

August 1, 2011

Dear Prospective Vendor

Please be advised that you must be issued a certified vendor contract to 1) manufacture or sell retail products bearing the name National Society of Black Engineers, NSBE or the NSBE Logo (also known as paraphernalia) and/or 2) sell paraphernalia or different items at any NSBE public function.

You may apply for this contract by completing the enclosed application and sending samples (preferably clear pictures) of each item you wish to be licensed to this office. Each contract must be renewed annually. All contracts expire on July 31, 2012.

Contracts are only issued for products which sustain and enhance the NSBE image. The organization reserves the right to revoke the contract should the items sold promote a negative image and/or be obviously contrary to the views and standards of this organization. Upon approval, the license fee is \$300.00 (\$250.00 for active members). Upon receipt and acceptance of the licensing application, vendors will receive an invoice and contract from NSBE. Vendors will need to sign the contract and return with payment. NSBE will forward a licensing certificate. Vendors are not allowed to produce or sell items carrying NSBE trademarks until this certificate is received. This certificate should be kept on hand when manufacturing products and/or selling items at NSBE events or online.

This fee does not include National Convention and Regional Conference marketplace registration. See the NSBE vendor package for more information on participating in events. Please be advised that a separate licensing fee must be paid for the right to sell items bearing the NSBE Convention logo and/or theme. Email nebbusiness@nsbe.org for information on convention logo licensing.

NSBE Chapters are permitted to use the NSBE name and/or logo to create paraphernalia strictly for chapter members. Those chapters wishing to sell NSBE items as fundraisers must work with a NSBE-certified manufacturer. A list of certified manufacturers can be obtained by emailing nebbusiness@nsbe.org.

Be advised that NSBE relies heavily on our 30,000 members to monitor the sale of products bearing our trademark/trade name. Violators will be prosecuted to the fullest extent of the law.

Sincerely,

Calvin Phelps
National Chairperson

SPR

Enclosure

2011/2012 VENDOR LICENSING APPLICATION

National Society of Black Engineers

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Fax Number () _____ Email: _____

Primary Contact Person: _____ Check One Mr. Ms. Mrs. Dr.

The company is primarily: (Please check one) Business Concession Mail Order/Online Store

Manufacturer/Wholesale Retail Store

**Are you or a primary member of your organization, an active NSBE member Yes No

If yes, please complete the following:

Name: _____ Position: _____ Member # _____

Check the merchandise sold by your company. Please include pictures of each item you wish to be licensed.

- | | | |
|---|--|--|
| <input type="checkbox"/> Accessories | <input type="checkbox"/> Desk/Office Accessories | <input type="checkbox"/> Photos/Pictures/Posters |
| <input type="checkbox"/> African Artifacts | <input type="checkbox"/> Dolls | <input type="checkbox"/> Sculptures |
| <input type="checkbox"/> Apparel [Children/Infants] | <input type="checkbox"/> Furs | <input type="checkbox"/> Shirts/T Shirts |
| <input type="checkbox"/> Apparel [Ladies] | <input type="checkbox"/> Garment Bags | <input type="checkbox"/> Shoes |
| <input type="checkbox"/> Apparel [Men] | <input type="checkbox"/> Glassware | <input type="checkbox"/> Sportswear/Sweatsuits |
| <input type="checkbox"/> Arts/Prints/Posters | <input type="checkbox"/> Hats/Caps | <input type="checkbox"/> Sweaters |
| <input type="checkbox"/> Auto Accessories | <input type="checkbox"/> Hosiery/Socks | <input type="checkbox"/> Toys/Games |
| <input type="checkbox"/> Badges/Buttons | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Travel Kits/Tote Bags |
| <input type="checkbox"/> Banners/Flags | <input type="checkbox"/> Khaki/Safari Shirts | <input type="checkbox"/> Umbrellas |
| <input type="checkbox"/> Bath Accessories | <input type="checkbox"/> Lamps | <input type="checkbox"/> Wooden Artifacts |
| <input type="checkbox"/> Beachwear/Playwear | <input type="checkbox"/> License Plates/Frames | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Books/Literature | <input type="checkbox"/> Linen/Bedding | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Candy/Cookies | <input type="checkbox"/> Loungewear | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ceramics/Cups/Mugs | <input type="checkbox"/> Luggage/Purses | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cosmetics/Cosmetiques | <input type="checkbox"/> Mirrors/Accessories | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Crafts/Quilted Crafts | <input type="checkbox"/> Monograms | |
| <input type="checkbox"/> Decals | <input type="checkbox"/> Pens/Pencils | |

*Members must be in a decisionmaking, position, an officer, owner or partner. Note: This individual will be publicly listed as the contact person for your company.

If you plan to sell NSBE paraphernalia, please list the Distributor and/or Manufacturers who regularly handle your products. Indicate who will receive certificates from you through this office, under your authorization as an authorized vendor. [This certification will require an additional fee of \$10 per distributor and/or manufacturer.]

DISTRIBUTORS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone ()

DISTRIBUTORS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone ()

MANUFACTURERS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone ()

MANUFACTURERS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone ()

Duplicate Certificates [] Yes [] No Number _____

Please list other organizations and/or companies with which you are or have been affiliated.

NSBE Conferences

The company [] does [] does not plan to attend regional conferences

The company [] does [] does not plan to attend national convention

Please return your application to:

National Society of Black Engineers

c/o Vendor Licensing

205 Daingerfield Road

Alexandria, VA 22314

FOR OFFICE USE ONLY

All Items Approved

All Items Not Approved

Explain: _____

Date Received _____

Amount Paid: _____