



## **Boutique Outside Vendor Guidelines**

### **Aggie Mom Boutique Purpose**

Aggie Mom Boutique is an opportunity provided by the Federation for Aggie Mom Clubs to sell items for fundraising purposes. Outside vendors play a secondary role in this purpose, in that Clubs can use them to supplement their fundraising.

### **Outside Vendor Definition**

An outside vendor is defined as any vendor that wishes to sell items through an Aggie Mom Club during Boutique.

### **Outside Vendor Agreement Considerations**

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

- Is the decision to allow this vendor to participate supported by the majority of your Club?
- How much help is your Club expected to provide for the vendor, knowing you will only receive a percentage of the sales?
- Does your outside vendor require a contract that obligates your Club to multi-year commitments?
- Would your Club benefit from purchasing items from the vendor and re-selling them at Boutique?
- Have you checked with the Federation to see if there have been previous issues working with that outside vendor?

## **Outside Vendor Rules**

1. Boutique Club contacts are responsible for managing the outside vendor relationship, including questions about Boutique from vendors.
2. Outside vendors should not contact 5<sup>th</sup> VP of Boutique, Federation Social Media Chair, or any Federation Board member directly.
3. If you are a Club Member and choose to be a vendor, your vendor role will take precedence over your role as a member.
4. An outside vendor may be removed from participating in Boutique at the discretion of the 5<sup>th</sup> VP of Boutique and/or Federation President, or Texas A&M University Marketing and Communication Department.

## **Outside Vendor Requirements**

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.
  - 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)"