

# **SIGNING A LICENSE AGREEMENT (2020 VERSION) ON MARKETPLACE 2.0**

*June 2020*



**RAINFOREST  
ALLIANCE**



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## SIGNING A LICENSE AGREEMENT (2020 VERSION) ON MARKETPLACE

Our latest license agreement (2020 Version) is required for approval to use our new certification seal. Requesting this license agreement and signing it is easy.

To request it, simply log into Marketplace\* (<https://marketplace.ra.org>) and click on the "License Agreements" tab (left-hand side) and then on "New":

The screenshot shows the Marketplace 2.0 interface. The top navigation bar includes the Rainforest Alliance logo and 'Marketplace 2.0'. The left sidebar has a menu with 'Legal Agreements' highlighted. The main content area is titled 'Legal Agreement overview' and contains a 'New' button and an 'Export list' button. Below this is a table with columns for Status, Type, Company, and Start Date. The table currently shows 'No records' and a pagination control for '1 of 1 pages'.

Confirm/update your company's details and select its legal entity.

The 'Add Legal Agreement' form contains the following fields and options:

- Buttons: Cancel, Save, Send
- Section: Legal Agreement
- Legal Name of Company: ABC Coffee Roasters, LLC
- Country of Legal Registration or Jurisdiction: United States
- State of Legal Registration or Jurisdiction: Vermont
- Type of Legal Entity: Limited liability company
- User: User Example (rac@ra.org)
- Permitted sublicensees: + Add site
- Table for adding sites with columns: Company name, Company address, City, Post code, Country

If you want to add a sister or daughter company or another site to your license agreement as a permitted sublicensee, click "Add site" at the bottom right of the form. Those added will be covered under the same license agreement. (For mother-daughter companies and multi-sites, there is no need for every office or site to sign its own license as they can be added in this way as permitted sublicensees.)

*\*If your company has Rainforest Alliance and UTZ accounts on Marketplace, it does not matter which account you use to log in. For example, if you log in with your UTZ account, you can request the license agreement and add the Rainforest Alliance as a permitted sublicensee using the "Add site" button.*



Then click on “Send” to send us your request. Your request will have the status “Requested.” (If you see the status “Draft”, it means we haven’t received your request and “Send” needs to be clicked on.)

Legal Agreement details .

Contact Us

Legal Agreement Status history (Requested.)

UE Last posted by User Example

Type of Agreement	ⓘ
Legal Name of Company	ABC Coffee Roasters, LLC
Country of Legal Registration or Jurisdiction	United States
State of Legal Registration or Jurisdiction	Vermont
Type of Legal Entity	Limited liability company
User	User Example (rac@ra.org)

Permitted sublicenses:

Company name	Company address	City	Post code	Country
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Within a few business days, you will receive an email with the license agreement to review and sign.

Ensure the license agreement is signed in the **two** areas for your company's signature and that all the fields (signer's name, signer's job title, date, etc.) are filled in as missing details could cause a delay. Then, scan the document and follow the link in the email to return the agreement on Marketplace. (Be sure you log in to Marketplace using the same username you used to request the license agreement.) When on Marketplace, click on “Update”.

Legal Agreement details .

Update Req. edits Send Contact Us

Legal Agreement Status history (Ready for signature)

VC Vilma Cabrera  
Agreement from Rainforest Alliance: ABC Coffee Roasters, LLC\_LA 2020\_6.28.2020.pdf

Legal Name of Company	ABC Coffee Roasters, LLC
Country of Legal Registration or Jurisdiction	United States
State of Legal Registration or Jurisdiction	Vermont
Type of Legal Entity	Limited liability company
User	User Example (rac@ra.org)

Agreement from Rainforest Alliance to be signed	📄 Rainforest Alliance License Agreement(2020).pdf
Agreement from Rainforest Alliance	📄 ABC Coffee Roasters, LLC_LA 2020_6.28.2020.pdf
Upload agreement for Rainforest Alliance ⓘ	ⓘ

Permitted sublicenses:

Company name	Company address	City	Post code	Country
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Click "Drop file or click to upload", upload your signed license agreement, and click "Send".

Cancel Save Req. edits **Send** 2.

Legal Agreement Status history (Ready for signature)

**VC** Vilma Cabrera  
Agreement from Rainforest Alliance: ABC Coffee Roasters, LLC\_LA 2020\_6.28.2020.pdf

Legal Name of Company ABC Coffee Roasters, LLC  
Country of Legal Registration or Jurisdiction United States  
State of Legal Registration or Jurisdiction Vermont  
Type of Legal Entity Limited liability company  
User User Example (rac@ra.org) x

Agreement from Rainforest Alliance to be signed Rainforest Alliance License Agreement(2020).pdf  
Agreement from Rainforest Alliance ABC Coffee Roasters, LLC\_LA 2020\_6.28.2020.pdf  
Upload agreement for Rainforest Alliance ⓘ \* Drop file or click to upload 1.

Permitted sublicensees: + Add site

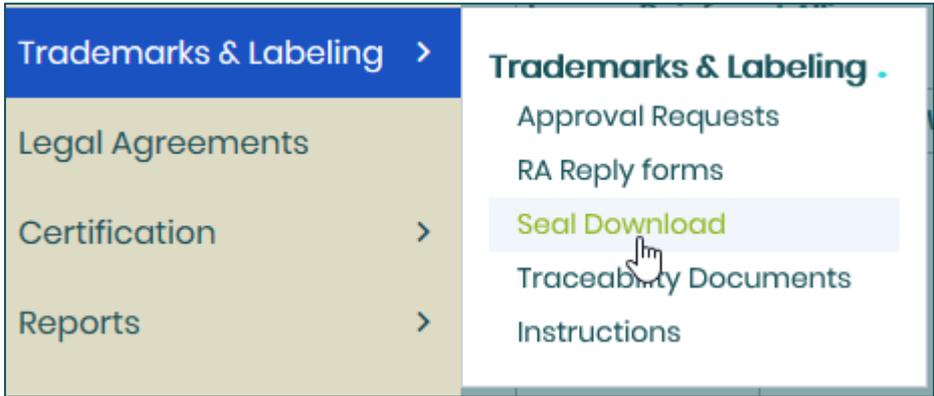
Company name	Company address	City	Post code	Country
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In a few business days, we'll email you the countersigned agreement for your records. It will also be available for download on Marketplace in the Legal Agreements tab.



## DOWNLOADING THE NEW RAINFOREST ALLIANCE CERTIFICATION SEAL

To download the new certification seal from Marketplace, simply click the “Trademarks & Labeling” tab and select “Seal Download”:



You will be able to download the new seal in high and low resolution in all its approved colors:

New Rainforest Alliance certification seal (with frog)	
Printing	Electronic/Web
<ul style="list-style-type: none"> <li>• Core green (Pantone 3165) on a white background_CMYK</li> <li>• Core green (Pantone 3165) on a white background_3165</li> <li>• Core green (Pantone 3165) on a transparent background_CMYK</li> <li>• Core green (Pantone 3165) on a transparent background_3165</li> <li>• Black on a white background_CMYK</li> <li>• Black on a white background_Pantone-BlackC</li> <li>• Black on a transparent background_CMYK</li> <li>• Black on a transparent background_BlackC</li> <li>• White on a transparent background</li> </ul>	<ul style="list-style-type: none"> <li>• Core green (Pantone 3165) on a white background</li> <li>• Core green (Pantone 3165) on a transparent background</li> <li>• Black on a white background</li> <li>• Black on a transparent background</li> <li>• White on a transparent background</li> </ul>

Companies logged in under a pre-merger Rainforest Alliance account, will also be able to download the legacy Rainforest Alliance Certified™ seal. Beginning on September 1<sup>st</sup>, companies working with cocoa will not be able to download the legacy seal.



## FREQUENTLY ASKED QUESTIONS

### **I already have a signed and valid license agreement (LA) with the Rainforest Alliance, but not the 2020 Version. Do I need to sign this new LA?**

If you want to use the new seal, the 2020 Version of the LA is required. If your previous LA is still valid and you want to continue using the legacy Rainforest Alliance Certified™ seal, you don't need to sign the new license agreement. (Note that we can't approve designs with the legacy seal for certified cocoa beginning on September 1, 2020. For more information on the timeline of the new seal for cocoa see [this page](#).)

### **How many sites or related companies can I add to my license agreement as Permitted Sublicensees?**

There is no limit to how many sublicensees/sites can be added.

### **Can I use the new seal while the license agreement is being signed?**

Artwork approval requests can be submitted before the license agreement is signed, but we can't approve requests for you until the new license agreement is finalized.

### **How can I submit my designs with the new seal for review and approval?**

[This step-by-step document](#) details how to upload materials on Marketplace in the Trademarks & Labeling tab.

### **Will the official files of the new seal only be available after my new license agreement is valid?**

You can download the new certification seal from [Marketplace](#) (under Seal Download in the Trademarks & Labeling area) while the process of signing a new LA is under way. Please also review the [Labeling & Trademarks Policy](#) and [Graphics Guidelines](#) to learn more about using the new seal.

For more information, please visit our page about our new certification seal [here](#) and our FAQ on the new seal [here](#).

If you have any questions, email the Customer Success team at [cs@ra.org](mailto:cs@ra.org) and we'll be happy to assist you!