

2023 Independent Booth Agreement

How to schedule an Independent Booth?

1. Go to the business you would like to ask—bring this form and booth FAQ
2. If business approves, complete this agreement with the business’s manager/property manager—this form can also be shared and completed online (use link below)
3. Once online or paper form has been completed, enter the booth info in eBudde under the Booth tab ATLEAST 2 business days before booth (see p. 35 in TCM companion for instructions)
4. Troops do NOT need to submit this form to council unless requested.

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/2023-cookies-independent-booth-agreement/>

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

- Booth requests MUST be entered in eBudde at least 2 business days before booth. Saturday/Sunday booths must be entered in eBudde no later than 1 p.m. Thursday’s before the scheduled booth.
- Independent booths will be approved/not approved weekdays 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. 25.
- Insurance will be sent to booth locations prior to the first independent booth on Wed., Jan. 25 and on a 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 10 booth dates and Timeframes 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: _____

Approved Booth Date(s): _____ Hours: _____

Approved Booth Date(s): _____ Hours: _____

Approved Booth Date(s): _____ Hours: _____

Approved Booth Date(s): _____ Hours: _____

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 _____