

# 2015 T-SHIRTS & PROMOTIONAL ITEMS

**FOR SANCTIONED EVENTS ONLY:** T-Shirts, shirt sponsors and other promotional items can be designed for you free of charge. Designs can be prepared for embroidery, pins, or screen print.

## VENDOR RESOURCES:

☛ **Using the state office resources:** We have a screen printing, embroidery and a pin company that we use on a regular basis. They provide us prompt, quality service at competitive prices. If you choose to utilize our resources, you will need to provide Cyndii a request form. Cyndii will take care of creating your art, getting you quotes, preparing your order, getting it approved by your director, placing your order and checking the bill for accuracy and settling any discrepancies. If you go through the state office for your order, we will pay the printer on your behalf and then send you a bill for the amount you will need to reimburse the State Office. I will wait until after the event to bill you for the shirts and will allow plenty of time on a due date.

☛ **Using your own resources:** You may choose to utilize Cyndii for your artwork but may want to send your art to a different printing company. If sending your art to a different vendor, you will be responsible for processing your order and taking care of paying your vendor. There may be artwork limitations due to the printer you have chosen. To avoid problems, provide any requirements your printer may have before your artwork is started.

## GUIDELINES:

☛ **Requests:** Only one design will be created per event (some exceptions may apply). Requests for specific custom artwork may take additional time or be declined due to complexity or inadequate time frames.

☛ **Artwork:** Cyndii will create artwork for your shirt and can not use any artwork you provide without a signed artist agreement (available at [www.abateonline.org](http://www.abateonline.org), under officer forms and on page 41 of this binder). Any art or photographs in part or whole, holds an automatic copy right by the artist and reproduction is against the law and subject to high fines. Changing colors or text does not constitute enough change for the art to be legally usable.

☛ **Approvals:** I will not place shirt orders or send artwork without written permission from the region director via mail, fax or email. Further approvals from other officers may be required if requested by the region director.

☛ **T-Shirts:** Requests for orders must be received **\*\*8 weeks prior to the date you need your t-shirts.** To meet vendor production times, shirt orders need to be sent to the printer a minimum of 10 business days before the shirts are needed. Orders sent to the vendor late may be charged a rush charge or expedited shipping charges from the vendor or be declined by the vendor.

☛ **Embroidery:** Requests for orders must be received **\*\*8 weeks prior to the date you need embroidery.** To meet vendor production times, embroidery orders need to be sent to the vendor a minimum of 4 weeks before the embroidery is needed. Orders sent to the vendor late may be charged a rush charge, expedited shipping charges or be declined by the vendor.

☛ **Pins:** Requests for orders must be received **\*\*12 weeks prior to the date you need your pins.** To meet vendor production times, pin orders need to be sent to the vendor a minimum of 8 weeks before the pins are needed. Orders sent to the vendor late may be charged a rush charge, expedited shipping charges or be declined by the vendor.

*\*\*Some custom art requests may require a longer time frame. Less complicated orders may take less time than listed.*

## REQUEST FORMS CAN BE FOUND:

☛ **Guidebook:** Edition #18, Page 38 or **Fall Seminar Training Book:** Edition 2013, page 40.

☛ **Email:** Email me and I can send you a PDF of the form or a text only email version.

*\*\*If you do not use a request form, be sure you include all necessary information in your request.*

## SEND CYNDII YOUR REQUEST:

☛ **Email to:** [cyndii@abateonline.org](mailto:cyndii@abateonline.org) or **Fax to:** 317-422-8373, ATTN: Cyndii

☛ **Mail to:** ABATE of Indiana, ATTN: Cyndii, PO Box 665, Bargersville, IN 46106

*\*\* If you send a request and do not hear from me within 1 week, please call me at 1-800-23-ABATE or 317-422-8040.*

*\*\* Requests will not be taken over the phone. We are not responsible for any mistakes on any requests, information or approvals not given in writing. Information not given in writing or given over the phone is given at your own risk!*



# T-SHIRT & PROMOTIONAL ITEMS REQUEST FORM 2015

Name of person proofing art: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Region: \_\_\_\_\_ County: \_\_\_\_\_

Event Name: \_\_\_\_\_ Type of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

What information (text/art) do you want included in the design (example: annual, date, slogan, logo)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many colors do you want in the design (if known): \_\_\_\_\_

Type of apparel requested:  T-shirt  Other (specify): \_\_\_\_\_

\_\_\_\_\_

What type of process do you want:  Screen Print  Embroidery  Other (Specify) \_\_\_\_\_

\_\_\_\_\_

Please note if the apparel will have pockets or other elements that could interfere with artwork:

\_\_\_\_\_

\_\_\_\_\_

Do you need a specific color of shirt?: \_\_\_\_\_ Will you have sponsors?  YES  NO

If yes, what is the location of the sponsors: (Front, back, pocket, sleeve etc.)

\_\_\_\_\_

Location of artwork (front, back, pocket, sleeve etc.) Please note if different is needed for backs, pockets etc.

\_\_\_\_\_

I want the State Office to handle my t-shirt order through their printer  YES  NO *If no, please fill out vendor information below.*

I want to handle my own shirt order through my own printer/vendor  YES  NO *If using your own printer, you are responsible for all aspects of your order and for obtaining from your printer any printing and file requirements and/or restrictions before your artwork is started. Failure to do so, will cause your request for art to be declined. Please be advised and alert your vendor in advance that color separations will not be provided for your printer.*

Vendor name and contact person: \_\_\_\_\_

Vendor email address: \_\_\_\_\_ Vendor web address (if available): \_\_\_\_\_

**Email:** cyndii@abateonline.org or **Fax:** 317-422-8373, ATTN: Cyndii or **Mail:** ABATE of Indiana, ATTN: Cyndii, PO Box 665, Bargersville, IN 46106  
*If you send a request and do not hear from me within 1 week, please call me at 1-800-23-ABATE or 317-422-8040. We are not responsible for any mistakes on any requests, information or approvals not given in writing. Information not given in writing or given over the phone is given at your own risk!*

Artwork is finished in the order received or the order of event dates when necessary to assure everyone gets artwork. However priority will be given to requests that do not require special illustrations. Only one design will be created per request. Additional designs will only be created after all other event requests have been full filled.