

## **HOW TO COMPLETE THE TRADE NAME & TRADEMARK LICENSE AGREEMENT**

- (1) Read all of the enclosed documents: Bert Waggoner's letter, Janis Balda's letter, "Explanation & Summary of License Agreement," "How to Use Trademarks and Service Marks," and the actual "Trade Name and Trademark License Agreement."
- (2) ***Make a copy of the "Trade Name and Trademark License Agreement" BEFORE filling out the agreement.*** You will fill out one to keep for your records, and will fill out the other to send to the The Vineyard USA.
- (3) Make sure that you have Public Liability insurance as required by the agreement, i.e. in the amount of \$500,000/\$1,000,000 per occurrence and \$2,000,000 aggregate or that you have public liability insurance that is adequate for the property of your church according to a certified professional. The policy should be written by or through an "A" rated insurance company, and the The Vineyard USA listed as additionally insured.
- (4) **TO FILL OUT BOTH "TRADE NAME AND TRADEMARK LICENSE AGREEMENTS":**
  - a. On the front page of both of the "Trade Name and Trademark License Agreement," fill in the day and month in the first two blanks. In the third blank, place the official name of your church. In the fourth blank, place the physical address of the meeting place of your church.
  - b. On page four of both copies of the "Trade Name and Trademark License Agreement," under the section marked "Licensee," enter the City and State where this agreement is "Executed at." Next, enter the day and month that this agreement is signed. Under the section marked "Licensee," provide two official signatures. These signatures should be officers of the corporation (church), such as the Senior Pastor, a Board Member, Treasurer, etc. Under each of the two signatures on both copies of the agreement, please PRINT the name of each person who has signed the document. Then, print the title of each person who has signed the document.
- (5) Keep one completed, six-page copy of the "Trade Name and Trademark License Agreement" for yourself. Place the other completed, six-page "Trade Name and Trademark License Agreement" in the self-addressed, stamped envelope provided.

- (6) If the amount of your liability insurance coverage is less than the amount discussed in section 3 of the agreement, simply provide a letter naming the amount of coverage that your church has, stating that your church has investigated the coverage and received the advice of a professional insurance broker, that this amount is adequate for your church's situation, and that the liability insurance policy names The Vineyard USA as an additional insured. (*See the enclosed sample letter.*) If your church has sought public liability insurance, but was denied coverage, please include a letter stating the reasons for the denial (*See the enclosed sample letter.*) Make a copy of either your insurance coverage, if less than the designated amount, or insurance denial letter and place it in the self-addressed, stamped envelope provided along with the completed, six-page "Trade Name and Trademark License Agreement."
- (7) You do NOT need to provide a sample of how your church is using the trademark at this time. You do NOT need to send a copy of your church's bylaws.
- (8) Mail to Vineyard-USA before \_\_\_\_\_. You are finished! You may now start using trademarks on your printed materials according to the "How to Use Trademarks and Service Marks." Thank you for time and attention to this matter.