Federation of Texas A&M University Mothers' Club

Aggie Moms
Deep in the Heart of Aggieland

April 8-9, 2016

Boutique Packet

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Federation of Texas A&M Mothers' Clubs
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Federation of Texas A&M University Mothers' Club

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Howdy!

Your Boutique 2016 information is included in this packet. A map of the Memorial Student Center (MSC) and Boutique 2016 layout along with a Load-in schedule is included in this email. Parking permits and other information will be given to you at the staging area in Fan Field.

Please read the information in the packet carefully and share the information with **all** of your Boutique workers.

After you have read the packet, please sign and e-mail a copy of this cover letter to my attention. I will sign and give a copy back to you in your check-in packet for your records. If you are unable to email it back to me, please bring it with you to Boutique.

Thank you for agreeing to participate in Boutique 2016. This event has been a tremendous success for many years and with your help this will be an even more successful year for your club and the Federation. We are extremely excited to have Boutique in the MSC. We are continuing to tweak the move in at the MSC as smooth as possible. **So please be patient and work with us as we work with you this year**.

Please do not hesitate to contact me if you have any questions or if I can be of further assistance (cell phone: 214-616-4851 or e-mail: peggy.nolan.1029@gmail.com. Please text me April 8-9, 2016.

I, the undersigned, have read and understand the Boutique Information packet:

_____ _____
Signature Date

Club Name_____

_____ _____
Peggy Nolan, Fifth Vice President

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Federation of Texas A&M University Mothers' Club

BOUTIQUE INFORMATION

Please make your Boutique Workers aware of the following information:

AGGIE MOM BOUTIQUE:	**April 8-9, 2016 (PARENTS' WEEKEND)**	
LOCATION:	**Memorial Student Center upstairs ballrooms & hallways**	
SET UP DATE and TIME:	**Thursday, 4/7/2016**	**6:00 p.m. to 10:00 p.m.**
	Friday, 4/8/2016	**6:00 a.m. to 10:30 a.m.**
SALE HOURS:	**Friday, 4/8/2016**	**10:00 a.m. to 5:00 p.m.**
	Saturday, 4/9/2016	**9:00 a.m. to 5:00 p.m.**

UNLOADING

1. **We will be staging in FAN FIELD**. This is where you **MUST** check in. When you arrive you will receive a colored number/ticket to be placed on the dashboard of your car/truck along with your check-in packet. You will then be asked to wait, patience please, until directed to proceed to your unloading area according to the Load-in Schedule provided. When your unloading area is clear, my volunteers will direct you (in some cases your group) to the MSC to unload. Doors will open at **6:00 PM Thursday, April 7, 2016** and again at **6:00 AM Friday, April 9, 2016** for unloading materials and setting up displays. **Thursday night we will ask that everyone leave the area at 10:00 PM.**

2. The unloading dock and (SLD) street unloading dock area to the MSC is at the back of the building on Gene Stallings Blvd. (it is the street between the MSC and Cain Hall). You will drive from Fan Field along John Kimbrough Blvd. and cross Wellborn Rd. and proceed along Joe Routt Blvd. Then turn left onto Gene Stallings. There will be Boutique volunteers in this area to show you how to enter the loading bay area and/or the street unloading dock area. Those of you unloading at the Honor Entry, please follow the same procedure above once you reach the staff at Gene Stallings, you will be directed to proceed to the stop sign, turn right, at this point, staff will direct you into the unloading area under the Porte Cochere at the Honor Entry. Refer to the campus website and the maps they have there if you need further clarification on the area we are referring to. http://transport.tamu.edu/parking.aspx. There is a map in this packet and you can also consult the following website: http://aggiemap.tamu.edu. You will receive an email attachment with the unloading schedule. **Please abide by your assigned time so that unloading can proceed as quickly as possible. If you arrive early, even 5 minutes early, for your unload time, you will have to wait in the staging area in Fan Field. There will be a parking officer there as well as a Boutique volunteer – let the volunteer know you are there. They will have**

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contact with other staff in the loading dock area and will let you know when you may proceed to your unloading area. Only cars/trucks with the appropriate colored number/ticket will be allowed in the lineup. If you miss your unloading time you will be asked to go to the end of the line for unloading. This is the only way that we can keep things moving and stay on time. No Exceptions!

3. When you check in on Thursday or Friday, you will be given your parking permits for Reed Arena (Lot 100C). The parking permit must be displayed on the dashboard of your vehicle to park at Reed Arena. A permit is required for each vehicle/trailer. Designated parking for Boutique workers and vendors, by special permit, will be in Reed Arena Lot 100C ONLY. Please let me know as soon as possible if you will need overnight parking; I have already ordered overnight trailer parking permits for several clubs. There will be a campus shuttle to ride from Lot 100C. Please check with your vendors to see if they need a permit because there will be **NO EXTRAS** on Thursday evening or Friday morning. Please let me know right away if additional parking permits are needed. If you have not purchased a permit from me, there will be affordable parking available in the Koldus Student Services Building/University Center Parking Garage. (I understand that Transportation has decided to offer $5.00 per entry at this location Saturday all day).

4. **UNLOAD, MOVE YOUR VEHICLE AND RETURN TO SET UP - in that order please**. **DO NOT LEAVE YOUR VEHICLE IN THE UNLOADING LINE WHILE YOU SET UP** because there are many vehicles waiting to unload behind you…**Only vehicles that are unloading at the dock will be able to leave from Fan Field**. All Boutique volunteers may park at Reed Arena if they have a parking permit. After you unload, you may park your car in designated parking at Reed Arena. Please keep your parking permit on the dash of your vehicle in Lot 100C.

5. Members of the Corps of Cadets will be at the MSC to help your club unload and get your merchandise to your assigned tables. There will be a small number of flatbed dollies to help with unloading, but please bring your own hand trucks, push carts, flat beds or dollies, if possible. Having your own will expedite the process. Arrange for unloading crews from your club. Rudder will also provide a few flatbed carts for unloading. **Please be kind to each other during unloading & loading times**. Corps students will be helping to unload again this year.

6. Tables will be numbered and your club heart sign will be on your boutique table in one of the three MSC ballrooms. You are to provide your own signage for the raffle table even if you have only reserved raffle tables; the raffle tables will only be labeled with a very small printed sign with your club name. The heart signs will only be used for Boutique sale tables. Raffle tables will be located in the hallways linking the three ballrooms.

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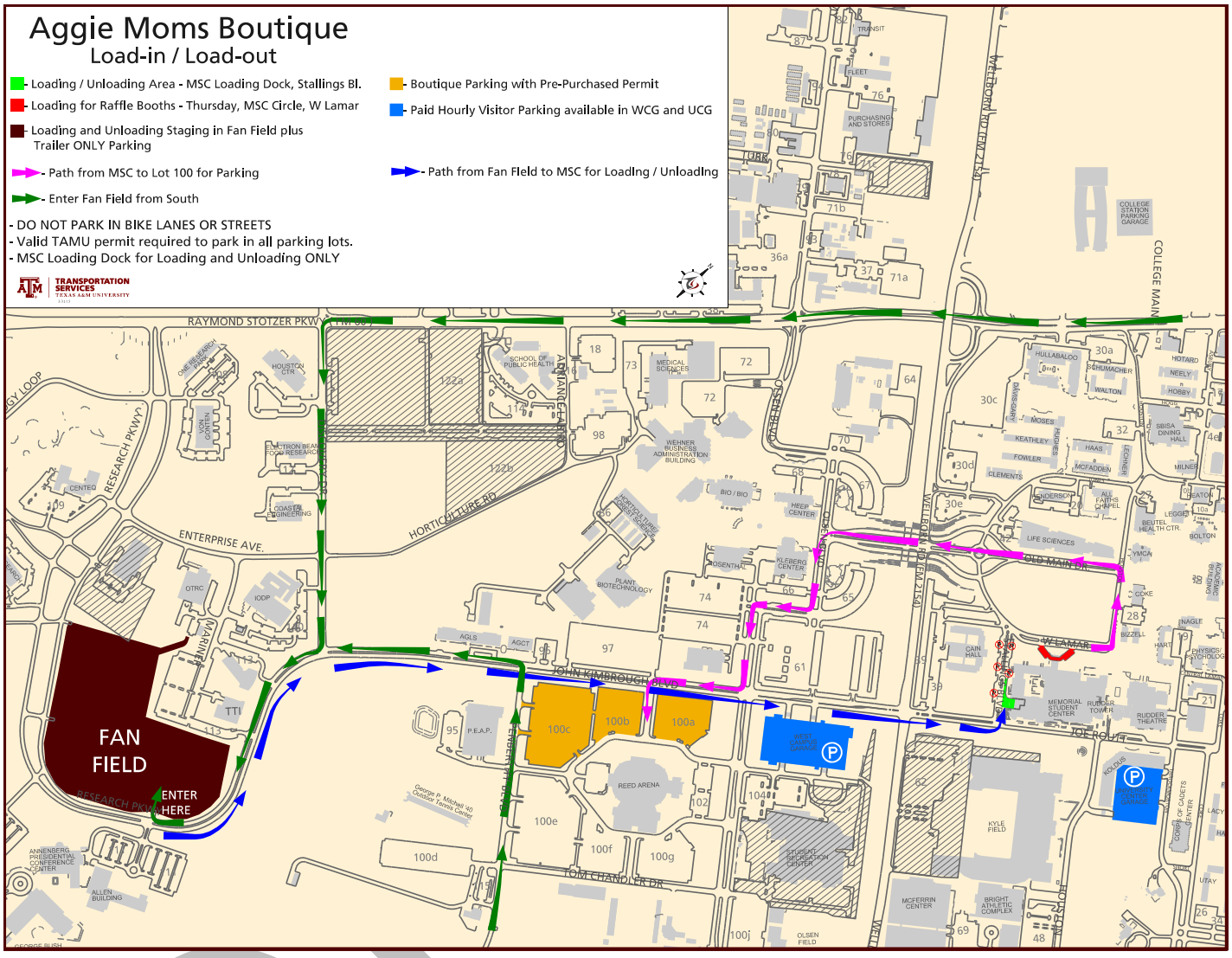

MOVING OUT

1. Saturday afternoon move-out begins at 5:00 PM. PLEASE remember that we are all exhausted by this time and we all want to get moved-out and gone from the MSC as soon as possible. **PLEASE BE PATIENT WITH EACH OTHER. WORK HARDER, WORK SMARTER, WORK TOGETHER!!**

2. We will have extra time allowed to get out of the MSC this year. We want to try to all be out by 7:00 PM. Since this is our third year at the MSC, our plans are to use the number system for Move-Out. You will need to come and receive a number when your booth is packed up, ready to receive a flat bed and move out. **More details for move-out will be provided to you in the packet you receive at check-in.**

PARKING and TRANSPORTATION

Parking: Parking Lot 100C will be available to Boutique Workers by special permit on Thursday and Friday. If you need overnight trailer parking at Fan Field, notify Boutique VP. Handicap parking may be found in Lot 62 or visit the website listed here for other parking options. To print extra maps of the TAMU campus go to: http://transport.tamu.edu/parking.aspx. You can learn about parking and maps at this site. Saturday from noon Parking is $5.00 per entry at Koldus Student Services Building/University Center Parking Garage.

Saturday parking: Boutique workers and shoppers can park in the Koldus Student Services Building/University Center Parking Garage for $5, paid when entering the garage. Parking is free at Reed on Saturday, but there is NO BUS SERVICE on Saturday. In fact, all surface lots are free on Saturday.

Bus Transportation: Free shuttle bus transportation will be available to all parents, shoppers and guests to limited locations on campus on Thursday and Friday. To print a bus schedule go to: http://transport.tamu.edu/transit/. It is located under "service".

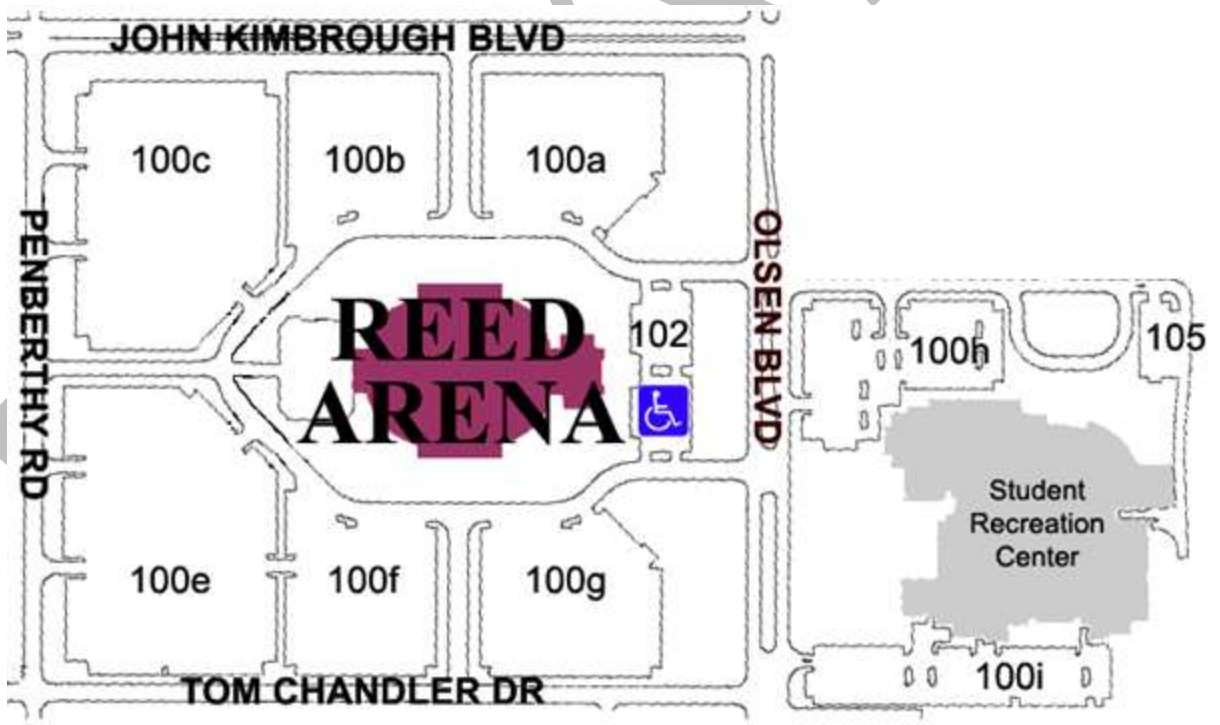

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TABLE ARRANGEMENT

1. Each club has been assigned the number of tables you paid and requested.

2. The table arrangements will be set up when you arrive on Thursday and 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 must work together on this issue.

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. Each club will have a wooden heart sign with your club's name written on it at your boutique tables. This will help shoppers identify you!!! These signs belong to the Federation. **DO NOT TAKE THE SIGNS when you pack to leave**. **We use them each year. Bring your Heart sign with you when you come to pick up your Load-out number. Numbers will only be given to clubs that turn in their heart signs.** If you have paid the fee for electrical connections, please bring heavy-duty extension cords. Only clubs that have paid the fee will have access to electrical connections.

5. **You will not be allowed to hang items on the walls in the ballrooms or the hallways. Nor will you be allowed to nail, staple or glue things to the tables**. Please remember we are guests at the MSC.

6. **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.

7. **Each club must have a copy of their TEXAS STATE SALES TAX PERMIT on file with the Fifth Vice President and a copy on display at their table.**

8. **Each club that chooses to use Boutique weekend as their tax free sales days must also have a copy of that form on display on their table**. This form is found at the end of this packet. I also advise providing the Fifth Vice President a copy to keep in your club file, too. This may be given at check-in or sent via email.

9. 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 feet by 30 inches. Double-size sheets are wonderful, but this is only a suggestion.

10. 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, and security will be in the building, so you may leave merchandise overnight. However, **THE FEDERATION, THE MEMORIAL STUDENT CENTER, AND THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS**. The doors will also be locked at 10:00 PM Thursday night after the first round of unloading.

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FOOD

The rule at Aggie Mom Boutique has always been **NO food products.** Clubs will be allowed to sell packaged food products at the MSC, but no samples or food that would be consumed in the building. Since we are guests in the MSC, it is important that we keep the building as clean as possible. **Exam goodie bags can also be distributed at the tables.** The food items in the bags are given to the students and not sold.

MSC DINING OPTIONS

There will be many food options to purchase if you want to eat any of your meals at the MSC. Small coolers with beverages and snacks are permissible at your booth. Please remember that we are guests in the MSC, so keep trash picked up and keep your sales table area as clean as possible.

HOSPITALITY/BREAK ROOM

This year there will not be a specially designated "Break Room" since the MSC has so many wonderful spaces.

ATM MACHINES AND RESTROOMS

ATM: There are 2 ATM machines inside the MSC. They are on the first floor of the building, one a Wells Fargo machine near the Barnes and Noble bookstore, and the other a Chase Bank machine located with Chase Bank almost directly below the main ballroom.
There is also an ATM machine in the Koldus Student Services Building.

Restrooms: Restrooms are located throughout the MSC. There are also restrooms in the Koldus Student Services Building/University Center Parking Garage lobby and in Rudder lobby.

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.

WIRELESS FOR CREDIT CARDS

There will NOT be a wireless connection available for the purpose of running credit cards. If your club intends to use a phone-based credit card application to conduct transactions, you will need to bring your own cellular device with a 3G or 4G service for this purpose. A personal HOT SPOT is permissible during Boutique.

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, under cut 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.

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OUTSIDE VENDORS

Any person, vendor or organization attempting to sell any items in the Memorial Student Center Ballrooms/upper hallways on April 8-9, 2016, 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. All Vendors using University trademarks MUST be licensed through Texas A&M University.**

Please review the newly approved Outside Vendor Guidelines included with this packet.

CARDBOARD/PACKING BOXES/TRASH

Please ***FLATTEN*** all your cardboard/packing boxes before disposing of them. 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 food wrappers. We all need to work together to clean up any spilled drinks and leave the building as clean as we find it. You may want to have a small trash can at your booth. At the end of each day we are asking that you carry your trash bags to the "Back of House" area which is located near the large cargo elevator that you will use to move in your items. In this area you will find large gray Rubbermaid-type containers – one will be labeled for trash and one for cardboard. Put your trash bag in the trash one, and place any cardboard that can be baled and recycled in the other. This will be greatly appreciated.

RAFFLE DRAWINGS

1. All raffle drawings must be completed and posted **at 4:00 p.m. on Saturday**.

2. Before you draw for a Raffle, be sure you state what item you are drawing.

3. It is suggested that cell phone numbers or College Station phone numbers be put on raffle tickets sold at Boutique so winners can be contacted to pick up their prize before 5:00 p.m. on Saturday.

4. **Take the ticket with your club name on it, the winner's name and the item won to the Boutique information table located in the upstairs of the MSC halfway between the two ballrooms.** The winners will be announced on the public address system, and will be posted at the information table.

5. Each club must make arrangements for any raffle prizes not picked up by 4:30 p.m. on Saturday. **No raffle prizes may be left at the MSC after 5:00 p.m. on Saturday for any reason.**

6. Remind your members to bring their sticky address labels to Boutique to save time filling out raffle tickets.

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Raffle Tickets

Texas law allows non-profit membership organizations that have a 501 (c) tax exemption to conduct raffles to support their charitable cause. Under the Charitable Raffle Enabling Act of January 1, 1990, permits "qualified organizations" to hold up to two raffles per calendar year, with the following restrictions.

Restrictions:

- A qualified organization may hold only two raffles per year and only one raffle at a time.
- **Raffle tickets may not be advertised state wide or through paid advertisements.**
- Each raffle ticket must state the name of the organization holding the raffle, the address of the organization or of a named officer of the organization, the price of the ticket, a general description of each prize to be awarded that has a value of over $10.00, and the date on which the raffle prize(s) will be awarded.
- Prize money is not allowed.
- Only members of the organization may sell tickets.
- No one may be compensated directly or indirectly for conducting the raffle or for selling raffle tickets.

Yes, we know it would be easier to use the carnival-type-double-tickets. However, the State of Texas requires this information on raffle tickets. For more information: 1-800-252-8011 or http://www.oag.state.tx.us/consumer/raffle.shtml Office of the Attorney General of Texas.

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RAFFLE DRAWING

(*Use this form to record your winners when you bring it to the Boutique information desk for us to announce.)*

Club Name

Raffle Item #1

Name of Winner #1

Address of Winner #1

Raffle Item #2

Name of Winner #2

Address of Winner #2

Raffle Item #3

Name of Winner #3

Address of Winner #3

Raffle Item #4

Name of Winner #4

Address of Winner #4

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Sales by Tax Exempt Organizations

You must pay sales tax on everything your club sells with the following exceptions:

- Each club is entitled to two, one-day sales per year on which no tax is paid. Example: Parents' Weekend Boutique. When your club uses these one-day sales you must state in writing that you are using the function as your one-day sale and will neither collect nor remit sales tax for that event. This written statement must be displayed at your sale.

- Income from the sales of raffle tickets

- Income from the sale of tickets to events used as fundraisers such as concerts

- All food items sold including baked goods and spaghetti suppers, etc. as long as the food is actually prepared and sold by Aggie Moms and the event is not catered.

- Sales from a garage sale provided the club has only one garage sale per year

For more information: 1-800-252-5555 or
http://www.window.state.tx.us/taxinfo/taxpubs/tx96_122.pdf

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Tax Free Sales Days Option Form

April 8, 2016

The _____ Texas A&M University Mothers' Club has chosen April 8 and April 9, 2016 as its two one-day tax free sales days. We will neither be collecting nor paying sales tax on income for these two days.

_____ _____

Signature of Club Representative Title

_____

Peggy Nolan
Fifth Vice President – Boutique
Federation of Texas A&M University Mothers' Clubs
3963 Goodfellow Dr.
Dallas, TX 75229

Bring this sheet with you to Boutique to post at your booth and make a second copy to file with the 5th VP for Boutique

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2016 BOUTIQUE CHECK-OUT SHEET

CLUB NAME: _____

PERSON IN CHARGE: _____

TABLES: _____

Aggie Moms:
We are guests in the MSC. It will be your responsibility to see that the following is completed before you leave on Saturday:

1. All trash is in garbage bags, sealed and left at the end of your tables. _____
2. All boxes and displays are flattened. _____
3. All food and drinks are properly disposed in trash bags. _____
4. Any spilled food and/or drinks have been cleaned up. _____
5. Tables and floor area are clean. _____
6. Wooden Heart sign and stand turned in._____

PLEASE CLEAR WITH PEGGY NOLAN OR BOUTIQUE STAFF BEFORE LEAVING ON SATURDAY!!!!!!

Check-out time: _____ Initialed and cleared by Peggy Nolan or designee _____

DO NOT PACK or TAKE the WOODEN HEART WITH YOUR CLUB NAME. THESE SIGNS BELONG TO THE FEDERATION. You will need to turn the sign and stand into Peggy Nolan or a Boutique staff member in order to receive your Load-Out number.

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