FORT HAYS STATE UNIVERSITY

OKTOBERFEST MERCHANDISE GUIDELINES

All t-shirt and merchandise designs must be approved by the Oktoberfest Committee!

1. **T-shirt and merchandise designs must be uploaded with this submission to the Center for Student Involvement by 11:55 pm September 19, 2012.** (If design is not uploaded it must be submitted on 8 ½ x 11 paper to the CSI office prior to deadline.)

2. Concepts must appear as they will on the finished product. Professionally-generated graphics are preferred.

3. If more than one design is submitted, they must be clearly marked, in order of preference; or as both (all) items being sold.

4. The committee will meet to approve/reject designs. If a design is rejected, resubmissions will NOT be allowed. In order to best ensure your t-shirt or merchandise is approved, please keep in mind the following tips:

a. Review student organization policies. Available online at http://www.fhsu.edu/stuorg.
b. T-shirts must represent responsible drinking if alcohol is mentioned.
c. Any t-shirts that have university trademarks must be approved by the Oktoberfest committee, who will gain approval from University Relations.
   *University trademarks cannot be placed on any t-shirt or merchandise with associations to alcohol.
d. Avoid designs or t-shirts that are offensive or rude.
e. T-shirts must be in good tastes and preference will be given to those designs that reflect the Volga-German heritage.
f. All material goods must include the word Oktoberfest; the correct spelling is "Oktoberfest"
g. Do NOT place any orders for t-shirts, or any other merchandise, until it has been approved by the Oktoberfest committee.
h. No corporate sponsorships are permitted to appear on merchandise.

5. Student organizations are not guaranteed the opportunity to sell t-shirts or merchandise. Failure to abide by the guidelines set forth by this committee may result in the student organizations' recognition being rescinded or the student organization not being allowed to participate in the future fundraisers.

6. Profits are not guaranteed; unique products are encouraged. All vendors must pay a fee to the Volga-German Society, regardless of profit.