

## Greater Orlando Aviation Authority Image Request Form

In order to download the cmyk version of the images, you must enter a password. Please fill out the form below and fax/e-mail to the Office of Public Affairs, Greater Orlando Aviation Authority at 407.825.3100 Attn: Dave Wegman or e-mail to [dwegman@goaa.org](mailto:dwegman@goaa.org). Once approved we will call/email you the password for a one-time download of the approved image/s only.

Name: \_\_\_\_\_

Company/Affiliation: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_

Zip: \_\_\_\_\_

Voice: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Images Requested:

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Images to be used for:

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## **Greater Orlando Aviation Authority Copyright/Trademark Policy**

**Please read, print, sign, and fax back to Office of Public Affairs  
407.825.3100 Attn: Dave Wegman**

- Copyrighted/trademarked materials, images, taglines/slogans and area maps may not be reproduced on an item which is made available for resale or on a marketing sales piece, unless express written permission is provided by the Greater Orlando Aviation Authority.
- An item for resale is defined as any product or service, which is available for commercial or wholesale purchase. Legitimate editorial publications may use the logo or images when featuring Orlando International Airport or Orlando Executive Airport, but the logo/images may not be reproduced on any form of clothing, maps, specialty items or other goods.
- Copyrighted/trademarked materials may not be altered in any way and must be used in their entirety unless the Greater Orlando Aviation Authority provides express written permission.
- From time to time, the Greater Orlando Aviation Authority (GOAA) is asked for use of its logos on member Internet sites. GOAA will establish and publish the criteria for use of its logos and/or member hyperlinking to the Orlando Airports Web site. Such criteria may at times exclude selected categories of members from utilizing the logos or hyperlinking. Also, restrictions may be placed on the use of logos, such as requiring Web sites using airport logos on their site to hyperlink to the Orlando Airports Web site. GOAA retains the sole and exclusive right to do so, subject only to the consent and advice of its Board of Directors.
- Criteria developed and administered to determine member usage of the Orlando Airports logos on third party Web sites are intended to maximize the effectiveness of the Orlando Airports site and to insure that the consumer receives the most appropriate information. Such criteria enables GOAA to maintain quality control. Their use is also intended to help avoid any conflicts or confusion that might result for the ultimate consumer.
- Two copies of the final printed piece must be forwarded upon completion. Prior to granting permission to use the logo or hyperlink on a Web site, the Greater Orlando Aviation Authority must view the site and approve placement and quality.
- The Orlando Airport logos must appear in a smaller, less dominant position and type size than the user's company or publication name so as not to give the impression that the company or publication is endorsed by the Greater Orlando Aviation Authority
- The copyright/trademark symbols and other credits reflecting ownership by the Greater Orlando Aviation Authority may not be deleted or altered. Images should be credited to the Greater Orlando Aviation Authority unless otherwise noted.
- Please direct questions regarding use of images and copyrighted/trademarked Orlando International Airport, Orlando Executive Airport, and Greater Orlando Aviation Authority logos and materials to the Office of Public Affairs, Greater Orlando Aviation Authority, One Airport Boulevard, Orlando, FL 32827-4399. Voice: 407.825.2055 Fax: 407.825.3100.

## **Greater Orlando Aviation Authority Image Request Form**

I have read the above policy and agree to follow the guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Office of Public Affairs  
Carolyn Fennell, Director of Public Affairs