



Policies for Marketing

HGACBuy Cooperative Purchasing Program authorize the right to copyright, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of me to be used in and/or for legally promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, the HGACBuy website and social networking sites, and other print and digital communications, without payment or any other consideration. I agree that HGACBuy may use or reproduce such photographs with or without my name or biography and for any lawful purpose including the previously mentioned promotional materials. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing.

This procedure provides guidance regarding proper marketing practices and sets forth the responsibilities of those engaged in the public outreach of company products or services.

Public outreach practices or activities that could harm HGACBuy, its employees, its customers, or government agencies are prohibited regardless of the justification for such activities. Prohibited activities include the following:

- Using deceptive or misleading statements.
- Attempting to induce individuals to place their personal interests above those of the companies or organizations they represent.
- Attempting to restrict competition by
 - Inducing a competitor or customer to breach a contract with a third party.
 - Obtaining unauthorized access to classified or proprietary information or documents.
 - Securing an unfair competitive advantage.
- Violating any law or regulation
- Engaging in any activity that could damage the company's reputation.

*Any violation listed above will receive a notice.

Procedures for Marketing

All Contractors/Vendors releasing brochures, publications, article submissions to press or journals relating to HGACBuy will need to be reviewed by HGACBuy Marketing Team (**7-10**) days prior to submitting literature (including *Press Release*).

For any HGACBuy brochures, placers and digital logos visit our [Marketing Resource](#) page.

The link below will take you to our Public Relations contact form located on the Calendar page of the HGACBuy webpage. For those representing more than one contract category please do not fill out multiple forms.

There are (3) slots for the Contract/Product Category (include the Contractor Company Name). Make sure to attach the most recent logo for each contract you represent (*High Res., TIF, JPG and PNG*).

If you need additional slots, please email me at hgacbuy@h-gac.com.

If you don't see your product category/service, please email me so that I can add it. This information will be requested every two years from the date of entry.

Public Relations Contact

If you have done this update – please disregard. We look forward to working with you.

Contact Information:

tanya.campbell@h-gac.com

Principle Outreach Coordinator

carrington.barfield@h-gac.com

Outreach Coordinator

jacquelyn.carter@h-gac.com

Outreach Coordinator

Office: 713.627.3200

Toll Free: 1.800.926.0234

Fax: 832.681.2553