

## Copyright Permission Request Form

Complete this form if you would like permission to use copyright-protected material owned by the National Restaurant Association Educational Foundation.

A copyright protects text (including printed, email, and web information), graphics, art, and photographs.

Please read these directions carefully and then complete all appropriate sections. Incomplete forms will be returned to the requestor. Standard processing is 15 business days, although some requests may take longer. Please provide as much detail as you can. Additionally, we strongly encourage you to read through all of the Terms and Conditions before signing the request form, as failure to comply with them in your use of National Restaurant Association Educational Foundation intellectual property may subject you to legal liability.

Submit completed forms and any samples, mockups, or required documentation in one of these ways:

- Scanned form sent via email: [permissions@restaurant.org](mailto:permissions@restaurant.org)
- Fax: 312.566.9729
- Mail: National Restaurant Association Solutions  
233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383  
Attn: IP permissions

If you would like permission to use a logo or trademark, please complete the Trademark Permission Request Form.

Questions? Contact NRA Solutions at 312.715.1010, or email [permissions@restaurant.org](mailto:permissions@restaurant.org).

### Requestor Information

Your name:

Your title:

Certified Instructor/Proctor name:

Instructor or Proctor number (if applicable):

Organization name:

Type of business:

Address:

City, State, Zip/Postal code:

Telephone number:

Email address:

Fax number:

# Request to Use Copyright Works

1. Name the NRAEF work that you would like to use, adapt, or reproduce including the pages, sections, exhibits, or portions from the work that you would like to use:
2. Who will use this material? Who is the intended audience?
3. In what medium will you reproduce this material? How many copies of this material do you want to make? (if unknown, please estimate)
4. What do you plan to do with this material?
5. If you are requesting to use this material on a Web site, provide the address of the site and details about the site's security and the protection of the material here (attach additional pages, if necessary):
6. If you are requesting electronic files of a printed product, provide details about the security you intend to provide for those files to prevent unauthorized sharing or duplication:
7. When do you plan to publish/distribute this material?
8. Will this material be sold? If yes, please estimate the price.
9. Provide any additional details about your intended use here:

By signing here, I agree to the Terms and Conditions as listed on page 3 of this form, which govern the usage of the material I have requested to use:

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

# Terms and Conditions for Using a Licensed Mark or Work Owned by the National Restaurant Association Educational Foundation

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10. You agree that any violation of NRAEF's intellectual property rights or the terms and conditions hereunder will cause great harm to NRAEF and/or NRA Solutions and that, in addition to monetary damages, NRAEF and/or NRA Solutions may seek injunctive relief to address such harm.
11. This agreement will be governed by the laws of the State of Illinois. Any suit relating to this agreement will be brought only in Cook County, Illinois. You consent to the exclusive jurisdiction and venue of the courts located in Chicago, Cook County, Illinois, and you consent to service of process from Illinois.