

National Coalition of 100 Black Women, Inc.®

1925 Adam C Powell Jr. Blvd., Suite 1L • New York, New York 10026 • 212-222-5660 • fax 212-222-5675 • www.nc100bw.org



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Dear Prospective Certified Vendor:

The National Coalition of 100 Black Women, Inc. ("NCBW") has registered with the United States Patent and Trademark Office ("PTO") and U.S. Customs Office several trademarks and services marks (collectively "Marks"). NCBW has several other applications for registration currently pending before the PTO. In addition, NCBW has other Marks protected by federal and state common law.

Anyone wishing to design, manufacture, advertise, market/distribute, or sell (collectively "market") merchandise imprinted with NCBW's Marks must become certified, which means you must: become familiar with and agree to abide by NCBW's vendor's Operating Guidelines and Code of Conduct for Vendors; complete an application; and execute a License Agreement.

NCBW authorizes use of its Marks through its Vendor Certification Program. NCBW's policy, practices, and procedures for operating its Program, the steps a person or entity must follow to obtain certification and the standards for operating as a vendor are set out in the following documents: Vendor Operating Guidelines and Code of Conduct for Vendors, Vendor Application, and License Agreement, all of which are attached. Please review the attached documents carefully if you wish to become a certified vendor.

PLEASE NOTE: Persons who wish to use any NCBW's Mark(s) in connection with any promotion or one-time event are considered vendors and must apply to use NCBW's Marks through its Vendor Certification Program. No individual member may authorize use of NCBW's Marks. A vendor who markets merchandise not manufactured by it must purchase merchandise only from a licensed vendor/manufacturer. A vendor who supplies any Marks to a manufacturer must ensure that the manufacturer will use the Marks consistently with NCBW's standards and will not allow any unauthorized use of NCBW's Marks.

You may apply for certification by completing, signing and returning the enclosed License Agreement (including the First Amendment to the License Agreement) and the Application for Vendor's License along with the license fee.

A sample or clear photograph(s) of the product(s) you wish to market must accompany the application. Vendors renewing their license do not need to send a sample, unless a new product is being sold.

Licenses will be issued for the marketing of products that sustain and enhance the image of the Coalition. The Coalition reserves the right to cancel any license, should the items sold promote a negative image and/or be obviously contrary to the views and standards of this organization.

Please forward the completed documents along with the sample and a check (no personal checks) to:

NATIONAL COALITION OF 100 BLACK WOMEN, INC.
1925 Adam C. Powell Jr. Blvd., Suite 1L
New York, NY 10026

Once a completed application is received it will take 30-60 days to process. Incomplete submissions and unapproved products will not be processed nor accepted.

If you have additional questions, please feel free to contact me at 212-222-5660.

Sincerely,

Annelle Lewis
Executive Director

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