

## UNT Sport Clubs Apparel/Uniform/Merchandise/Branding Guidelines

### 1. Find a Company

When ordering apparel/uniforms/merchandise/promotional items that have UNT's branded marks ("UNT", "Mean Green", diving eagle, etc.), the company **must have a UNT Collegiate Licensing Company (CLC) license**. A list of all approved UNT CLC licensed companies can be found at the following website: <http://www.clc.com/Licensing-Info/Client-License-List.aspx>. Select "North Texas" under step 2 (leave step 1 blank). Select "search".

If a company doesn't have a UNT CLC license, they can obtain one. It takes about 2 months for a company to go through all the steps to get approved. The company can find out more information about how to obtain a UNT CLC License from the following website: <https://identityguide.unt.edu/build-your-project/licensed-products-promotional>.

In case you are unable to find a company on the approved CLC License vendor list but have found non-UNT branded apparel items, you may request to purchase those items without getting the UNT marks printed (you are just purchasing the items). You will then work with a local CLC Licensed approved company (On the Cuff or San Bay Studio) who can silk screen/embroider the marks (logo) on the item.

#### Approved CLC Licensed Vendors that clubs have used in the past:

BSN Sports (Baseball, Volleyball, Soccer, Golf, Tennis, Lacrosse, Swim) – Scott Mudd – scott.mudd@eteamline.com  
Groggy Dog (Promotional items, t-shirts, warm-ups/sweats, uniforms) – Jeff Bowerman – jbowerman@groggydogonline.com  
UNT Printing & Distribution (Promotional items, t-shirts) – Located in the Union  
Denton Depot (Promotional items, t-shirts, Warm-ups/sweats, uniforms) – info@dentondepot.com  
Denton Trophy House (Promotional items, t-shirts Warm-ups/sweats) – jw trophy1@verizon.net – 940-565-0505  
Jog Athletics (Ice Hockey, Baseball, Soccer, Volleyball, Rugby, Lacrosse) – Michael Dowling - michael.mdmarketing@gmail.com  
Savage (Ultimate, sublimated uniforms) – sales@savageultimate.com  
Harrow (Lacrosse, Golf, Hockey) – Kyle McBride – kyle.mcbride@harrowssports.com  
Epix Gear (Triathlon, Cycling) – Tomek – tomek@epixgear.com  
Pan Ector (t-shirts, Running, Equestrian, Climbing) – info@panector.com  
On The Cuff (embroider & screen print) – info@onthecuff.com  
CC Creations (Promotional items, t-shirts, warm-ups/sweats) – 979-693-9664  
Custom Ink (Promotional items, t-shirts) – 800-293-4232  
Legacy Athletics Supply (t-shirts, baseball) – Larry White - larrywhite@legendsathleticsupply.com  
Richardson Sport (hats) – sales@richardsonssports.com  
210 Brands (Canterbury) (Rugby) – Steven Oster – steven.oster@canterburyus.com  
NCWA Gear (Wrestling)  
NCBA (Baseball)

### 2. Create a Design

**The "UNT 1890" logo must be on the apparel/uniform/merchandise/promotional item. It must be in green or on green.** The only exception is if the apparel item is black, then the logo may be in white. **There must be spacing around the "UNT 1890" and cannot be incorporated into the design.** The official university green is Kelly Green. Official UNT logos may be found: <https://identityguide.unt.edu/download-brand-toolkits> (bottom left corner – "Official UNT Marks" and "Athletic and spirit logos". "North Texas" cannot be used as it is an exclusive mark for Athletics.



The design must get approved by branding. The following information will need to be submitted:

- A) The design on the apparel item (front and back if applicable)
- B) The name of the company being used

Examples of approved designs:



### 3. Ordering the Items

Once the design has been approved by branding, **a quote** (not an invoice) must be submitted. Make sure shipping is included and there is no sales tax on the quote. A sales tax-exempt form can be provided if needed. **Items must be shipped to Rec Sports unless you are picking them up directly from the company.** If you are planning on picking the items up at the store that will need to be indicated on the quote.

There are two options for payment: Credit Card or Purchase Order. Please indicate which method of payment is preferred. The maximum amount that can be paid by credit card is \$2,000. Anything over \$2,000 will need to be paid by purchase order. Any purchase over \$5,000 will need to go through the university bid process and will require 3 additional quotes from other vendors.

The order will not be placed until the correct amount of funds are in the clubs rollover account.

The quote will need to include the following billing and shipping address:

Shipping Address:

UNT Pohl Rec Center  
Attn: <Insert Club name>  
2310 N. I35E  
Denton, TX 76205

Billing Address if paying by purchase order:

University of North Texas  
1112 Dallas Dr.  
Suite 4000  
Denton, TX 76205

Billing Address if paying by credit card:

University of North Texas  
1155 Union Circle #311426  
Denton, TX 76203

If paying by Purchase Order a W9 from the company will need to be submitted and the following information will need to be included on the quote:

- A) Company Mailing Address
- B) Sales Representative First & Last Name
- C) Sales Representative Phone Number
- D) Sales Representative Email Address