



Livingston Christian Schools Marketplace Seller Rental Agreement

Livingston Christian School

7669 Brighton Road, Brighton, Michigan 48116

Saturday, November 2, 2019

10:00am – 2:00pm Set up 8:00 am – 9:30 am

Sale space fee: \$20 per space (accommodates up to 8' table). Optional table rental fee: \$5 (limited number of 6' tables available). Optional large item fee: \$2 (details listed below).

VENDORS AND CRAFTERS : If you are a vendor, you must have stock available for sale and you must submit 1-2 photos of your booth set-up/display. If you are a crafter, please submit 3-4 close-up photos of your craft items and 1-2 photos of your booth set-up/display. Photos will not be returned. If you prefer to email your photos, please email them to marketplace@livingstonchristianschool.org. Vendors at our sale are awarded a space on a first-come, first-serve basis. We will have only one vendor per company allowed. We reserve the right to decide what vendors we allow to admit. If your application is declined, your fee will be returned to you.

- **SET-UP:** Set-up will begin at 8:00 AM on the morning of the sale. You must check-in before proceeding to your space for set-up. At check-in, you will receive your space number, large-item room tickets, and the approximate location of your space. You must arrive at the sale to set up by 9:30 AM. No refunds will be given for no-shows.
- You will be responsible for transporting your items into the building. We will NOT have carts or dollies available for use on the day of the sale.
- You must have an adult (age 18 or older) at your table to sell items to shoppers for the entire length of the sale (10 AM- 2 PM). Renters are expected to stay until 2:00 PM. Many shoppers attend numerous sales in a day and may not arrive until the very end. You are obligated to keep your table "open for business" during the entire time of the sale.
- You are expected to provide your own change and your own bags. LCS will not provide these items.
- You are expected to act as your own security. LCS will not be responsible if money or items are stolen from a seller.
- Please keep your items at the space assigned to you, even if a neighboring renter fails to show.
- You are responsible for pricing and tagging your own items.
- Please make sure to keep walkways clear and hazard-free.
- Any unsold items must be removed immediately following the sale.
- **Large Item Room:** There is a large item room for items too large for your tablespace. You may choose which items to have in the large item room. There will be a \$2 charge for large items, payable at check-in. Space for large items will be on a first-come, first-serve basis the morning of the sale.
- Vendors and crafters are required to provide a door prize to be raffled at the Marketplace event. Attendees will be given a raffle ticket at the entrance, with additional tickets available for purchase from LCS volunteers.
- If you bring children with you to the sale, you are responsible for keeping them supervised.
- **NO REFUNDS** will be given within 2 weeks of the sale date. Prior to that time, if you need to cancel, we will refund your rental fee **ONLY** if we are able to re-book your space before the date of the sale.
- Once payment is processed, a confirmation email will be sent with parking, loading and additional info needed for the sale.
- All payments and signed agreements must be received by **October 25, 2019**. A \$25 charge will be issued for any returned checks.
- If you have questions, please contact us via email at marketplace@livingstonchristianschools.org.



LCS Marketplace Table Application

Livingston Christian School

7669 Brighton Road, Brighton, Michigan 48116

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I understand and agree to the terms of the rental agreement as stated.

Signature _____ Date _____

Name _____

(please print)

Business Name (if applicable) _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Website (if you have one) _____

Brief Description of merchandise and display

Check here to request a \$5, 6' table rental reservation. (Limited quantities available).

Please submit payment with application and required photos by October 25th to:

Livingston Christian School 7669 Brighton Road, Brighton, Michigan 48116

Make checks payable to LCS.

If you have questions, please contact us by email at marketplace@livingstonchristianschools.org.