



City of Richmond-Recreation Department Mom to Mom Vendor Contract Saturday, April 5, 2025 9:00am-12:30pm

- Renters need to be set up and ready to sell when the doors open and the sale begins at 9:00 am.
- Renters are expected to provide their own bags and change.
- Renters are expected to act as their own security for any cash items you bring to sell. NO ONE ELSE WILL BE HELD LIABLE FOR ANY LOST OR STOLEN ITEMS AND/OR CASH FOR ANY REASON.
- Renters may put things on or below your table but must keep items from protruding into walkways to prevent tripping and/or falling.
- Please only have 2 people at your table.
- If you bring children with you, you are responsible to supervise them at all times. Please be courteous and do not allow children to wander throughout the sale. No children are permitted on the bleachers or the stage.
- You are responsible for pricing and tagging all your items for sale and to arrange them in an organized fashion. This makes it much easier for buyers to find exactly what they are looking for.
- Please be sure your sale items are clean and presentable. Clothing should be freshly washed and without stains, holes or rips. This is important to maintain the high quality and reputation of the sale.
- You may not move to another table at any time during the sale, all tables have been assigned. Even if another renter fails to show up, you may not move to that table.

Sale Set Up:

- Set up is Friday evening ONLY between 6:00 & 8:00 pm.
- Check in with a volunteer at the entrance of the room for your table location.
- Check in no later than 7:00 pm Friday to set up. *(Please contact the organizer by Thursday prior to the sale if an emergency arises and you cannot set up Friday.*
- After setting up, place a cover over your table to ensure all items are undisturbed during your absence.

Saturday Sale Day:

- Please park in the parking lot of the high school (permission has been granted). A name tag will be available for you and another adult (helper). No one will be admitted free to this event, including helper, lunch delivery person or replacement person.
- Pre-shopping will be for table renters only. Pre-shopping will be 8:00-8:30 am Saturday morning.
- Please do not begin to pack up any items on Saturday, April 5th before 12:30 pm. To ensure all shoppers have fair opportunity to shop. A lot of shoppers come towards the end of sales in hopes for better deals. They are still charged the \$2 admission fee.



City of Richmond - Recreation Department

Mom to Mom Vendor Contract

Saturday, April 5, 2025 9:00am-12:30pm

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

I AM INTERESTED IN:

6-foot table - \$10.00 I would like to rent _____ table(s) at \$10.00 each (15 available)

8-foot table - \$12.00 I would like to rent _____ table(s) at \$12.00 each (4 available)

80" round table - \$14.00 I would like to rent _____ table(s) at \$14.00 each (20 available)

Rack Space - \$5.00 I would like to rent _____ rack space(s) for \$5.00 each

Rack space requests cannot accommodate everyone due to limited space. First come, first serve. You will be advised as soon as possible upon completion of the floor plan if we cannot accommodate your request for a rack and a refund will be provided.

I require Big Ticket Space(s) in addition to my table(s):

I would like to rent _____ Big ticket Space(s) at \$3.00 per item

I do not wish to rent a table, I only have Big Ticket item(s) to sell:

I would like to rent _____ Big ticket Space(s) at \$3.00 per item

ALL RENTED ITEMS/SPACES ARE FIRST COME, FIRST SERVE. REGISTER EARLY TO ENSURE ADEQUATE NUMBER OF TABLES/SPACES

Your signature on this contract constitutes an agreement to all conditions of this sale.

SIGNATURE: _____ Date: _____

NO REFUNDS GIVEN. KEEP ABOVE INFORMATION TO REFERENCE SET UP TIMES AND OTHER DETAILS

For further questions, please contact: Recreation Department 36164 Festival Drive
parksandrec@comcast.net 586-727-3064