The GO TEXAN Program of the Texas Department of Agriculture (TDA) is soliciting in-kind donations of GO TEXAN products to create photographic and/or digital images for promotional use and marketing activities including, but not limited to, product displays at events, individual and basket giveaways, GO TEXAN digital and print advertisements, and more.

By completing the attached GO TEXAN Product In-Kind Donation and Photography Consent and Release Form and mailing up to five (5) GO TEXAN products to TDA, you agree to the following:

* Donating your submitted GO TEXAN product(s) to TDA for agency purposes;
* Consenting to TDA full creative rights to style your GO TEXAN product(s) and take photographs of such product(s), individually or at TDA’s discretion, in groupings; and
* Authorizing TDA unrestricted use of all donated GO TEXAN products and all photographic images to promote the GO TEXAN program in various marketing and promotional advertisements, activities, and events.

In exchange for your donation, TDA will send you one (1) digital photo of each of your styled GO TEXAN products (maximum of five (5) products) in approximately 4-6 weeks from receipt.

**Please REMEMBER:**

* DO NOT send more than five (5) products. TDA will only photograph five (5) GO TEXAN products per GO TEXAN account even if your account has more than one (1) brand associated with it. If you send more than five (5) products, TDA will select product donations to photograph.
  + Photographs provided to donor will include one (1) product per photo;
* TDA will not mail back your donated GO TEXAN products. Upon receipt, donated products become the property of TDA for use for agency purposes.
* TDA will send you the final photos in a digital file, not printed.
* TDA will not be responsible for multiple rounds of editing. All digital files sent are FINAL. TDA is not guaranteeing the quality of its work.
* The GO TEXAN account holder is responsible for saving the digital files.
* This opportunity is only available to each GO TEXAN partner once a year (every 12 months). TDA will not accept any additional GO TEXAN product(s) submissions from the same GO TEXAN account within twelve (12) months of the first submission.
  + If donated GO TEXAN product(s) is damaged during shipping before it is received by TDA, TDA will request a replacement GO TEXAN product to be sent and shipped by the GO TEXAN account holder. TDA will not reimburse the cost of any shipping of GO TEXAN in-kind donations. Replacement of a damaged product is not required.
* It is the responsibility of the participating GO TEXAN account holder to send donations accompanied by the completed form, as required. Any modifications to this form will result in TDA’s acceptance of the donation with the right to decline to take or provide photographic images in return.
* TDA will not sell photographic and/or digital images.

Please complete the following donation form, print, sign and include it with your shipment of products. Please mail packages to:

**Texas Department of Agriculture**

**1700 N. Congress Avenue**

**11th Floor – GO TEXAN**

**Austin, TX 78701**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| section A | 1 Entity Providing Donation | | | |
| Business/Company Name | | | |
| 2 Mailing Address | | | |
| Address | | | Phone  (     )       - |
| City | State | Zip | GO TEXAN Account # |
| Email Address | | Email Address (Secondary) | |
| Company Website | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| section b | 1 Donation PURPOSE | | |
| It is my intention that this gift, grant, or donation be used for the purpose of (Specify): GO TEXAN Program photographs, advertisements, promotion, displays, marketing activities, or similar agency purposes. | | |
| The donation of the GO TEXAN items listed below has an approximate value of **$**  and is purely voluntary. I have no expectation of compensation. | | |
| **2 DONATED GO TEXAN ITEMS** | | |
|  | **Brand/Product Name** | **Product Description** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

|  |  |  |
| --- | --- | --- |
| section c | 1 SIGNATURE | |
| It is the desire of the undersigned to make a donation to the Texas Department of Agriculture (TDA). I understand that my donation will be reported by TDA in accordance with Texas Agriculture Code, Section 12.022.  I hereby consent and grant permission to TDA, its employees, and its agents the irrevocable and unrestricted right to obtain, reproduce, or otherwise use for the donation purposes above the photographic and/or digital images taken of the donated GO TEXAN items listed above for the purposes of publication, promotion, illustration, advertising, or trade, in any manner or in any medium.  I waive any right that I may have to inspect and approve the finished product that may be used or to which it may be applied now and/or in the future, whether that use is known to me or unknown. I waive any right to compensation, including royalties, arising from or related to the use of the donated product(s) or image(s) of the donated product(s).  I release and agree to hold harmless TDA, its employees, and its agents from all claims and any liability relating to use of the product(s) or images of the product(s). | |
|  | Date        /       / |

|  |  |  |  |
| --- | --- | --- | --- |
| sec. d | 1 submitting TDA Employee | | |
| Name | Employee Phone Number  (     )       - | Date (mm/dd/yy)        /       / |

|  |  |  |  |
| --- | --- | --- | --- |
| section e | 1 Approval signatures | | Date (mm/dd/yy) |
| Supervisor | Approved  Not approved  Revise | /       / |
| AC/RD | Approved  Not approved  Revise | /       / |
| Ethics | Approved  Not approved  Revise | /       / |
| Legal | Approved  Not approved  Revise | /       / |
| Financial Services | Approved  Not approved  Revise | /       / |