FRESNO STATE University Advancement

Office of Trademark Licensing

ROYALTY WAIVER REQUEST FORM

For Products for Internal Use by Campus Departments and University Recognized Clubs and Organizations

Departments and university recognized clubs and organizations are required to seek prior approval when ordering any products bearing any university trademarks (i.e. names, marks, logos and/or symbols) for commercial venture, whether fund raising or promotional. Products purchased by a department, club or organization for internal use are exempt from royalty fees typically applied to products for resale or promotional use. All products bearing university trademarks ***MUST*** be produced by and purchased from a vendor licensed by the university through the Collegiate Licensing Company. Products purchased by or on behalf of a department, club or organization which are to be resold or given away as a promotional item, ***ARE NOT EXEMPT*** from royalties. Before ordering any product bearing any university trademarks, approval must be granted by the Office of Trademark Licensing. The following waiver must be completed and signed by the appropriate representative(s) prior to production. ***ITEMS NOT APPROVED FOR ROYALTY EXEMPTION MAY STILL BE PRODUCED WITH ROYLTIES APPLIED***.

Department / Club / Organization Name:_____

Academic Year: _____ Department Chair / Advisor: _____

Email:_____ Telephone: _____ Fax:_____

Intended Use of Product(s) Being Ordered: (Check all that apply)

- ☐ Employee / Organization Use (If product is to be resold to employees/members, a royalty will be applied to the cost by the vendor)
- ☐ Fund Raiser (If this product is to be resold, a royalty will be applied to the cost by the vendor)
- ☐ Promotional Giveaway (If item includes a logo or name of a corporate sponsor, a premium royalty will be applied to the cost by the vendor)
- ☐ Other (explain)_____

Description of Product(s) Being Purchased

Item #1_____ Qty.:_____ Item #2_____ Qty.:_____

Item #3_____ Qty.:_____ Item #4_____ Qty.:_____

Item #5_____ Qty.:_____ Item #6_____ Qty.:_____

NOTE: VENDOR SUPPLIED PROOF OF ARTWORK FOR EACH ITEM MUST BE SUBMITTED WITH THIS FORM

Name of Vendor:_____ Vendor Contact (Name, Phone) _____

I verify that the above is a department or a university recognized club or organization of Fresno State and the purpose of the project described is for promoting the department / club / organization and not for profit of any individual or business.

_____ _____ _____

Name or Club or Organization Officer Signature Date

_____ _____ _____

Name of Department Chair /Advisor Signature Date

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