

## 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 Affinity license**. A list of all approved UNT Affinity licensed companies can be found at the following website: [Affinity Licensing | University of North Texas](#).

If a company doesn't have a UNT Affinity license, they can obtain one. The company can find out more information about how to obtain a UNT Affinity License from the following website: [Affinity Licensing | Licensing](#).

In case you are unable to find a company on the approved Affinity 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 Affinity Licensed approved company (UNT PDS, On the Cuff or San Bay Studio) who can silk screen/embroider the marks (logo) on the item.

Clubs will be charged a 12% royalty fee for each item with the branded marks. UNT PDS will not charge a royalty fee. UNT PDS can also work directly with manufactures to get items.

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

UNT Printing & Distribution (Promotional items, t-shirts) – Michael Miles – michael.miles@unt.edu  
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  
Denton Depot (Promotional items, t-shirts, Warm-ups/sweats, uniforms) – info@dentondepot.com  
Denton Trophy House (Promotional items, t-shirts Warm-ups/sweats) – jwtrrophy1@verizon.net – 940-565-0505  
Tytan Athletics (Ultimate, Baseball, Lacrosse, Soccer, Volleyball, Wrestling, sublimated uniforms) – tytanathletics@gmail.com  
Pan Ector (t-shirts, Running, Equestrian, Climbing) – info@panector.com  
On The Cuff (embroider & screen print) – info@onthecuff.com  
Canterbury (Rugby) – Steven Oster – steven.oster@canterburyus.com  
NCWA Gear (Wrestling)  
NCBA (Baseball)

### 2. Create a Design

**The "UNT" 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" and cannot be incorporated into the design.** The official university green is Kelly Green. Official UNT logos may be found: [Download Brand Toolkits | UNT Identity Guide](#) (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)
- 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