



## NEW MERCHANDISE VENDOR CHECKLIST

As part of Universal Parks & Resorts Merchandise Vendor Compliance Program, Universal Parks & Resorts, its parent and affiliate companies (“UPR”) tracks each vendor’s compliance to specific company requirements.

Please review our website at [www.nbcuretailcompliance.com](http://www.nbcuretailcompliance.com) for information on our compliance requirements with which all Vendors must comply in order to conduct business with UPR. Included on this website are several documents that must be signed by Vendor’s authorized representative and submitted **immediately prior** to UPR issuing a purchase order to Vendor.

Documentation which must be completed, signed (as applicable) and submitted are as follows:

- Signed UPR Merchandise Vendor Agreement (*original is required*)
- Signed Social Compliance / Factory Audit Policy Acknowledgment Form
- Valid Certificate of Insurance (*showing required coverage, limits and “additional insured” language, per Agreement*)
- Completed New Vendor Information Sheet
- Valid W-9 (or W-8BEN) (*form may be obtained at [www.irs.gov](http://www.irs.gov)*)
- Completed Third Party Manufacturer Factory Information
- Signed Consent Agreement to Use of Third Party Manufacturer (*must be completed for Third Party Manufacturer associated with merchandise produced for UPR. Form is attached to your Vendor Agreement*)

Please sign and return all originals and copies to UPR Merchandise Department as follows:

Universal Parks & Resorts  
Attn: Merchandise - Compliance  
1000 Universal Studios Plaza, B110-3  
Orlando, FL 32819  
[vendorcompliance@universalorlando.com](mailto:vendorcompliance@universalorlando.com)

**Both initial and subsequent purchase orders may be affected until all required documentation is returned from Vendor.**

Thank you for your kind cooperation. We look forward to working with you!

Melinda Miller  
Compliance & Licensing, Merchandise  
Universal Parks & Resorts / NBC Universal, Inc.