

Boutique Outside Vendor Guidelines

Aggie Moms' Clubs have the crowd and the buyers for Boutique. Only through the graciousness of your club is an outside vendor allowed to participate.

How is an outside vendor defined: Any entity that wishes to sell items during Family Weekend Boutique that is not an Aggie Moms' Club in good standing with the Federation of Texas A&M University Mothers' Clubs. Any and all outside vendors **MUST BE LICENSED** with A&M University.

Things to consider when entering into an agreement with an outside vendor:

- Is the decision to allow this vendor to participate divisive to your club?
- Is the club's profit worth it?
- How much help is your club expected to provide for the vendor who will pocket most of the profit?
- Does this obligate your club year after year to this vendor?
- Would your club benefit from purchasing items from the vendor and re-selling them at Boutique? (the vendor could donate X dollars for each \$ amount purchased- ex. Cindy Boettcher and her books)

If your club allows an outside vendor to participate with your club at your club's tables you **MUST**:

1. Verify that the Vendor is licensed with Texas A&M University
2. Complete the standard Outside Vendor agreement/contract provided by the Federation of Texas A&M University Mothers' Clubs and provide a copy to the 5th VP Boutique 30 days prior to the Friday of Parent's Weekend.
 - a. When entering into an agreement it is up to the Host club to determine with the vendor:
 - i. What percentage is fair
 - ii. Who will handle refunds
 - iii. Will the vendor pay the club for table fees
 - b. In your vendor agreement/contract with the outside vendor you must state:
"the _____ Aggie Moms Club only receives a commission off sales from (Outside Vendor) and is acting as an agent for (Outside Vendor)".
3. A copy of the Vendor agreement/contract must be in your booth at all times.
4. A member of your club must be in your booth at all times. No outside vendor may be left alone in your booth. Only Club members may handle any cash, checks, credit card or any other financial transactions. Please schedule your volunteers appropriately.
5. **All monies must be processed by the host club.** This includes cash, checks, traveler's cheques, money orders and credit cards. Clubs and Vendors not following this procedure are subject to immediate removal from the Boutique. **NO EXCEPTIONS, NO EXCUSES, NO JUSTIFICATIONS AND NO TABLE REFUNDS.**
6. If the club is using an electronic credit card processing tool (ie. a "Square") the vendor must use one owned by the host club.
7. No orders for future delivery may be taken by the Vendor unless a completed financial transaction has taken place and the money has been processed by the host club.
8. If Family Weekend are your club's 2 tax free days per year- your outside vendor is not entitled to participate in your tax free days- you could lose your non-profit status as well as jeopardize the Federation's status. The outside vendor must collect and remit sales tax for any and all purchases made during the time of their association with your club. **PLEASE NOTE:** this could turn into an accounting nightmare, so be careful. You might consider not using your tax free days at Family Weekend to simplify this process or doing separate transactions for club sales and outside vendor sales.

9. In order to clarify this issue of collecting sales tax the following signs must be present and visible at all times:
 - a. Purchases made from (Outside Vendor) are taxable.
 - b. The _____ Aggie Moms Club will be using (dates) as our tax free shopping days.
10. After Boutique officially closes on Saturday at 5 p.m., your Treasurer or her designated representative may work with the vendor on compensation of sales. **NOTE:** This must take place outside of the facility. We have to officially be out by a certain time- any club not cooperating will be charged the fee per hour that the facility will charge the Federation.

The Federation of Texas A&M University Mothers' Clubs wants to maintain its non-profit status, to be in compliance with the University's licensing policies and to continue the success of Family Weekend Aggie Moms Boutique. Your complete cooperation is appreciated and needed.

Thanks and Gig'Em

Approved by the Federation of Texas A&M University Board: August 2015
Updated December, 2017

Boutique Outside Vendor Agreement Contract

Club Name _____

Club President or Boutique Chair _____

Vendor Name _____

Club representative and the Vendor: Please read, initial by each arrow and sign the back of this contract

➤ Complete this signed contract between club and vendor:

“The _____ Aggie Moms Club only receives a commission off sales
from (_____) and is acting as an agent for (_____)”
(Outside Vendor Name) (Outside Vendor Name)

- A copy of the Vendor agreement/contract must be in your booth at all times.
- Any outside Vendor selling items using any TAMU likeness must be licensed to do so.
- A member of your club must be in your booth at all times. No outside vendor may be left alone in your booth. Only Club members may handle any cash, checks, credit card or any other financial transactions. Please schedule your volunteers appropriately.
- **All monies must be processed by the host club.** This includes cash, checks, traveler’s cheques, money orders and credit cards. Clubs and Vendors not following this procedure are subject to immediate removal from the Boutique. **NO EXCEPTIONS, NO EXCUSES, NO JUSTIFICATIONS AND NO TABLE REFUNDS.**
- If the club is using an electronic credit card processing tool (ie. a “Square”) the vendor must use one owned by the host club.
- No orders for future delivery may be taken by the Vendor unless a completed financial transaction has taken place and the money has been processed by the host club.
- If Family Weekend is your club’s 2 tax free days per year, your outside vendor is not entitled to participate in your tax free days. You could lose your non-profit status as well as jeopardize the Federation’s status. The outside vendor must collect and remit sales tax for any and all purchases made during the time of their association with your club.

➤ In order to clarify the issue of collecting sales tax the following signs must be present and visible at all times:

- **Purchases made from (_____) are taxable.**
(Outside Vendor Name)
- **The _____ Aggie Moms Club will be using (_____) as our tax free shopping day(s).**
(dates)

➤ After Boutique officially closes on Saturday at 5 p.m., your Treasurer or her designated representative may work with the vendor on compensation of sales. **NOTE:** This must take place outside of the facility.

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Club Representative printed name

Club Representative Signature

Outside Vendor printed name

Outside Vendor signature

Federation 5th VP printed name

Federation 5th VP signature

Date received _____