

FORM F

Instructions

RESERVATIONS FOR TABLES AT AGGIE MOMS' BOUTIQUE – 2009

*****DEADLINE DATE: FEBRUARY 16, 2009*****

(FORMS POSTMARKED AFTER THE DEADLINE WILL NOT BE ACCEPTED)

Please send check with the completed form and copy of your Texas State Sales Tax Certificate to:

Melinda Weiblen, Fifth Vice President
2520 FM 471 North
Castroville, Texas 78009-3400

HM: 830-931-3049 Cell: 210-392-9612
weiblenaggies@yahoo.com

AGGIE MOMS' BOUTIQUE – APRIL 17-18, 2009 (PARENTS' WEEKEND)

LOCATION: Reed Arena

SALE HOURS: Friday 10:00 am to 4:30 pm
Saturday 9:00 am to 5:00 pm ***Note that all items must be removed from Reed Arena by 6:00 p.m. on Saturday.**

SET UP DATE & TIME: Thursday 12:00 p.m. to 5:00 p.m. Doors will open from 12:00 pm until 5:00 pm on Thursday, April 16, 2009 to unload materials and set up displays.

Each club is responsible for its own sales personnel, change, pricing, and displays (except tables). When the Boutique closes on Friday, the doors will be locked, so you may leave merchandise overnight.

However, NEITHER THE FEDERATION NOR THE UNIVERSITY WILL BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Raffle: All raffle items will be displayed in the concourse area of Reed Arena. There will be **NO RAFFLES, DRAWINGS, ETC.** on the arena floor. If your club has a raffle, you are required to reserve an additional table for the concourse area. **RAFFLE ITEMS ONLY ARE ALLOWED IN THE SPACE IN THE CONCOURSE AREA!!!**

Goodie or Exam Bags: We are at our maximum number of tables allowed on the arena floor. If your Club passes out Goodie or Exam Bags at Boutique, you will need to purchase an additional table on the Concourse area next to your raffle table. This should take the place of a table you normally purchase on the arena floor for these items. **NO GOODIE OR EXAM BAGS WILL BE ALLOWED ON THE ARENA FLOOR.**

Since the Boutique is open during the Saturday morning Federation meeting, we urge you to get students or dads to assist your club as sales people so you and your members can attend the meeting.

You will be sent a pass for unloading and parking. The pass must be displayed on the dashboard of your vehicle when you enter the Reed Arena Service entrance and parking lot.

A packet of information including your unloading information, table assignment, parking pass and general rules will be mailed to your club within two weeks of the Boutique.

Please read all materials carefully due to any last minute changes.

**ABSOLUTELY NOTHING IS TO BE PUT ON THE WALLS, COLUMNS,
OR DRAPES**

EACH CLUB IS RESPONSIBLE FOR THEIR OWN MERCHANDISE

As The Aggie Code of Honor states: "An Aggie doesn't lie, cheat or steal or tolerate those who do." Moms please do not steal other Clubs' ideas, under cut pricing or try to woo vendors from another Club. If this comes to the Staff's attention, you could be asked to leave and barred from participating in future Boutiques. Please be considerate of others.

Thank you again for your cooperation and support and lets make Aggie Moms Boutique - 2009 the best year ever!! Please do not hesitate to contact me if you have questions or if I can be of further assistance.

**In Aggie Mom Friendship,
Melinda Weiblen, Fifth Vice President**

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NAME OF CLUB: _____

PERSON IN CHARGE OF BOUTIQUE: _____

ADDRESS: _____
Street City State Zip

PHONE: _____ **EMAIL:** _____

We wish to reserve _____ tables at **\$50.00 per table.** \$ _____

Will you require access to an electrical connection? YES _____ NO _____

Electrical outlet charge \$20.00 (additional to table charge) \$ _____

Will you raffle any item or items (chest, quilt, afghan, jewelry, etc.)? YES _____ NO _____

We wish to reserve _____ **raffle tables at \$50.00 per table.** \$ _____

• All raffles, drawings, etc. are required to be set up on the concourse area of the arena.

Electrical outlet charge \$20.00 (additional to table charge) if needed for raffle table. \$ _____

Goodie/Exam Bags: We wish to reserve _____ tables at \$10.00 per table to pass out Goodie/Exam Bags. You will only need to reserve a table (s) if your Boutique booth is located on floor of Reed Arena. If your club's booth is located on the concourse (raffle area) then you may put the bags under your raffle table and there will not be an additional charge. \$ _____

Parking Fee: The Department of TAMU Transportation Office will be charging a parking fee for parking At Reed Arena, for Thursday, April 16, 2009. Parking for Parent's Weekend will be free for Friday, Saturday and Sunday. **Each club will receive one complimentary parking pass, additional passes will Be \$1.00 per vehicle.** How many additional parking passes will you require for Thursday _____. Total for parking passes: \$ _____

The drawing will be held: Saturday morning _____ Saturday afternoon _____ Date other than Parents' Weekend _____
Raffles must be completed and posted by 3:00 pm on Saturday if drawing is during Parents' Weekend. Raffle prizes must be picked up by **4:30 pm** on Saturday, No Exceptions.

Your CANCELED CHECK is your receipt. Make checks payable to: **FEDERATION OF TAMU MOTHERS' CLUBS**

Total Enclosed: \$ _____

**Thank you for participating in Parents' Weekend Boutique, please do not hesitate to contact me if you have questions or if I can be of assistance.
Melinda Weiblen, Fifth Vice President**