



**WEST COAST
CONFERENCE**

WEST COAST CONFERENCE INSTITUTIONAL LICENSE WAIVER REQUEST FORM

Institution Requesting Waiver: _____ Date: : _____

Contact Person: _____ Phone Number: _____ E-mail: _____

1. I am requesting a waiver from: Application Fee Royalties Both
2. Please describe your product/merchandise and how you plan to incorporate the WCC marks below:
3. Is this an existing product that you wish to add a logo to? YES NO
4. Will the WCC name/logo be a primary or secondary mark on your merchandise?
 Primary Secondary
5. How are you distributing the WCC merchandise?
 Sales Giveaways Other _____
6. Where will the merchandise be distributed? _____
7. What quantities of the merchandise are you producing? _____
8. If you are selling the merchandise:

What is your production cost per item? Please include an estimate from your vendor. _____

What is your sale price per item? _____
9. If you selected "other," please explain below your distribution method, and the costs and/or profits associated with the production and distribution:
10. Please explain why you think your institution should have the fee and/or royalties waived for this merchandise production and distribution:

Once you have completed the WCC Institutional License Waiver Request Form, please send it, along with photos/drawings, a quality sample, or other information that may help us determine how our marks will be used. You will not be granted authorization to produce and sell merchandise until you receive a fully executed copy of the license agreement from our office. Thank you for your interest in licensing with the West Coast Conference.

West Coast Conference
Attn. Licensing
650-873-8622 (phone) / 650-873-7846 (fax)
sleykam@westcoast.org