



# FORM F

## Instructions

(online registration is also available <https://goo.gl/9eHLRZ>)

## RESERVATIONS FOR TABLES AT AGGIE MOMS' BOUTIQUE – 2018 Friday & Saturday APRIL 13-14, 2018 (FAMILY WEEKEND)

**\*\*\*DEADLINE DATE: Saturday, February 10, 2018\*\*\***

(FORMS POSTMARKED AFTER THE DEADLINE **WILL NOT** BE ACCEPTED)

Please *send check* with the *completed form* and, if this is your first time to participate in Boutique, a *copy of your Texas State Sales Tax Certificate* to:

Colleen Holmes  
4700 Hunington Dr.  
Bryan, TX 77802  
979-575-5969 (cell)  
5thVPBoutique@aggienetwork.com

### AGGIE MOMS' BOUTIQUE 2018

**LOCATION:** Upper Level of the Memorial Student Center (MSC)

<b>SALE HOURS:</b>	Friday	10:30 a.m. to 5:00 p.m.
	Saturday	9:00 a.m. to 5:00 p.m.*

**\*Note that all booths must remain open until 5:00 p.m. on Saturday.**

**\*\*Note that all items must be removed from the MSC by 6:00 p.m. on Saturday.**

### SET UP DATES & TIMES:

Thursday: 6:00 p.m. to 10:00 p.m. or Friday: 6:00 a.m. to 10:30 a.m.

### DOORS OPEN FOR UNLOADING MATERIALS AND SET UP:

Thursday: 6:00 p.m. and Friday : 6:00 a.m.

We are especially asking that Clubs with larger displays, more tables, and the ability to arrive on Thursday evening to please use the Thursday unload option. **Please mark on Form F which day you prefer to unload.** We will send out the unloading schedule with specific time slots (like last year) prior to Boutique.

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 at 1 a.m., so you may leave merchandise overnight. The exceptions to this are raffle tables and booths in the pre-banquet area outside of Bethancourt Ballroom – they will be in the upper MSC hallways and will not be secured in the same manner as the merchandise tables in the various rooms we will use. However, it appears that the MSC will be secured after midnight on Thursday and 1 a.m. on Saturday.

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

**Raffle:** All raffle items will be displayed in the hallways in the upper level of the MSC in a separate area from the booths. If your club has a raffle, you are required to reserve an additional table.

**Goody or Exam Bags:** We are at our maximum number of tables allowed. If your Club passes out Goody or Exam Bags at Boutique, you will need to do this from your booth.

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.

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

Remember parking passes must be pre-purchased for vehicles or trailers for Thursday or Friday by each individual or club. We are no longer handling parking requests. Contact A&M Transportation for parking permits.

- **Create an account for parking log-in for non affiliates:** <https://goo.gl/CRr2vZ>
- **Request and pay for a parking pass for one day:** <https://goo.gl/EQ8SQC>

**IMPORTANT NOTE: The size of the tables will be 6'x30"**  
**Please plan accordingly.**

**ABSOLUTELY NOTHING IS TO BE PUT ON THE WALLS or COLUMNS**

**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 "take" other Clubs' ideas, undercut pricing or try to woo vendors from another Club. If this comes to the Staff's attention, you could be asked to leave and be barred from participating in future Boutiques. Please be considerate of others.**

**Thank you again for your cooperation and support. Let's have a great Boutique 2018!**

**Please do not hesitate to contact me if you have questions or if I can be of further assistance.**