



INTERNATIONAL HEADQUARTERS

3951 Snapfinger Parkway Decatur, GA 30035
Telephone: (404) 284-5533 Fax: (404) 284-0333

WWW.OPPF.ORG

@OFFICIALOPPF
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December 9, 2025

Dear Prospective Vendor,

Thank you for your interest in becoming an Authorized Vendor of Omega Psi Phi Fraternity, Inc.

Omega Psi Phi Fraternity, Inc. ("OPPF") has updated its vendor application and licensing process for the 2026 vending year.

Please review this information carefully before submitting your application.

A valid OPPF Vendor License is required to:

1. Manufacture or sell retail products bearing OPPF trademarks or tradenames ("paraphernalia"); and/or
2. Sell goods or services at any OPPF sanctioned public event.

To be considered for licensing (new or renewal), applicants must submit:

- Completed Vendor Application
- Required License Fee
- Signed Vendor Code of Conduct / Vendor Agreement
- Certificate of Insurance (COI)
- Verification of each item the vendor intends to sell bearing OPPF marks

A vendor is not considered licensed until the Certificate of License is posted to the vendor's profile in the Vendor Portal. Vendors should download and retain a copy of their Certificate of License to display at any authorized fraternity event where paraphernalia will be sold.

The 2026 vendor licensing term begins January 1, 2026, and expires December 31, 2026. All licensed vendors must follow the Fraternity's Branding Guide for official colors and design usage.



FOUNDERS: FRANK COLEMAN, EDGAR A. LOVE, OSCAR J. COOPER, ERNEST E. JUST. DECEASED.

II. Vendor Application and Important Dates

The 2026 Vendor License Application will open on Tuesday, December 9, 2025, at 10:00am Eastern Standard Time and will close on Thursday, July 30, 2026, at midnight Eastern Standard Time.

Once an application is started, the applicant has thirty (30) calendar days to complete the process. Any application not completed within the 30-day window will be administratively rejected and the deposit will be returned less a one hundred dollar (\$100.00) processing fee.

A deposit of \$250.00 is required for all applicants. Please note that \$100.00 of this deposit is non-refundable. The deposit will be applied toward the vendor's total license fees if the vendor is approved.

Applicants must submit updated company information when completing their application. If a P.O. Box is used, a physical street address must also be provided. **No exceptions will be made.**

Payments must be submitted through the OPPF Vendor Portal at <https://vendorportal.oppf.org> using debit or credit card only.

Existing vendors will use the same login credentials from the prior year. New vendors must create a profile prior to submitting any documentation or fees.

III. Vendor Code of Conduct

All applicants must review, acknowledge, and submit the Vendor Code of Conduct as part of the licensing process. The Code of Conduct establishes the minimum expectations for vendor behavior at all times when representing or conducting business involving the Fraternity. Violations may result in fines, suspension, or termination of a Vendor License for up to three (3) years at the sole discretion of the Fraternity.

Vendors must also implement internal procedures and training to ensure employees, staff, and representatives comply with the Vendor Code of Conduct.

IV. Certificate of Insurance (COI)

Each vendor must submit a Certificate of Insurance evidencing the following minimum coverage:

- \$1,000,000.00 per occurrence
- \$2,000,000.00 aggregate and product liability coverage

The Certificate Holder must read:

Omega Psi Phi Fraternity, Inc.
3951 Snapfinger Parkway
Decatur, Georgia 30035



The COI must also name Omega Psi Phi Fraternity, Inc. as Additional Insured.

If a vendor's insurance expires during the licensing year, the vendor must submit an updated COI within 72 hours.
Failure to do so may result in automatic termination of the Vendor License and removal from the Approved Vendor List.

V. Verification of Goods

Applicants must upload a photo or clear image of each item they plan to manufacture and/or sell that bears any OPPF mark.

Any new product that a vendor intends to manufacture, introduce, or offer for sale bearing any OPPF mark must receive prior written approval. Vendors are required to submit a physical sample of the proposed product to the Omega Psi Phi Fraternity, Inc. International Headquarters, Attention: Risk Management Department (see address below), for evaluation and authorization before production or sale.

VI. Proof of Ownership (Members Only)

Applicants who are financial members of Omega Psi Phi Fraternity, Inc. and seeking the member-based fee rate must provide proof of majority ownership, percentage of ownership, and their position within the business.

If proof of ownership is not provided, the application may be modified or rejected. Business names must be registered with the Secretary of State.

VII. Vendor Agreement

All applicants must sign and submit the Vendor Agreement. The application will not be finalized until the Agreement is executed and all required items are submitted and approved. Failure to submit the Vendor Agreement within the required timeframe will result in rejection of the application and the return of the deposit less the \$100.00 non-refundable amount.

VIII. Available Licensing/Fees

Applicants must submit the applicable license fee(s) from the following fee schedule. These fees do not include, or guarantee, booths or exhibit space at the Grand Conclave, Undergraduate Summit, Leadership Conference, or Regional Conferences which may be available at an additional cost.



Vendor License – Retailer Tier

- Verified Financial Members of Omega \$ 750.00
- Existing (Renewal) Vendors \$ 915.00
- New Vendors \$ 1,050.00
- Vendors with 10+ or more years of consecutive vending history with Omega \$ 815.00

Vendor License - Manufacturer Tier

- Existing (Renewal) Manufacturer ONLY \$ 2,500.00
- New Manufacturer ONLY \$ 3,500.00
- Existing (Renewal) Manufacturer and Vendor (Retailer) \$ 3,500.00
- New Manufacturer and Vendor (Retailer) \$ 4,500.00

Note: If you sell or plan to sell to other Vendors, you are considered a Manufacturer

Founders Mark – Please note that the right to sell goods/merchandise bearing the name(s), likeness, or reference to OPPF Founders, or Past or Present Grand Basilei (International Presidents) is explicitly prohibited without prior separate written permission.

Marketplace Add-On Fees (Optional)

Marketplace access is not included in standard Vendor License fees.

Marketplace Add-On Fees for 2026:

Platform-Equivalent Category	Example Platforms	Vendor Retailer Access Fee	Manufacturer Access Fee
Amazon-Equivalent	Amazon, Walmart Marketplace, Rakuten, eBay, Target Plus, Newegg	\$2,500	\$3,500
Etsy-Equivalent	Etsy, TikTok Shop, Facebook Marketplace, Instagram Shops, Zibbet, Big Cartel	\$1,500	\$2,500
Shopify-Equivalent	Shopify, BigCommerce, WooCommerce, Squarespace, Wix eCommerce	\$1,000	\$1,750
Temu-Equivalent	Temu, AliExpress, Wish, Alibaba	\$2,500	\$3,000



IX. Unauthorized Use of OPPF Trademarks / Tradename(s)

Any individual or entity seeking a Vendor License with a history of selling paraphernalia or services bearing OPPF Marks prior to being licensed may be subject to legal action, including monetary fines, in addition to licensing fees.

Failure to abide by these restrictions may result in the Fraternity's sole discretion, a fine, suspension or combination of the two; termination of your license, and all resulting damage including consequential and incidental to the Fraternity and its affected chapters and members.

X. Legal Notice

Any use of OPPF trademarks/tradenames must comply with these Trademark Guidelines, or other licensing/contractual arrangements with OPPF. Third parties, including licensees, may never claim ownership rights in OPPF trademarks/tradenames, or brands that are confusingly similar to OPPF trademarks/tradenames, in any manner, including without limitation as a trademark, service mark, company name or designation, domain name, social media profile/handle, or in any other manner. OPPF expressly reserves the right in its sole discretion to terminate, revoke, modify, or otherwise change its permission to use its trademarks/tradenames at any time and expressly reserves the right to object to any use or misuse of its trademarks/tradenames in any jurisdiction worldwide.

XI. Product Approval Requirement

Any new product that a vendor intends to produce, introduce, or sell bearing any OPPF Mark must be approved in advance by submitting a physical sample to:

Omega Psi Phi Fraternity, Inc. International Headquarters
Attn: Risk Management Department – Jeneba Norman
3951 Snapfinger Pkwy
Decatur, Georgia 30036

XII. Prohibited Items

Prohibited items include, but are not limited to: alcohol; tobacco; hazing; paddles and items tied to a culture of, and associated with, hazing (paddles); using the Crest or Shield on items that are related to children 18 years of age or younger; items that are sexist; sexually suggestive or explicit remarks; profanity; firearms or other weapons; or drug-related paraphernalia; controlled or illegal substance; that cast the Fraternity in a negative light; that endorses or associates the Fraternity with any other organization or entity without prior written expressed permission; anything that conflicts with the ideals and principles of the Fraternity; political campaigns or promotion of political causes; and those that are in bad taste, racist or demean another's heritage, sexual orientation, race, color or creed. All forms of subscriptions are prohibited unless by a separate written agreement with the Fraternity. In addition, Omega Marks may not be used on clothing for non-members, women, canine or animal reference.





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Required Documents Checklist:

- Vendor Application and Payment
- Verification of Goods
- Acknowledgment of Vendor Rules & Regulations
- Signed Vendor Code of Conduct / Vendor Agreement
- Certificate of Insurance

Please NOTE unless ALL requested documents are uploaded and approved within thirty days (30) of beginning your application, your application may be rejected, and your application fee will be returned less a \$100.00 administration fee for processing and handling.

If you have additional questions, please feel free to contact the International Headquarters, Vendor Relations team at vendors@oppf.org.

Sincerely,

John Howard
Executive Director
The Omega Psi Phi Fraternity, Inc.



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