

Gamma Phi Delta Sorority Inc.

A non-profit organization of business and professional women

Merchant Agreement and National Usage Guidelines

For Gamma Phi Delta Sorority Inc. Copyrighted

Permission to use the Copyrighted Official Shield, Greek Lettering and Symbols of Gamma Phi Delta Sorority Inc. must be granted by the National Secretary of the organization. A Merchant and Usage Application must be submitted and payment in full of Usage Fee must be processed prior to use of Copyrighted insignia. Policies regarding use of copyrighted material on **saleable** items are as follows:

- I. Exact replica of Official Shield must be used in either black and white or official sorority colors only. No alterations or modifications may be made to the Official Shield.
- II. Payment of Usage Fee does not guarantee vendor space at sorority conferences or events. Vendor booth rental must still be paid in full.
- III. An Approved Vendor/Merchant is defined as a business or individual who sells items with the Gamma Phi Delta Official Shield and/or Logo on merchandise.
- IV. The Usage Fee enables the approved party to use the Copyrighted Insignia for a period of two years.
- V. The Usage Fee will be \$150.00 for sorority members* and \$300.00 for non-sorority members and outside vendors. *Sorority Members must be financial within the sorority at all levels upon the submission of this application.
- VI. Gamma Phi Delta insignia may be printed on clothing, bags, jewelry, glassware, scarves, etc. All items except jewelry shall be in the official colors of Gamma Phi Delta Sorority Inc. Proofs of color palette must be submitted with application either by sample or color photograph.
- VII. Merchant Agreements are not transferable.

Process for Submission of Application is as follows:

- i. The application and product sample **only** should be sent to the National Secretary at nationalsecretary@gammaphideltasorority.com. The product sample may be submitted by photograph.
- ii. Our National Secretary will review the application and either approve or disapprove the application. You will be notified within 14 days of receipt with application status.
- iii. Usage Fees **must** be sent to the National Financial Secretary of Gamma Phi Delta Sorority Inc. 17509 Isle Royale Terrace, Dumfries, VA, 22025 for processing.
- iv. If application/agreement is approved, a copy of the Official Shield of Gamma Phi Delta Sorority Inc, in Black and White and Official Sorority colors, will be forward to you directly. Where the application/agreement is not approved, your funds will be promptly returned.

**Sorority Members are not required to pay the Usage Fee on Copyrighted Official Shield for business purposes only on non-saleable items (i.e. Chapter Letterhead, Envelopes, Brochures, etc)*

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COPYRIGHT© AND REGISTERED TRADEMARK® MERCHANT AND USAGE APPLICATION

Name of Business/ Chapter/ Individual: _____
 Name of Contact: _____ Phone: _____
 Address: _____
 _____ Proposed Date of Use: __/__/____

Email Address: _____

Check the following that apply: You are a-

Sorority Member \$150.00: _____ **Non-Sorority Member \$300.00:** _____
Merchant/Seller: _____ **Manufacturer:** _____

Usage Fee Paid: \$ _____ **Paid Online** _____ **or Mailed** _____

Preferred Method to Communicate Approval: Please check (√) one of the following:

Email: _____ @ _____

Phone: (____) _____ - _____

Mail Address: _____

Please fill out and list the items in which you wish to duplicate as a saleable item.
Attach Additional Sheet if Necessary

i.e

Item	Dimensions	Qty	Proof Submitted
I.) T-Shirt	Sizes XS-XXL	125	Y
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			

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RULES AND REGULATIONS FOR USE OF GAMMA PHI DELTA OFFICIAL INSIGNIA, OFFICIAL SHIELD AND ANY COPYRIGHTED MATERIAL OF GAMMA PHI DELTA SORORITY, INC.

- I. Exact replica of Official Shield must be used in either black and white or official sorority colors only. No alterations or modifications may be made to the Official Shield.
- II. Payment of Usage Fee does not guarantee vendor space at sorority conferences or events. Vendor booth rental must still be paid in full.
- III. An Approved Vendor/Merchant is defined as a business or individual who sells items with the Gamma Phi Delta Official Shield and/or Logo on merchandise.
- IV. The Usage Fee enables the approved party to use the Copyrighted Insignia for a period of two years.
- V. The Usage Fee will be \$150.00 for Sorority Members* and \$300.00 for Non-sorority Members and Outside Vendors. *Sorority Members must be financial within the sorority at all levels upon the submission of this application.
- VI. Gamma Phi Delta insignia may be printed on clothing, bags, jewelry, glassware, scarves, etc. All items except jewelry shall be in the official colors of Gamma Phi Delta Sorority Inc. Proofs of color palette must be submitted with application either by sample or color photograph.
- VII. Merchant Agreements are non-transferrable.

Process for Submission of Application is as follows:

- 1) The application and product sample **only** should be **emailed** to the National Secretary of Gamma Phi Delta Sorority Inc., at **nationalsecretary@gammaphideltasorority.com**.
- 2) Our National Secretary will review the application and either approve or disapprove the application. You will be notified within 14 days of receipt with application status.
- 3) Usage Fees must then be sent to the National Financial Secretary of Gamma Phi Delta Sorority Inc. Denise Y. Smith, 17509 Isle Royale Terrace, Dumfries, VA 22205 for processing **after approval** of National Secretary.
- 4) If application/agreement is approved, and fees submitted a copy of the Official Shield of Gamma Phi Delta Sorority Inc., in Black and White and Official Sorority colors, will be forward to you directly. Where the application/agreement is not approved, your funds will be promptly returned.

Sales Site Restrictions: Sales from hotel rooms or areas other than approved vendor space by authorized vendors is prohibited.

Code of Conduct: Exhibitor agrees to conduct themselves in a business and professional manner that includes respecting officers and members of Gamma Phi Delta Sorority, Inc. and hotel or venue staff and representatives at any event of Gamma Phi Delta Sorority, Inc. where they contract booth space. Failure to adhere to this code of conduct will result in the immediate forfeiture of the opportunity to be a vendor for Gamma Phi Delta Sorority, Inc. at any time in the future.

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Name of Contact: _____ Phone: _____
Address: _____
_____ Proposed Date of Use: __/__/____

Email Address: _____

Check the following that apply: You are a-

Sorority Member \$150.00: _____ **Non-Sorority Member \$300.00:** _____
Merchant/Seller: _____ **Manufacturer:** _____

Usage Fee Paid: \$ _____ **Paid Online** _____ **or Mailed** _____

Preferred Method to Communicate Approval: Please check (√) one of the following:

Email: _____ @ _____

Phone: (____) _____ - _____

Mail Address: _____

Please initial the statement below to denote that you have read the Merchant and Usage Guidelines:

I have read the above-listed Merchant and Usage Guidelines and understand the rules and regulations regarding all Copyrighted and Trademarked articles of Gamma Phi Delta Sorority Inc. I agree that if I or any agent of my company/chapter misuses sorority insignia, that my Approved Merchant status will be revoked immediately, pending review and possible banishment of selling Gamma Phi Delta Sorority collateral and paraphernalia.

Vendor Signature: _____

Date: _____

Office Use Only

Applications Received:

National Secretary

Date Received

National Financial Secretary

Date Received

Amount Received

Application: Approved _____

Disapproved _____