

## Boutique Outside Vendor Agreement Checklist/Contract

Club Name \_\_\_\_\_

Club President or Boutique Chair \_\_\_\_\_

Vendor Name \_\_\_\_\_

**Club representative and the Vendor: Please read, initial by each box and sign the back of this checklist**

- **Copy of Signed contract between club and vendor attached**  
**Must contain the following statement: “the \_\_\_\_\_ Aggie Moms Club only receives a commission off sales from (Outside Vendor) and is acting as an agent for (Outside Vendor)”**
- 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 Parent’s 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.
- In order to clarify the issue of collecting sales tax the following signs must be present and visible at all times:  
Purchases made from (Outside Vendor) are taxable.  
The \_\_\_\_\_ Aggie Moms Club will be using (dates) as our tax free shopping day(s).

(over)

- 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.

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 Parent's Weekend Aggie Moms Boutique. Your complete cooperation is appreciated and needed.

\_\_\_\_\_  
Club Representative printed name

\_\_\_\_\_  
Club Representative Signature

\_\_\_\_\_  
Outside Vendor printed name

\_\_\_\_\_  
Outside Vendor signature

\_\_\_\_\_  
Federation 5<sup>th</sup> VP printed name

\_\_\_\_\_  
Federation 5<sup>th</sup> VP signature

Date received \_\_\_\_\_