

## **FACILITY AND MERCHANDISE AUTHORIZATION APPLICATION INSTRUCTIONS**

Attached is a sample Facility and Merchandise Authorization (“FAMA”) Application that must be completed for each Facility (as defined below) that you plan to use for your business with The Walt Disney Company and/or an affiliate (collectively, “Disney”). You must submit a separate FAMA Application in each geographic market in which you do business with Disney if you plan to use a Facility in connection with your Disney work in that geographic market. Therefore, you will need to submit multiple FAMA applications for a Facility if you work with Disney in multiple geographic markets. A list of the geographic markets is set forth in the table below.

- Please visit [www.disneylaborstandards.com](http://www.disneylaborstandards.com) to access the most current electronic version of the FAMA Application form so that you can complete a FAMA Application for each Facility you intend to use for your work in a geographic market.
- Once a FAMA Application is completed in English, please send each completed application, together with any required supporting documentation, to your designated Disney ILS Representative you have listed in Section 3 below by email.
- Disney will review the information and determine whether to authorize the Facility to produce Disney-branded products (as defined below).
- **DISNEY-BRANDED PRODUCTS MAY NOT BE PRODUCED OR HANDLED AT ANY FACILITY UNLESS AND UNTIL YOU RECEIVE A SIGNED FAMA FROM DISNEY FOR SUCH FACILITY.**
- When your contract(s) are renewed, you should submit a new FAMA Application to your Disney ILS Representatives; however, Disney may not issue a new signed FAMA if your previously issued signed FAMA is still valid.
- You also may present the Disney-signed FAMA to Customs officials to facilitate the importation of properly authorized Disney-branded products if the Facility is outside the territory where the goods are to be sold.

REGION	GEOGRAPHIC MARKETS
ASIA, THE PACIFIC ISLANDS, AUSTRALIA AND NEW ZEALAND (APAC)	Australia/New Zealand, Hong Kong, India, Indonesia, Japan, South Korea, Malaysia, Philippines, PRC, Singapore, Taiwan, Thailand, Vietnam
EUROPE, THE MIDDLE EAST AND AFRICA (EMEA)	Benelux, Denmark, France, Germany, Greece, Hungary, Iberia, Israel, Italy, London (regional), Middle East, Poland, Russia, South Africa, Sweden, Turkey, United Kingdom (except London)
LATIN AMERICA (LATAM)	Argentina, Bolivia, Brazil, CAC (Central America and the Caribbean), Chile, Colombia, Ecuador, Mexico, Miami, Paraguay, Peru, Uruguay, Venezuela
NORTH AMERICA (NA)	Burbank, Canada, Orlando, USA (except Miami)

**Definition of “Facility”:** Any of Licensee’s or Vendor’s own or third-party manufacturers, vendors, factories, farms, suppliers, and other facilities (as well as any subcontractors) that produce, process, finish, assemble (including without limitation, the combination of one (1) or more individual products together into a separate product set, bundle or multi-pack), or package products, components of products, product packaging, advertising and/or promotional materials, or other items related thereto, in each case in physical form (i.e., not in digital form only), that contain, incorporate or apply any Disney intellectual property (i.e., any names, marks, logos, characters, artwork or other proprietary material owned or controlled by The Walt Disney Company or any of its affiliated companies), all of which are hereby referred to as **“Disney-branded product”**.

**Exclusions:** At this time, facilities that do not need to be declared, and for which no FAMA Application is required, include (i) facilities that produce blank or generic products, components or materials that DO NOT contain, incorporate or apply any Disney intellectual property (such as blank or generic cardboard boxes, plastic wrap or plain buttons) and (ii) raw materials suppliers, fabric mills or processors of generic commodity items such as cotton, metal and paper that DO NOT contain, incorporate or involve the application of any Disney intellectual property.

Unless they are involved in the activities described in the definition of Facility above, DO NOT list agents, business offices or showrooms as a Facility.

Facilities may only be located in Permitted Sourcing Countries.

For additional clarification and other sourcing restrictions, please see the ILS Program Manual.

**Incomplete or illegible forms will be returned to you for resubmission.**

# FACILITY AND MERCHANDISE AUTHORIZATION (FAMA) APPLICATION

*\*Required Fields*

1. COMPANY INFORMATION (LICENSEE/VENDOR)			
*Company Name:		*Company Contact Name Given / First Name: Family / Last Name:	
Company Address: *Street / number:  *City: Town: *State/Province: *Country: Postal Code:		Job Title:	
		*Primary E-mail:	
		*Telephone number(s): Telephone extension:	
		Mobile number(s):	
		Additional contact name, job title, telephone number and email:	
2. FACILITY INFORMATION			
<p><i>By submitting this FAMA Application, Licensee/Vendor represents that it has obtained the Facility Contact's consent to his/her personal information being used in accordance with the terms of Disney's Privacy Policy for Business Customers and Suppliers (applicable for countries for which such policy is in effect).</i></p>			
*Facility Name:		*Facility Contact Name (Facility owner or manager): Given / First Name: Family / Last Name:	
Facility ILS Number:		Facility Contact Job Title:	
Previous/Alias Names by which this Facility is known:		Facility E-mail:	
Facility Address: *Street / Number:  *City: Town: *State / Province: *Country: Postal Code:		*Telephone number(s):	
		Mobile number(s):	
		Additional contact name, job title, telephone number and email:	
		*Is this Facility owned by the Company (Licensee/Vendor)?  Yes _____ No _____	
Facility GPS location:		Facility Website:	
3. AGREEMENT			
<i>(Include all Business Units you engage with by Geographic Market)</i>			
Disney Business Unit:	Disney Business Unit Contact:	Disney Contract/Deal number(s):	ILS Representative: