

How-to guide for ordering SWAG/Imprinted Products

1. Decide you want to purchase swag items/imprinted products and select a licensed vendor.
 - a. Full list of current FHSU vendors located [here](#)
 - b. The list can be overwhelming, so here is contact information for the most-used/local vendors for miscellaneous imprinted product on our campus
 - i. Hamlin Creative Consulting
 - Lilly Kinglsey, Account Executive
 - 785-623-1813; hamlincreativeconsulting@yahoo.com;
www.hccpromo.com
 - ii. InSight Promotions
 - Linda Lewis
 - 785-259-6070; linda@insightpromo.net; www.insightpromo.net
 - iii. Collegiate Trends
 1. Ann Johnson, Owner
 2. 1-913-980-6005; Ann@collegiatetrends.com; www.product-envy.com
2. Browse through vendors' online catalogs to find the type of item you are looking for and take note of the product number I.D.
3. Contact the vendor and provide your product specifications and request pricing information or a formal bid. Ask if they have a sale on your products or have other similar products that can reduce costs.

Vendors will provide the final art for you, or you can design the art yourself by.

1. Using high resolution graphics supplied for download at www.fhsu.edu/urm/logos.
2. Using FHSU brand fonts including: Times Roman, Book Antiqua, Avenir, Gotham, Futura, or Helvetica Neuw
3. For additional information on accurately representing the university brand, please look at the brand standards guide called "The Black and Gold Book" located online at www.fhsu.edu/urm/is
4. Vendors are to send image of final art to University Relations and Marketing c/o mrldgway@fhsu.edu for approval prior to manufacture.

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You will need to provide vendors the following information:

- b. Your name and contact (email/phone)
- c. Product name and identification code
- d. Your needed quantity, budget, number of imprint colors, background color of product
- e. Camera-ready art or your desired design and content
- f. Delivery deadline

FHSU vendors are able to provide you with final art for most swag, however, some large projects are more strategic and require more support from University Relations and Marketing. We will glad to assist you with exhibits, banners, signs and table covers, vehicle wraps, billboards, flags and other large-scale promotional materials. We have options for standardized retractable banners and table covers. If you have a request for imprinted items that a vendor is not able to design for you, please submit your job request through the form posted at www.fhsu.edu/urm.