



Jenny's Penguin Patch Holiday Shoppe®

Sign-Up Agreement

11855 Alta Vista, Keller, TX 76248
www.PenguinPatch.com ~ info@PenguinPatch.com

Phone: 817-380-6120 ~ TF 1-888-577-2824
Fax: 817-380-6125 ~ TF 1-877-306-4320

Chairperson's Name: _____

Phone: _____ Phone: _____
(home) (cell)

Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Organization Name: _____

Organization Type (circle one): PTA / PTO / School / Other

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

School Enrollment: _____ County: _____

President's Name: _____

Email: _____

Phone: _____ Phone: _____
(home) (cell)

Treasurer's Name: _____

Email: _____

Phone: _____ Phone: _____

Choose Shop Dates Below

____ November 30 - December 4, 2009

____ December 7 - December 11, 2009

____ December 14 - December 18, 2009

____ Other Dates

Optional High End Supplement: Yes / No
(receive extra items priced over \$10)

Choose Price Markup: __ 0% __ 10% __ 20% __ 30%

Amount Paid to Last Year's Vendor: \$ _____

of Days Shop Ran: _____

Penguin Patch Holiday Shoppe® Will Provide:

1. A selection of gift items for children to purchase.
2. Announcement flyers for each child to take home.
3. Gift bags, posters and carry home bags.
4. Parent gift guide, money control envelope for each child.
5. Shop instructions and publicity kit.

Penguin Patch Holiday Shoppe® Will:

1. Provide recommended resale sheets.
2. Deliver/Ship merchandise free.
3. Redeliver/Ship additional merchandise during operation of shop.
4. Take back ALL unsold, unmarked and damaged merchandise.
5. Pickup free or pay for return shipping. If returning by shipping service, Penguin Patch Holiday Shoppe®, will pay for UPS or USPS Ground only.

Your Organization Agrees:

1. To actively promote the shop.
2. To not sell other commercial merchandise.
3. To not mark on, or put price stickers on any merchandise boxes.
4. To submit proper tax exempt form if not paying sales tax.
5. To supply tables to display merchandise.
6. To furnish volunteers to run shop.
7. To calculate amount due to Penguin Patch Holiday Shoppe®.
8. To have all merchandise re-boxed with a copy of daily receipts ready for pickup, or shipping at end of the last day of the shop.
9. To return all unused promotional supplies, paper products and bags to Penguin Patch Holiday Shoppe®.
10. Ship unsold merchandise by UPS or US Postal ground using provided ground labels.
11. To send payment via US mail within 3 business days after close of shop with final bill calculations worksheet.
12. Payments not postmarked within 3 days will automatically incur a 10% late charge and a service charge of 1.5% per month. Contact us if your payment is going to be late or you need help.
13. To run shop for the specified dates and to pay a cancellation fee of \$500.00 if the shop is canceled after Oct. 5th. You must call our office to obtain a Confirmation Code in the event of cancellation.

Pricing Details:

1. **TAX EXEMPTION CERTIFICATE:** Merchandise provided by Jenny's Penguin Patch Holiday Shoppe® for this program is sold on a wholesale basis. Sponsoring organization is solely responsible for collecting any sales tax on sale to students/parents, etc... at retail level. Any tax collected must be submitted to the state by the sponsoring organization (TX schools see #3). It is up to the sponsoring organization to determine whether this is one of their tax exempt projects. Therefore, it is necessary for the sponsoring organization to provide a signed resale certificate or tax exemption certificate to Jenny's Penguin Patch Holiday Shoppe® covering this sale.
2. Your organization, not Jenny's Penguin Patch Holiday Shoppe®, determines the resale prices of gifts. Jenny's Penguin Patch Holiday Shoppe® will provide a price list and price cards based upon your decision.
3. **TEXAS SCHOOLS ONLY:** Your organization agrees to collect & remit sales tax on resale prices to Jenny's Penguin Patch Holiday Shoppe®. Jenny's Penguin Patch Holiday Shoppe® will submit the sales tax to the State of Texas. For your convenience, all pricing will be tax included. Please note, to determine your net profit, deduct your school's sales tax rate from the mark-up percentage.

I have read and understand this agreement and am an authorized agent for this organization (include name and title) Date: _____

Penguin Patch Representative

Due to limited quantities, please write in your signing bonus selection, you will receive one signing bonus:

Preference 1: _____

Preference 2: _____