



# Federation of Aggie Mothers' Club Boutique 2025

February 5, 2025

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## Howdy and welcome to all things Boutique!

Boutique is a one-stop-shop for all things maroon. The annual Aggie Mom Boutique is coming back to Aggieland coinciding with Family Weekend and admission is free. Boutique is hosted by the Federation of Texas A&M University Mothers' Clubs, a chartered Constituent Network of The Association of Former Students. This is a major fundraiser of the year for many Aggie Moms' Clubs. Boutique 2024's event raised more than \$750,000 to be given to A&M students in scholarships or to student organizations.

Raffles are also held during the same time as Boutique and are located in the hallways on the second floor of the MSC.

This guide is to assist your club in having the greatest success with your Boutique and/or raffle experience.

If you have questions please contact the [5thVPBoutique](#).

### 2025 Boutique

April 4-5, 2025

Location is the upper level of the MSC

Set Up: Thursday, April 3, 2025 6pm-9:45pm and Friday, Apr 4, 2025 7am-9:45am.

Sale hours: Friday, Apr 4, 2025 10am-4:30pm and Saturday, Apr 5, 2025 10am-4pm,  
Raffles 10am-3pm

#### **Federation Meeting -**

- Friday, April 4, 2025 Business Meeting, Directory Dedication, Election of 2025-2026 Officers. Meeting & Hors d'oeuvres 5:00 PM Location: MSC
- Saturday, April 5, 2025 General Meeting and Installation of 2025-2026 Officers.  
Continental Breakfast 8:00 – 8:30 AM MSC 2400 (Gates Ballroom)
  - Meeting 8:30 – 10:30 AM MSC 2400 (Gates Ballroom)

*At least one voting delegate from your club is required to attend.*

## Form F

*\*Aggie Moms' clubs in good standing are the only clubs that are allowed to sell items or raffle tickets in the MSC at Boutique\**

Form F gathers reservation information for Boutique and/or Raffles. This is where you indicate what space you are renting and collect payment for that space at Aggie Moms Boutique.

Form F has a hard deadline of February 16th, 2025 so be aware that after that deadline there will not be the ability to add a reservation or change your existing reservation.

Payment is due by credit card or echeck at the time of the reservation.

Each Boutique and/or Raffle space will have a 6 foot table and 2 chairs. You are renting that space whether you use the table and chairs. If you need more than 6ft then please purchase more space.

You are responsible for your club merchandise. You are renting space. What you put in that space is up to your club. Be aware that nothing can be displayed in walkways, in your neighbors space or create a fire or safety issue. Doors will be locked when Boutique is closed. The Federation, the MSC, and the University are not 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. The MSC will be patrolled during the night.

If you need electricity there is an additional \$35.00 charge per club. If you have many tables you may want to consider purchasing more access to electricity. Clubs are responsible for bringing their own heavy duty Electric cords. All cords must be out of walkways and not in your neighbor's space.

You will have the opportunity to rent backboards (6ft tall X 4ft wide) and Piping with or without drape (8ft tall X 8ft wide) on Form F.

Raffle tables are in a separate area from the Boutique tables and will need their own purchased space. If you need electricity for raffle space then include that in your electricity total when you make your reservation.

*Tip: Have a point of contact that will be in charge and responsible for your club's event. They will be asked questions and will need to be available to ask and answer questions timely.*

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## Raffles

Raffle tickets do not collect sales tax. They are included in the club's total sales but not taxable sales.

You do not have to pull the winner at the Boutique event as long as the date you are pulling the winner is on the ticket information.

Raffles are considered gambling in the state of Texas and are governed by the [CREA Act](#). This act is very specific.

- A club may hold up to 4 raffles per calendar year.
- Each raffle must have a separate start and stop date and can't run at the same time as another raffle. Example: One raffle must end before another can start.
- A club must be established for 3 years.
- You may not promote your raffle through paid advertising. You may promote on your club website, club newsletter, club social media, email or Federation approved communication.
- Cash prizes are prohibited.
- You may raffle alcohol as long as the alcohol was donated and is sealed. Winners must be a minimum of 21 years of age.

**Clubs are prohibited from selling tickets or promoting raffles inside the Boutique designated area. They must be sold in the raffle designated area.**

Under CREA all raffle tickets must have the following items on each ticket. If you are electronically sending this information as the raffle ticket then the same information must be present.

- The legal name of the club.
- The address of the club **or** a named officer of the club
- The ticket price per ticket or bundle of tickets
- A general description of each prize having a value of more than \$10
- The date on which the raffle prize(s) will be awarded

Example: This was sent electronically as an image to raffle purchasers with contact information in the body of the email. You can have the same information without the images but all the required information must be included whether electronically or hard copy.



A FALL TRADITION!  
TAILGATE PACKAGE VALUED AT  
\$1,558

DRAWING WILL BE HELD  
OCTOBER 8, 2024 DURING THE  
REGULAR CHAPTER MEETING.

- YOU DO NOT HAVE TO BE PRESENT TO WIN.
- WINNERS WILL BE ANNOUNCED AT THE CHAPTER MEETING AND VIA EMAIL.
- YOU DO NOT NEED TO BE A MEMBER TO WIN.
- 100% OF PROCEEDS GOES TOWARDS NETC SCHOLARSHIPS



**\$10 Raffle Ticket**

**RAFFLE INFO**

12' x 12' Tent with side panel. Stakes, ties and carry bag with rolling wheels \$250  
 Two folding chairs - hard arm chair with cup and phone holder. Carry bag included \$80.00  
 Folding table - 28.5" round with four cupholders and carry bag included \$55  
 Corn hole set (2'x3' melamine laminate) with folding legs and carry handle \$45.50  
 Junior rubber Texas A&M football \$12.50  
 60 quart standing metal drink cooler on wheels with drain plug and bottle opener. \$100  
 Room for 2 at Texas A&M Hotel & Conference Center (some blackout dates), parking for 1 car and breakfast for 2 \$250  
 Messina Hof Winery tasting for six people \$175  
 Two Slovacek gift cards (\$125 each), \$250  
 Aggiland Outfitters gift card \$50  
 Four Chuy's College Station gift cards (\$25 each) \$100  
 Three Texas Roadhouse Gift Certificates (\$30.00 each) \$90  
 Ten Chili's Gift Cards (\$5 each) \$50  
 Gift card to Blue Baker \$50



*Tip: Feel free to send your raffle ticket to the [5thVPBoutique](#) if you would like her to verify that the CREA requirements are met.*

## Check In

Check In and set up begins on Thursday, April 3rd at 6pm and will end at 9:45pm or Friday, April 4th from 7:00am-9:45am. All clubs must be out of the ballroom and raffle area by 10pm on Thursday, April 3rd.

**Clubs are not allowed to begin setting up or inside the ballroom or raffle area prior to 6pm.** This is the time that we have paid to have access and keep costs down.

1. Find your club on the Floor plan that is sent out to the Boutique contact indicated on Form F. This will be sent out approximately 2 weeks prior to the event.
2. Outside Vendors must be accompanied by a club member and can't act as a member of the club. They will not be allowed to check in for the club.
3. There will be a table topper with your club name and your packet. Raffle tables will not have table toppers.
4. Orient yourself to the information within the packet. This packet will be needed at checkout so whoever is going to check out will need access to the packet information.

*Tip: If you are not using your table topper please let the Boutique VP know so she can put it away and sign off on your check out sheet located in your packet. Clubs that damage the table topper may be charged for replacements.*

*Tip: Cover your tables to the floor in front of your space. This hides anything stored under your tables.*

Unloading myself: **Raffles are unloading themselves.** Boutique can unload themselves or have help from the MSC.

- Indicate on Form F how you are unloading.
- Park in Stallings or University garage or any other lot for parking. There will not be any parking to stop and unload outside of the MSC.
- Be aware of your surroundings. There are a lot of moving vehicles as this is a busy weekend.

*Tip: Bring hand carts, push carts, wagons, flat beds, dollies or other rolling devices to carry your items from parking lots/garages to the MSC. These can also store items under tables.*

*Tip: 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.*

## Unloading with MSC help: Boutique only

Indicate on Form F that you would like MSC assistance and which day you are unloading. If you do not indicate on Form F then you will unload yourself.

Indicate on Form F how many and what type of vehicles will be unloading. Be specific. We set the schedule based on the type and amount of vehicles.

- Times are assigned between 6pm-8pm on Thursday and 7:00am-9am on Friday.
- All vehicles must be present together to unload.
- The club contact on Form F will be added to a group text.
- The group text will receive a message with the club name to proceed to the designated unloading areas.
- It is the responsibility of the club contact to relay that information to the other vehicles to proceed to the unloading area.

*Do not proceed to the unloading area until that text is received.*

*It may be earlier than your time or later so be prepared to move once that text is received.*

Be patient and kind to the MSC staff as this is a courtesy. We do not charge the clubs for this service. If you would like to thank the students you may provide snacks or other goodies. They are not allowed to accept cash tips.

Be aware of your surroundings. There are a lot of moving vehicles especially in the unloading zones.

**Do not enter the dock area unless you have been instructed to do so.** Allow the MSC staff to unload and then get back in your vehicle and park. You will not be allowed to follow the MSC staff into the MSC. This is for your safety and to move vehicles as quickly and safely as possible.

*Tip: Be organized in communication with your drivers. Drivers need to have a meeting place so they can come to the loading zones together.*



## Checking Out

### *Raffles*

Raffles will check out at a specific time on Saturday using the checkout list in the Raffle packet which was on your table at check in. Do not leave until you have been checked out and are cleared to go.

If you are pulling the winner(s) on Saturday, have the winner(s) meet you on the first floor of the MSC if they are picking up after check out time.

The MSC will begin breaking down the tables promptly to prepare for Boutique check out.

You may park at University, Stallings or any other designated parking area. There is no parking for loading outside of designated parking.

## Checking Out

### *Boutique*

Indicate on Form F if you want MSC assistance with loading after check out.

Follow the check out list instructions located in the Boutique packet you received at check in. Boutique is advertised as open until 4pm on Saturday, April 5. In the rare event that a club needs to leave early, contact the 5thVPBoutique and she will personally check the club out. Do not leave without speaking with her.

If you are self loading then you are free to go once the check out list is complete and signed off.

#### **With MSC Assistance**

1. Once the checkout form is complete and signed off you will be given a number by MSC staff.
2. Have vehicles in standby until your club has been given the all clear by the MSC to proceed to the loading dock.
3. Contact your drivers to let them know to proceed to the loading dock.
4. Meet your vehicles by the loading dock. You will not go down with the MSC staff for your safety.
5. Once vehicles are loaded please leave the loading dock promptly and safely.
6. The dock has a lot of moving vehicles and people. Do not walk into the dock area unless instructed to do so by MSC staff.

*Tip: Be aware of your surroundings. The dock is a working environment and care needs to be taken when moving in this area. Listen to all MSC directions.*

## Tax Free Days & Sales and Use Permit

### **Raffles are tax free**

Indicate on Form F if you are using tax free days and which days you are using them.

Per IRS nonprofit regulations, a club may hold 2 tax free days per calendar year.

Tax free days are 24 hours long.

Clubs must have declared their tax free days in their minutes showing board approval prior to the event.

The club will need to display the tax free sign that is in the check in packet.

Only merchandise that is made by the club or for resell by the club is eligible for the tax free benefit. Outside vendors are not eligible for the tax free benefit. *See outside vendor information for more details*

If you are using an outside vendor the club must be able to provide the outside vendor with the amount of sales tax collected. *See outside vendor information for more details*

### **Sales & Use Permit:**

All clubs will need to display their current Sales & Tax Use permit from the state of Texas.

*Tip: Bring acrylic displays to put your sales and use tax permit on your table.*

## Merchandise

Indicate on Form F what types of merchandise you are selling.

If the items are not branded then you can skip this section.

There are 3 different Opportunities to Sell **Branded** Merchandise:

- **Aggie Mom Club creates and produces the merchandise.** The Federation has a Texas Crafters License that allows official Aggie Mom Clubs (Active members of a club) to produce Texas A&M merchandise which can be sold at Boutique. Please send all designs that reference Texas A&M to Scott Oswald ([soswald@tamu.edu](mailto:soswald@tamu.edu)) and copy [5thVPBoutique@aggiemoms.org](mailto:5thVPBoutique@aggiemoms.org) for approval. Approval must occur every year even if the club is selling the same items from previous Boutiques.
  - *Tip: Keep the emails from the University that show your items that are approved*
- **Club purchases branded items for resell.** If the club is not creating the TAMU branded merchandise themselves, they must order the product through a retail licensee. A list of retail licensees can be found on the TAMU licensing website [here](#). Verify the vendor is current as licenses can lapse.
  - *Tip: Get a copy of the current license from the vendor you purchased from for your records.*
- Bringing in an Outside vendor. Aggie Mom clubs can bring in Retail and Direct to Consumer licensees to sell at Boutique. If you aren't sure, email [licensing@tamu.edu](mailto:licensing@tamu.edu) and copy [5thVPBoutique@aggiemoms.org](mailto:5thVPBoutique@aggiemoms.org)
  - All outside vendors must sign the vendor agreement found in Appendix A
  - See Outside Vendors information for more detailed information

## Outside Vendors

Indicate on Form F if you are using an outside vendor.

If you are not using an outside vendor then skip this section.

If the club is using an outside vendor:

- All money must be paid to the club at the point of sale. Any point of sale devices must be owned by the club.
- **Each outside vendor must have a signed Outside Vendor agreement** that is found in Appendix A . *Tip: Keep a copy of the signed agreement with you at Boutique*
- A club member must be present in the booth at all times during the event. An outside vendor can't be without a club member as they are not able to handle any sales transaction. *Tip: If the outside vendor is also a member they can't be in both roles as the vendor can't handle money. The club would need a separate member to be present and manage the sales.*
- Remind your vendors to be polite before, during and after the event. This is a lot of moving parts and working together creates a fun and successful experience. Vendors that are not displaying the Aggie Spirit may be asked to leave.
- If the vendor is selling branded merchandise, ensure they have a current and approved retail or crafters license. *Tip: get a copy from them for your records*

## MSC Rules

Please see the following MSC rules.

- Painting is not allowed anywhere in the MSC.
- Candles and Incense that are lit are not permitted at any time. No flames.
- Balloons are not permitted for any reason.
- Only certified service animals and Miss Reveille are allowed in the MSC.
- Taping of posters or signs is not allowed. *Tip: Clubs can rent backboards on Form F to display items.*
- No food products or drinks are allowed. Exceptions: food mixes in sealed packets, coffee beans in closed packets, drinks in closed containers.
- No alcohol sales in Boutique. *Tip: Raffles may have sealed alcohol as a prize if the alcohol was donated and the winner is a minimum of 21 years old.*

**Do not rearrange the tables/chairs in your reserved space.** If you don't need the tables or chairs or if you need additional chairs please let the 5thVPBoutique know and she will work with the MSC on your behalf.

The set up of Boutique is designed with fire code and changes can only be made via the 5thVPBoutique who will work with the MSC.

If you have a question about whether a piece of equipment is allowed, contact [5thVPBoutique](#) with details about the equipment and she will work with the MSC. Most heat presses, Souter, laser engraving, etc... are not allowed.

Be considerate of your neighbors. Stay in your reserved space and be kind.

In the event of an emergency, locate the nearest exit and calmly exit the MSC.

Follow all directions from MSC staff and first responders.

## Donation to Federation

The Federation requests clubs donate items for the Federation Raffle and/or Auctions.

Indicate on Form F what the donated item is and the value of the item.

Drop off your donation at the information table at Boutique and sign that the information regarding your donation is accurate.

Thank you in advance for your generosity. The Federation is grateful for your support.

## Checklist:

- Complete Form F by the deadline (February 16, 2025)

## Raffles

- Optional: Email raffle ticket or what will be sent to purchasers to [5thVPBoutique@aggiemoms.org](mailto:5thVPBoutique@aggiemoms.org) if you would like her to verify CREA rules are met

## Boutique

- If using tax free days email the [5thVPBoutique](mailto:5thVPBoutique) the minutes indicating the approved days - Outside vendors selling at Boutique are not tax exempt.
- Send current sales and tax use form to [5thVPBoutique](mailto:5thVPBoutique)
- Have the current sales and tax use form displayed at the event
- Donated item and value of the item on Form F. Donated items are dropped off at the information table.
- Order Boutique shirts for Volunteers at your booths.
- All clubs are required to have at least one voting delegate at the Federation Business Meeting.

## Merchandise

- Branding: email [Scott Oswald](mailto:Scott.Oswald) and copy [5thVPBoutique](mailto:5thVPBoutique) for approval.
  - Keep copy of the approvals with you at Boutique
  - Verify all branded merchandise is purchased through a licensed vendor. <https://trademarks.tamu.edu/find-a-licensee/index.html>

*Remember: If there is no branding then we do not need the licensing information or approvals.*

## Outside Vendor

- Review Outside Vendor Guidelines - Appendix A
- Complete the Outside Vendor Agreement Appendix A and submit to the [5thVPBoutique](mailto:5thVPBoutique) for her signature.
- Bring the signed agreement with you to Boutique.
- Settle with the vendor at a later date and location. It is up to the club to settle with the outside vendor.

*Remember: An outside vendor can't handle sales. Point of sales devices must be owned by the club and all money is collected by the club. If a member is the outside vendor they are acting as the outside vendor and not as a member. Therefore, the club will need a member at all times in the booth to collect money.*

*Do not leave money unattended for any reason.*

*Consider bringing a hotspot as the Wifi may be spotty in the MSC with so many people using the internet. Have a backup plan if the wifi goes out.*



## Appendix A

# 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)"

Updated, February 2023

## 2025 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 this checklist.

- A copy of Signed contract between Club and vendor must be attached and 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, 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 two 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).

- After Boutique officially closes on Saturday at 4:00 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 Federations reserves the right to refuse Vendor’s participation in Boutique for reasons such as...competing products, non-compliance, or previous complaints.

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 required and appreciated.

\_\_\_\_\_  
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 \_\_\_\_\_

**Approved by the Federation of Texas A&M University Mothers’ Clubs 2/2023**