

2022 Promotional Items Category

Preferred Vendors by the Purchasing Dept. (vendors in alphabetical order)

- **Favorites Promotional Products**: Vendor ID A0000217010; contact: Mary Kay Casadaban; phone: 504 218 5227, email: MKC@FAVORITESPROMOTIONALS.COM; website: <https://www.favoritespromotionals.com/>
 - **Foley Marketing**: Vendor# A0000650400; contact: Tyson Foley; P: 504-361-7400; email: TYSONFOLEY@FOLEYMARKETING.COM; website: <https://www.foleymarketing.com/>
 - **ITC4 Promotional Marketing Group** Vendor # A0000718300; contact: Larry Manshel; P: 985-809-8081; C: 985-789-2459; email: larry@itc4promos.com; website: www.itc4promos.com ; (WOSB Woman Owned Small Business)
 - **Joe Cummins Advertising Specialties, Inc.** Vendor# A0000715540; contact: Joe Cummins; P: 504-430-9090; email: joecummins@joecummins.com; website: www.joecummins.com/
 - **Promo Direct** Vendor ID A0000904620 contact: ART GARCIA phone: 1-800-748-6150 X338 Email: ARTUROG@PROMODIRECT.COM website: <http://promodirect.com>
 - **REI Promos** Vendor # A0000879840; contact: Matt Lundy; P: 504-702-6600; C: 504-400-8839; F: 504-539-3688; email: Matt@REIPromos.com ; website: www.REIPromos.com; (WOSB Woman Owned Small Business)
 - **Staples Promotional Products** Vendor #A0000905090; contact: Shannan Beason; P: : 832.496.6972; email: Shannan.Beason@staples.com; Alternate contact: Shannon Buie (913)-319-4698 x94698; email: Shannon.buie@staples.com; Website: <http://www.staplespromotionalproducts.com/>
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- ❖ You may use any one of the vendors listed above for promotional items – this excludes t-shirts. **See *Preferred Vendors T-Shirt list***.
 - ❖ Please do not authorize any order to a vendor without an approved purchase order # from the Purchasing Dept and artwork approval from the Marketing Dept. and end user.
 - ❖ **Any quotes exceeding \$2500 must be bid out by the Purchasing Department. 3 quotes are required. Contact Lisa Kibler @ 504-865-3189.**
 - ❖ **If you need assistance on sourcing promotional items or obtaining quotes, please call Lisa Kibler x3189 or email lgkibler@loyno.edu.**
 - ❖ Please provide all vendor feedback (pros and cons) to Lisa Kibler – Loyola University Purchasing Dept. 504-865-3189 or lgkibler@loyno.edu .

IMPORTANT NOTE for Artwork:

When ordering any products with “Loyola University New Orleans” and/or any “Loyola logo” on them, the artwork and colors must be approved by Marketing by submitting artwork to:

Marketing approval form for logos:

<https://app.smartsheet.com/b/form/ef52778a071e4282a17fe819dd3fe755>

*You will be notified by Marketing once artwork is approved.

NOTE: All final proofs need to be approved by Marketing’s Hollie Garrison

hagarris@loyno.edu **prior to approving a proof.**

- Artwork should be sent in the following formats: *.eps* or *.ai* files (not created in Microsoft Word, but an illustrator program)