

INTERNAL APPLICATION & AGREEMENT

This application must be fully completed by the internal unit and returned to the Trademark Licensing Office before your artwork submission can be reviewed. All artwork must follow university brand guidelines to be approved.

All products bearing word marks, trademarks, logos, and/or symbols associated with The University of Iowa require pre-production approval from The University of Iowa Trademark Licensing Office. All products must be purchased from a University of Iowa officially licensed vendor thereby ensuring high standards of quality and workmanship sufficient to maintain the goodwill attached to The University of Iowa. All products are subject to approval by The University of Iowa Trademark Licensing Office prior to use. If approved, Client agrees to limit usage to the dates and products described in this application and agreement, and any changes shall require a separate application. All artwork must follow university brand guidelines to be approved.

Internal Information

University Affiliation (select one) Student Org Sports Clubs
 Academic/Admin Unit UIHC/CCOM Unit IOWA/I-Clubs

Unit Name _____

Subunit Name (if applicable) _____

Contact Person _____

Departmental Contact _____

Campus Address _____

Website _____

Email _____

Phone _____ Fax _____

Vendor Information

Name _____

Address _____

Website _____

Email _____

Phone _____

Fax _____

Product Information

Product Description _____

Reason for Producing Product _____

Quantity _____ Usage Dates _____ to _____ Event Date _____

Distribution methods (check all that apply) Internal -- Staff / Club Use Only Internal -- Philanthropy Internal -- Fundraising/Resale Internal -- Promotional

Trademark Licensing Program Signature

Trademark Licensing Director Signature

Date

Internal Signature

Authorized Internal Representative Signature

Date

Trademark Licensing Program Use Only

Artwork Approved Yes No

Royalties Yes No

Notes _____

