

Officially recognized university entities (i.e., Colleges, Divisions, Departments, Programs, Student Organizations) may be able to exempt royalties from products bearing university trademarks (i.e., names, marks, logos, and/or symbols) if products are for internal or promotional use. While each request is reviewed on a case-by-case basis, typically products purchased by a campus entity for internal and non-co-branded promotional use are exempt from standard royalty fees if this completed waiver is provided to the vendor. This waiver must be completed and signed prior to production.

Note: Products bearing university trademarks that are to be resold, as well as products co-branded with a third party, will be disapproved for royalty exemption but may still be produced with the appropriate royalty fee applied by the vendor (minimum 15%).

University Entity:

Academic Year:

Contact:

Email:

Telephone:

Intended use of product(s) (check all that apply):

Employee / organizational use (If the employee/member is required to purchase the product, royalty fees will be applied by vendor.)

Fundraiser (If the product is to be resold or a financial transaction is required to receive it, royalty fees will be applied by vendor.)

Promotional giveaway (If the product includes a trademark of a third party, a co-branding royalty fee will be applied by the vendor.)

Gifts (Royalty exemptions on gifts will be determined based on the overall licensing policy for similar items at retail.)

Other:

Description of Product(s)

Item #	Qty.:	Item #	Qty.:
Item #1	Qty.:	Item #4	Qty.:
Item #2	Qty.:	Item #5	Qty.:
Item #3	Qty.:	Item #6	Qty.:

Vendor supplied proof of artwork for each item must be submitted with this form.

Name of Vendor:

Vendor Contact Name:

Vendor Contact Phone:

Products bearing university trademarks must be sourced from a vendor licensed for Fresno State by CLC - a Learfield/IMG College Company.

A list of licensed vendors can be found at brand.fresnostate.edu.

I verify that the above entity is an officially recognized and associated entity of Fresno State and the purpose of the product(s) described is for promoting the entity and not for profit by the entity or any individual associated with the entity.

Contact Name:

Signature:

Date:

Advisor if Entity

is a Student Organization:

Signature:

Date:

The following is to be completed by the Office of Trademark Licensing:

Approved for royalty exemption

Disapproved (subject to royalties)

Comments:

Signature of Trademark Licensing Representative:

Date:

Submit via Adobe Sign to the Office of Trademark Licensing

Clarence Chiong

cchiong@mail.fresnostate.edu

