

2022 Independent Booth Agreement

Before you request your independent booth in eBudde, **you must have this agreement, either online or paper, completed and approved** by the property manager/business owner where you are scheduling your independent booth. **This form is NOW available either online or paper!**

Note on the online agreement form: TCMs can send the online version of this agreement by sharing the below link with the business's approver. TCMs will then receive a confirmation email with the info submitted AND will still need to enter the booth information in eBudde for approval!

Link to online form: <https://gsswtx.wufoo.com/forms/2022-cookies-independent-booth-agreement/>

Keep this signed agreement with your cookie paperwork. Do not send to council unless requested.

- Follow the instructions in the TCM companion (p. 35) to set up an independent booth in eBudde.
- Booth requests **MUST** be entered in eBudde at least **2 business days** before booth. To have *weekend* sites approved by the Product Program department, you must have site(s) entered in eBudde no later than the Wednesday before the scheduled booth.
- Independent booths will be approved/not approved daily Monday-Thursday beginning in January. If you have a question about your site, contact the Product Program department.
- You must have a copy of this agreement with you at your booth site. *If not approved in eBudde by the Product Program department, do NOT set up the booth.*
- Approved independent booths may begin as soon as cookies arrive at initial delivery on Wed., Jan. 26.
- Insurance will be sent to booth locations prior to the first independent booth on Wed., Jan. 26 and on an rolling basis based on independent booth approvals

Fully complete and ensure that you have the signature of the business owner or property manager.

Troop Cookie Manager (TCM) Information

Troop # _____ Community: _____ Troop Cookie Manager: _____

Phone: _____ Email: _____

Business/Facility Information

Name of Business/Facility: _____

Address: _____ City: _____ ZIP: _____

Phone: _____ Email: _____

Booth Sale Date/Time Information

If you have more than 5 booth dates for 1 business location, access, download and complete this [Excel spreadsheet](#) with your booth dates and times—but still receive approval via this form or the online version!

Approved Booth Date(s): _____ Hours: _____

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Business Owner/Manager Information

I agree to allow troop # _____ to set up a cookie booth site at my location on the date(s)/time(s) listed above.

Business Owner/Manager Name (*please print*) _____

Signature _____ Date _____

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