

2025 Boutique Information for Clubs

Aggie Mom Boutique: April 4-5, 2025 (Family Weekend)

Location: Upper Level of the Memorial Student Center (MSC)

Set up Date & Time: Thursday, April 3, 2025 6:00 pm - 9:45 pm
Friday, April 4, 2025 7:30 am - 10:00 am

Sale Hours:

Friday, April 4, 2025

10:00 am - 4:30 pm

Saturday, April 5, 2025

10:00 am - 3:00 pm Raffles

10:00am - 4:00pm Boutique

1. Outside Vendor Checklist/Contract- Vendor Checklist and Vendor Contract are attached.

- Complete the Vendor Checklist and Outside Vendor Contract and obtain Vendor and Club signatures.
- Email the Checklist and Outside Vendor Contract to 5thvpboutique@aggiemoms.org
- I will sign and return to the club via email.
- Make sure that you have all signatures on the copy you bring to Boutique. You may be asked to show the vendor agreement so make sure you have it at your booth. I suggest a folder with all the information you need and that each person working the booth knows where it is.

2. Federation Friday Meeting - The Federation will host their Business meeting at 5 pm (registration begins at 4:30) in Gates Ballroom (MSC Room 2400). It is important that your voting delegates attend this meeting to ensure we have met quorum requirements. Please make the effort to help the Federation meet the quorum. We greatly appreciate your support.

- We require at least one member from your club to attend.

2. Aggie Mom Camp Donation - Please consider donating an item to Aggie Mom Camp 2024. Bring donation item(s) to the information table during Boutique. There

will be a short donation form we need signed that shows the club name, item donated and value of item. We greatly appreciate your donation.

- Donation of one item

3. **Move-in-**

Raffles and Unassisted Load In - You are free to begin unloading and setting up on Thursday, April 3 at 6pm and/or Friday, April 4th at 7:30am. Please park in Stallings or University Garage and unload from there. There will not be any place for unattended vehicles as this is a busy weekend with a lot of traffic.

Boutique Assisted - Thursday, April 3, 6-9pm. There is no MSC assistance on Friday morning.

- Indicate you would like assisted unloading on Form F. If you do not indicate this then you will be in unassisted unloading.
- You will receive a load in schedule 2 weeks prior to the event which indicates your time, amount of vehicles (and type of vehicle), and a Group Text.
- Vendors must be accompanied by a club member.

- The Group Text will share what clubs are ready to come to the Loading area (across from Stallings garage facing the MSC). Only come to the loading area once you receive the text to proceed. All vehicles from your club will need to come at that time. You may be asked to come earlier or later than assigned time as vehicles unload. Be ready to move. It went quicker than expected last year.
- Once you have unloaded proceed to leave the loading dock. Vehicles will not be left unattended in the loading dock area as this is a danger and blocks other clubs from unloading.
- Only people unloading will be allowed to be in the loading dock. Be aware of your surroundings as this is an active area with traffic and obstacles. Do not follow the items to the Ballroom. Park your vehicle and then proceed to the ballroom to set up.

5. What to bring: You may want to bring your own hand trucks, push carts, flat beds, or dollies if possible if you are unloading yourself. I recommend these for storing materials under booths as well.

Other items to bring may include sharpies, pens, office supplies etc., any chargers you may need & extension cords (for clubs that purchased electricity), table cloths, display items, tissues, water & snacks. It could be a long day come prepared in case you find yourself short handed on help.

If you are using a tax free day bring a way to display the sign that will be in your Boutique packet.

6. Boutique Packet- When you arrive at your designated table, you will receive a Boutique Packet. The packet will include the following documents:

1. Check Out Sheet
2. Feedback Form
3. Trash Bags
4. Tax free Sign if applicable
5. Boutique Contact Information

TABLE ARRANGEMENT

Boutique Tables - Tables are numbered and your table topper heart sign will have your club name at your assigned boutique table in the ballroom in the MSC. These belong to the Federation and will be returned at check out.

You are to provide your own signage for the raffle table even if you have only reserved raffle tables. The table topper heart signs will only be used for boutique tables.

If you do not want to use the table topper please let me know and I will gather it and check it off on the checkout sheet. Please do not place it under tables or in other areas.

1. Each club will be assigned the number of tables requested and paid for. **DO NOT ENCROACH OUTSIDE OF YOUR TABLE AREA.** Do not put products in front of your Boutique tables, it can cause a tripping hazard.

2. The table arrangement will be set up when you arrive on Thursday or Friday. **PLEASE DO NOT REARRANGE THE TABLES.** In order to comply with the Fire Codes, we must have a certain amount of “walk space”. If for any reason, you feel you need to make a change, contact me personally. We will work together to quickly resolve any questions.

3. The tables in the MSC will be labeled with your club name. You are responsible for informing other workers and club members the location of your table(s).

4. If you have paid the fee for electricity, please bring heavy-duty extension cords. Only clubs that have paid the fee will have access to electrical connections. Cords will not be allowed in front of tables or impede walkways. They must be behind the tables and not a tripping hazard.

5. You will not be allowed to hang items on the walls of the MSC rooms or the MSC concourse. Nor will you be allowed to nail, staple or glue things to the tables. If you would like to order “Fabric Rolling Back Walls” (6’h x 4’w) you can do so for \$25 each. If you would like to order the “Pipe Drape Walls” (this is the pipe only, no drapes) then you can order those 10 x 8 \$30 each. If you order these walls, they must be placed BEHIND your tables, remember the real estate you paid for. If you want to order any of these, select these options in Form F

7. NO BALLOONS ALLOWED IN THE MSC.

8. You are responsible for your merchandise. If you need any type of quilt racks, jewelry stand or any other display items, you must provide them yourself. You will only have flat tables provided.

9. Each club must have a copy of their **TEXAS STATE SALES TAX PERMIT** on display at their table, if they have one. Also display a copy of your Tax Free Days sign that is included in your Boutique packet if you are using them. Bring a way to display these at your booth. Raffles are not taxed so this is not applicable.

10. It is highly recommended that you cover your tables to the floor in front of your tables. This not only “hides” your storage boxes, but also looks professional. The table dimensions are 6 ft. by 30 in. Double-size sheets are wonderful, but this is only a suggestion.

11. 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 (they will also be locked Thursday night). However, **THE FEDERATION, THE MSC, AND THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.** Do not leave items of value on the Raffle tables overnight. They will not be within rooms that can be locked overnight; however, the entire MSC will be patrolled during the night (the doors to the entire MSC will be locked at night).

12. Raffles will close at 3pm on Saturday, April 4. All raffle tables must check out by 3:00 pm. The MSC will begin taking down tables at 3pm. If you are drawing on Saturday then take into account that you must be checked out at 3pm.

If your booth needs to check out early please contact me directly and I will personally check the club out. Do not leave early without checking out directly with me. This would be an exception and rare occurrence.

Boutique is advertised as running until 4 pm on Saturday. Therefore, we ask that ALL booths stay open until 4:00 pm on Saturday. Dismantling should not occur prior to that time. We will not begin moving out clubs until 4:00 .

Unassisted Check Out: Complete the check out list and go to the Unassisted Check Out Table. An ambassador will check you out and the club member will sign and the Boutique Ambassador will sign off. Do not leave until this occurs as we will keep the check out lists.

Assisted check out: Complete the check out list before coming to the Assisted Check out table. Once you have been checked out by an Ambassador and the forms are signed then you may get a number from the MSC. Be ready to load up once your number is called. Have your vehicles move to the loading dock only when your number is called. We do not want vehicles blocked in the loading dock or street. If your vehicles are not ready then let us know and we will issue a new number.

FOOD

The rule at Aggie Mom Boutique has **ALWAYS** been **NO FOOD products**. However, you can sell food mixes such as soup or dip seasoning packets. You cannot sell any food that is ready to be consumed on the premises.

MONEY

1. Each club is responsible for their own change.
2. DO NOT leave your money unattended at any time.
3. DO NOT leave your money at the MSC overnight.
4. If using Point of Sale devices consider bringing a hotspot or boost. You may use the MSC guest wi fi but there are no guarantees that it won't be slow or crash. Have a backup plan if there is not wifi access.

OUTSIDE VENDORS

Any person, vendor or organization attempting to sell any items in the MSC on April 4-5, 2025, other than Aggie Mothers' Clubs will be asked to leave. If your club is working with an outside vendor, **ALL MONIES MUST BE PAID TO YOUR AGGIE**

MOMS' CLUB. IT WILL BE UP TO YOU TO SETTLE WITH THE VENDOR AT A LATER DATE AND LOCATION. THERE WILL BE NO EXCEPTIONS.

Additionally, each outside vendor must have an outside vendor contract on file with the 5th VP Boutique. If there is not a vendor contract the vendor will be asked to leave.

Please remind your vendors to be polite and courteous before, during and at checkout. This is a lot of moving parts and working together makes it a fun event.

Please read the revised guidelines for hosting an Outside Vendor in your booth during Family Weekend. These guidelines are included in the boutique information email.

CARDBOARD/PACKING BOXES/TRASH

- FLATTEN all your cardboard/packing boxes before disposing of them. They may be stacked on the table neatly at checkout. Let's keep the cleaning crews happy by flattening all boxes before discarding them.
- Trash bags will be provided each day for your club to dispose of cans, cups, and trash. We all need to work together to clean up any spilled drinks and leave the building as clean as we find it.
- Check floors for any trash and leave your area the way you found it.

RAFFLE DRAWINGS

1. All raffle drawings must be completed and winners notified by the time indicated on the raffle ticket. If you are waiting on winners to pick up items please have them meet you on the first floor of the MSC. **The club is responsible for contacting winners and arrangements for items to be picked up. We will not store items or assist with delivering items to winners.**

Plan your drawing time so that you have plenty of time to break down, have items picked up and check out before 3pm.

PARKING AND TRANSPORTATION

Parking:

If you require a parking permit for your car you are welcome to park in University, Stallings, or West Campus Garage for a small fee. You can also purchase online parking permits for lot 100 at Reed Arena and Fan Field. Please use the following directions:

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

Overnight parking for trailers:

Use the above directions to purchase online parking permits for Fan Field only. You will need to purchase 2 parking permits if you are parking a trailer at Fan Field. One for the trailer and one for the vehicle attached to the trailer.

WIRELESS FOR CREDIT/DEBIT CARDS

The club is responsible for their own Point of Sale Devices. You may use the MSC guest wifi but it may run slower than normal or crash. Have a back up plan in case there is not accessible wifi. Bring your own hotspot and make sure you have bandwidth to cover point of sale transactions.

Saturday Load Out

At the end of Aggie Moms Boutique on Saturday, we will prepare for loadout to start. As soon as your club has boxed up items and is ready to leave, the following steps should happen.

1. Have all your items ready to load onto a cart
2. Make sure all of your trash bags and flattened boxes are placed neatly on top of tables. They can't be on the floor or under tables.
3. Take your **2025 Boutique Check-Out Sheet** to the check out table. If you are unassisted then you will be checked out and the club and the Ambassador will sign off. If you are assisted then go to the check out table and an Ambassador will check you out and sign the check out list. Once that has occurred you will be given a load out number by MSC staff. Do not start the check out process until you are completely ready and the checklist is complete.
4. Once your load out number is called the MSC staff will get carts to load your items and move them to the elevator line. Text your drivers to head to the Loading dock. You will head out to the loading dock to meet your drivers. If your drivers are not ready then you will need to get another number. Do not have drivers come earlier. There is a lot of traffic and we want this to move efficiently and safely.
5. If you are working with an Outside Vendor, they must follow all Load Out instructions just like the Clubs do.
6. **Do not have vehicles staged on the streets around the MSC waiting for their pickup** location to open up. The MSC staff will not allow a group to load out without a colored number. To help keep the streets accessible, all vehicles (with their colored number) need to wait until called to their respective **loading area**.

This is a very timely process, we ask for your patience and kindness to all staff. Rudeness will not be tolerated. Yes, we pay to be there but we are still guests at the MSC. If you can take your own wagons and load out yourselves using the public elevators and parking in the garage, you will save yourself a lot of time.

INFORMATION TABLES

We will have specific information tables located near the Bethancourt Ballroom and the MSC elevators. This is where we will hand out shopping bags for customers and will also act as a Lost & Found location. Ambassadors will be there to assist with any questions or concerns. You may also contact me directly via text at 682.203.8556.

REST ROOMS

Restrooms are located throughout the MSC.

Emergencies

In the event of an emergency please call 911 and have someone find the police on duty or MSC staff or a Federation Ambassador. Follow all directions from Police and MSC staff. Orient yourself to the nearest exits.