindergarten)

Please return this signed form with payment to:

Fox Elementary
Atten: Mom-2-Mom Sale
17500 Millstone
Macomb, Mi, 48044

(Remember to make checks payable to Fox PTO)

****If you would like **confirmation** that Fox PTO has received your payment and secured a table for you, **send a pre-stamped envelop along with your contact and a reply will be sent *******

Any questions, please email Doreen Chorazyczewski at contact@foxpto.com, go to our website at www.FoxPTO.com for more info or you can call 586-723-5643

Thank you for supporting our Fox Elementary Students and Facility through this fundraiser!

**FOX ELEMENTARY PTO
MOM TO MOM SALE
BIG TICKET ROOM PROCEDURES**



Certain items are too large to be displayed in the standard table rental space.

Therefore, these items must be placed in a “Big Ticket Room” with similar items from other sellers.

In order to make the sale go smoothly for all parties involved, please carefully review the following procedures.

If you have any questions, please do not hesitate to contact us:
at (586) 723-5643 or email at contact@foxpto.com

Procedures:

1. Complete the enclosed “Big Ticket Room Form” thoroughly before arriving at Fox to set-up. Please provide a detailed description of each item being placed in the Big Ticket Room, as many sellers will have similar merchandise. If you are willing to negotiate on the sale price of items, please indicate the lowest acceptable price. The PTO volunteers will be working the Big Ticket Room and will not reveal these prices to a purchaser, but will then have the ability to sell your item if an acceptable offer is made.
2. Complete the enclosed “Big Ticket Room Price Tag” for each of your items, and securely attach it to your item. Please note that you will need to add the table number information after you check in and receive that information.
3. All Big Ticket Room merchandise must be checked-in during the **Friday night** set-up time.
4. Please check in your Big Ticket items before you begin setting up your table.
When proceeding to the Big Ticket Room, please bring all of your items down at one time and find one of the PTO volunteers to help you check them in properly.
Do not leave your items in a pile somewhere with the intention of returning later to get them checked in. This can cause delays for everyone, so please be prepared when you check in.
5. The cost is \$1.00 per item if a table renter and \$5.00 per item for non-table renter... paid at time of drop-off on Friday.
No more than 8 items per renter (**not per table rented**)
Sellers can collect their money from Big Ticket Room sales shortly after the completion of the sale.
6. Due to all the recent recalls please check that the merchandise you will be selling has not been recalled, we will have a list on hand to double check. It is against the law to sell something that has been recalled.
*** Note: The Fox PTO has the right to refuse to sell any broken or damaged merchandise in the Big Ticket Room.**

**If you have any questions, please contact us at the PTO office (586) 723-5643
or through email at contact@foxpto.com.**

**FOX ELEMENTARY PTO MOM 2 MOM SALE
BIG TICKET ROOM FORM**

Date: _____

Name: _____

Table # _____

<u>Item #</u>	<u>Description</u>	<u>Price Marked</u>	Negotiable? Yes or No? <u>If yes, indicate lowest acceptable price</u>	Seller initial here for any price adjustments made <u>during sale</u>	<u>Sold Price</u>
<u>1.</u>					
<u>2.</u>					
<u>3.</u>					
<u>4.</u>					
<u>5.</u>					
<u>6.</u>					
<u>7.</u>					
<u>8.</u>					

Number of items brought in _____ X \$ _____ = \$ _____

Paid on Friday! _____

Cash: _____ Check: _____

Amount Paid to Table Renter after sale: _____

Please fill out this form before bringing items into the Big Ticket Room during set-up.
The Fox Elementary School PTO is not responsible for lost or stolen items.

Table Renter Signature (upon submission of form)

Table Renter Signature (upon collection of funds at close of sale) Total pd out
\$ _____

PTO Use:
Initials #1: _____
Initials #2: _____

Table #: _____

Seller Name:

Item Description:

Instruction Manual? Yes No

Total # of pieces: _____

Price \$ _____

Table #: _____

Seller Name:

Item Description:

Instruction Manual? Yes No

Total # of pieces: _____

Price \$ _____

Table #: _____

Seller Name:

Item Description:

Instruction Manual? Yes No

Total # of pieces: _____

Price \$ _____

Table #: _____

Seller Name:

Item Description:

Instruction Manual? Yes No

Total # of pieces: _____

Price \$ _____

Table #: _____

Seller Name:

Item Description:

Instruction Manual? Yes No

Total # of pieces: _____

Price \$ _____

Table #: _____

Seller Name:

Item Description:

Instruction Manual? Yes No

Total # of pieces: _____

Price \$ _____