



## TRINITY COLLEGE DUBLIN

### PROCEDURES FOR TRADE MARKS USAGE

**These procedures for the use of trade marks shall apply to and govern any and all use of the trade marks of Trinity College Dublin as listed below, including without limitation, in the course of provision of goods or services to Trinity College Dublin.**

**The terms of these procedures may be amended from time to time by Trinity College Dublin and you should therefore regularly visit this site.**

**These procedures are to be read in conjunction with a formal contract or trade marks licence between you and Trinity College Dublin. Use of Trinity College trade marks without such formal contract or trade marks licence is strictly prohibited.**

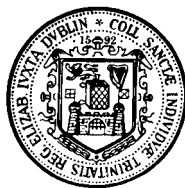
**All queries in respect of these procedures for the use of these Trade Marks or use of Trinity College intellectual property should be addressed to:**

**College Merchandise Development Officer  
West Theatre  
Trinity College  
Dublin 2**

#### Trade Marks

The following are registered trade marks of Trinity College Dublin:

1. The Book of Kells
2. Dublin University
3. TCD
4. Trinity
5. Trinity College
6. Trinity College Dublin
7. University of Dublin
8. Trinity College Crest (College Seal)



9. Arms of the University



10. Arms of the College (College Crest)



### **Approvals Procedure**

No goods which bear any of the College's registered Trade Marks shall be manufactured, distributed, advertised, or sold unless and until Trinity College Dublin has given its prior approval, which may, at the sole discretion of Trinity include the approval in the following manner:

### **Product Range**

Prior to the manufacturing run of the goods bearing the College's registered Trade Marks, the items listed below shall be submitted for approval to the College Merchandise Development Officer.

- (a) The preliminary drawing, artwork, layout, and/or copy of the property to be used on, or in association with, the goods;
- (b) The final drawing, artwork, and/or proofs of the property to be used on, or in association with, the goods;
- (c) At least two (2) pre-production samples and/or strike-offs of the goods, including labelling; and
- (d) At least two (2) finished goods and packaging samples, including all styles and variations thereof.

### **Samples**

All goods samples shall be furnished free-of-charge (including shipping, customs, duties and clearance) to Trinity College Dublin, c/o College Merchandise Development Officer and Trinity College Dublin shall have the right to withhold its approval of any such item at Trinity College Dublin's sole discretion.

### **Approval of Components**

Trinity College Dublin's approval may extend to the workmanship, components of, and quality of the goods. Any goods that suffer from poor or unsatisfactory workmanship, inferior components, are flimsy, or are of poor quality will not be permissible even if the Trinity intellectual property is reproduced accurately.

### **Withholding Approval**

Trinity College Dublin may withhold approval(s) in the event that any contractual conditions - e.g. payments or sales statements – have not been fulfilled.

### **Presentation Graphics**

Trinity College Dublin acknowledges the existence and ownership by its suppliers of rights in the design, artwork and trade dress that may be associated with the goods, but only in so much as the design, artwork and trade dress do not include the intellectual property rights of Trinity College Dublin.

**Product Range**

Supplier shall cause or ensure that the pre-agreed trade name and country of manufacture of the goods appear on the permanently affixed labelling on each good.

If any part of the goods are sold to the public in temporary packaging or in a permanent container, then such information shall be printed on such packaging or container so that the public can identify the supplier. On soft goods, “permanently affixed” shall mean sewn on.