

International Institute of Marketing Professionals Corporate Identity Program

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Introduction

Corporate Identity is the persona, distinguished character of IIMP®. It is the value of one's vision, purpose, values ethical stance, leadership and principles held by IIMP®. This is what differentiates it from the rest. And it is the way these values are communicated verbally, in writing, and graphically in the corporate logo, design and colors. IIMP® corporate identity will merge itself in strategy, culture and communications to present a memorable personality to prospects and customers.

IIMP® corporate identity goes beyond the visual effects, and penetrates deep into the heart of who we are. Professionalism, courtesy, responsiveness, integrity all will make up the environment in which our customers will conduct their business.

IIMP® will communicate its corporate identity through its Products and Services. The key is to define how well we communicate our vision and values by means of the identity and image of its products and services always keeping the target audience involvement in mind. The public's image of IIMP® is largely a result of the user product and service experience which should be supported by an effective communication system. It is important to check impact on how the market perceives and interprets IIMP® brand or corporate image and identity.

Our 'Right' corporate identity will touch on everybody in the company, from the person who answers the phone to the CEO. While the logo and the company look is important, the way we and our employees communicate with customers, how we project the firm's values day to day, how we manage our team - that is what builds corporate identity.

IIMP®'s Corporate Identity Manual (CIM) identifies the Institute of Marketing Professionals Product and Services. The primary goal of the corporate identity program is create an identity that will individually and collectively help to create value judgements based on the appearance of corporate stationery, publications, advertising, buildings, interior spaces, and signage and ensure that the image they convey is both correct (as desired) and consistent.

IIMP® corporate identity manual is a formal, organized and planned program and will help to establish IIMP® identity. IIMP® CIM is deeply rooted in the core values of the organization (The 4 Pillars).

Brand management & advertising specialists, printers, interior designers, and a variety of specialists in addition to the main identity designers were involved in creation of the CIM. The coordinated involvement of all of these people in the design process has a clear statement of goals, and a commitment to the importance of the CIM.

The CIM is a management tool to coordinate the efforts of everyone involved in the implementation of the identity program. It is a style guide that promotes standardization. In addition to important information regarding everything from the corporate symbol to furniture, the Corporate Identity Manual contains a message from the MD/CEO of the organization who has set the four pillars of the IIMP® organization.

These 4 pillars should reinforce the importance of both the changes being made and of following the guidelines that the manual establishes. The manual also provides detailed guidance for the maintenance of the program when the consultant is no longer involved. The IIMP® Corporate Identity Manual must be viewed as being in a continual state of evolution. Procedures should be established for making the changes that will inevitably be required.

This manual will help ensure consistency by providing standards and specifications for the use of IIMP® corporate identity on a variety of situations. This manual should be followed for all printed and multi-media communications, including stationery, forms, websites, publications of signage. In advertising the manual will show how the corporate identity is applied to mass media applications such as internet applications, newspapers, and television.

The IIMP® CIM will be readily accessible to everyone that needs it and will serve the useful purpose of providing a place to go for information and guidance. It is important, and this manual is flexible enough to accommodate the change that will be inevitable. The manual is never "done". It will be updated on demand.

Vickram Aadityaa - AVP Brand Management

IIMP® Products & Services

DESIGNATIONS & CERTIFICATIONS

Associate CMMP® Manager CMMP® Executive CMMP®

Chartered CMMP®

IIMP® Professional Development Certification

MEMBERSHIP CATEGORIES

IIMP® Student Member

IIMP® Regular Member

IIMP® Professional Member

IIMP® CMMP® Member

IIMP® Corporate Member

IIMP® Fellow Member

EDUCATION PARTNERS

IIMP® Recognized Educational Institution

IIMP® Accredited Educational Institution

IIMP® Certified Study Centre

IIMP® Authorized Professional Training Centre

IIMP® Authorized Exam Invigilation Centre

OTHER PARTNERS

IIMP® Media Partner

IIMP® Affiliated Partner (Partner function to be determined)

IIMP® Chapter / CMMP® Chapter

PUBLICATIONS

Associate CMMP® Handbook

Manager CMMP® Handbook

Executive CMMP® Handbook

Chartered CMMP® Handbook

IIMP® Newsletter

IIMP® Press Releases

IJMPP - International Journal of Marketing

Principles and Practices

IAMST - Internationally Accepted Marketing

Standards Setting Guide

IAMST - Internally Accepted Marketing Standards

IIMP® Marketing Practitioner Magazine

CONFERENCES & EVENTS

IIMP® Marketing Global Congress

IIMP® Conference Partner

IIMP® Educational Seminar (Name to be finalized)

SPONSORSHIP PACKAGES

IIMP® Platinum Sponsor

IIMP® Gold Sponsor

IIMP® Silver Sponsor

IIMP® Bronze Sponsor

IIMP® Congress Platinum Sponsor

IIMP® Congress Gold Sponsor

IIMP® Congress Silver Sponsor

IIMP® Congress Bronze Sponsor

IIMP® Seminar Platinum Sponsor

IIMP® Seminar Gold Sponsor

IIMP® Seminar Silver Sponsor

IIMP® Seminar Bronze Sponsor

IIMP® Academician Award Sponsor

IIMP® Practitioner Award Sponsor

IIMP® Student Award Sponsor

AWARDS

Country Level Awards:

IIMP® Country Award for Marketing Academicians

IIMP® Country Award for Marketing Practitioners

IIMP® Country Award for Marketing Students

IIMP® Country Award for Organizations

International Awards

IIMP® International Award for Marketing Academicians

IIMP® International Award for Marketing Practitioners

IIMP®International Award for Marketing Students

IIMP® Country Award for Organizations

The above IIMP® awards will be offered in the following marketing areas:

Account Based Marketing

Affiliate Marketing

Brand Management

Community Marketing

Consumer Behaviour

Customer Relationship Management Marketing

Dashboards, Marketing KPIs (ROI)

Experiential Marketing

Geomarketing

Global Marketing

Health Care Marketing

Internet Marketing

Marketing Channels Management

Marketing Communications

Marketing Ethics & Compliance

Marketing Intelligence System

Marketing Planning

Marketing Research

Mobile Marketing

New Product development

Pricing (Strategy, Methodology & Financial Implications)

Relationship Marketing

Retail Management

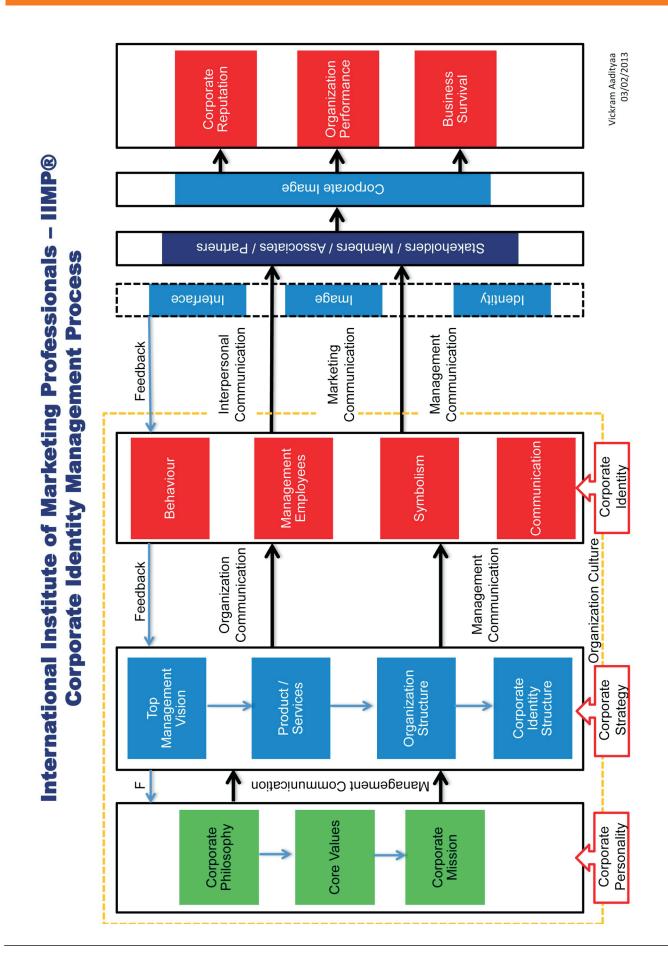
Service Marketing

Social Media Marketing

Strategy Marketing

Sustainability Marketing

Value-Based Marketing

































Four Pillars of IIMP®

The International Marketing Management Professionals (IIMP®) aims to develop Marketing professionals who are not only specialists in their chosen field, but also contribute in further development of the field. They will be seen as reliable and dependable team members having latest knowledge with high ethical standards. IIMP® membership is based on four significant pillars: Integrity, Knowledge, Professionalism and Excellence.

A brief description of these four pillars of IIMP® members is given below to define and describe the IIMP® approach.

Integrity

This refers to the strength of character, encompassing high standards of honesty and ethics. In today's corporate world, where several high-ranking individuals and organizations are found involved in malpractices, a high degree of personal integrity has become the most desirable and sought after trait in professionals.

IIMP® aims to provide skills that enrich learners with qualities to develop as truthful, honest, reliable and dependable professionals.

Knowledge

This refers to the collective level of information, experience and insights gained through study of a chosen field. In current scenario, knowledge has become the competitive edge for any individual or the organization, more than financial or marketing strengths.

IIMP®'s educational program is designed to provide the candidates with the latest, updated and synthesized knowledge, covering not only about Marketing Management, but also key aspects of business environment, international practices, case studies and exercises.

Professionalism

Professionalism itself is not just one quality, but a bundle of qualities:

- Having specialized knowledge, practice & expertise in a chosen field of operation
- . Being responsible, focussed, committed and accountable for efforts and also the results to the client.
- High quality of service, presentation, communication, research and literary skills.
- A neat, well-dressed, confident disposition, reflecting graceful.
- Effective management of time & resources.
- Maintaining smooth relationships with effective management of expectations, conflicts, and stress.
- Emotional intelligence, to remain calm even under pressure, and not being carried away by emotions.

IIMP® membership program is well-designed to impart all above qualities to its members through a large number of modules on soft skills, so that Certified Marketing Management Professionals (CMMP®) stand out due to their visible professionalism.

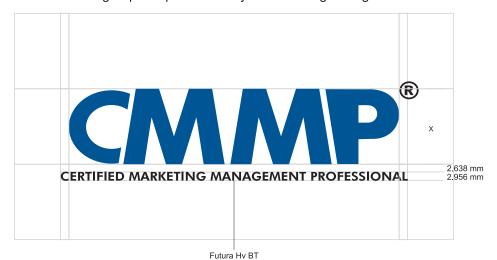
Excellence

To excel is not just being the 'best', but rather being 'Better than the Best' in all aspects. Excellence is not a static position attained once, but a continuously moving target to surpass one's own achieved position through constant updating and improvements in personality and performance.

IIMP® membership program is designed to fill-up its practitioners with a zeal for excellence in all their endeavours. IIMP® Certification would become a symbol of Excellence in the professional world.

Nisar Butt - President / CEO

Safe space with the name of group companies. Always use the original digital artwork. Do not recreate.













INTERNATIONAL JOURNAL OF MARKETING PRINCIPLES AND PRACTICES

IIMP[®] ORANGE R244, G123, B32 C0, M64, Y100, K0 PANTONE 152 C

IIMP® BURGUNDY C0 M100 Y60 K55 R112 G27 B26 PANTONE 202 C

INTERNATIONAL JOURNAL OF MARKETING PRINCIPLES AND PRACTICES

INTERNATIONAL JOURNAL OF MARKETING PRINCIPLES AND PRACTICES

IIMP® Blue C100 M58 Y0 K21 R G85 B150 PANTONE 647 C



IIMP® GREEN C100 M20Y80 K25 R24 G60 B71 PANTONE 349 C







IIMP® BURGUNDY C0 M100 Y60 K55 R112 G27 B26 PANTONE 202 C



IIMP® BROWN C0 M20 Y40 K40 R44 G22 B111 PANTONE 7503 C







IIMP® GREEN
C100 M20Y80 K25
R24 G60 B71
PANTONE 349 C













































10





Color Palette

IIMP® Blue C100 M58 Y0 K21 R G85 B150 PANTONE 647 C IIMP® BLACK C0 M0 Y0 K100 R31 G26 B23 PANTONE Process Black C IIMP® ORANGE R244, G123, B32 C0, M64, Y100, K0 PANTONE 152 C IIMP® BURGUNDY C0 M100 Y60 K55 R112 G27 B26 PANTONE 202 C IIMP® GREEN C100 M20Y80 K25 R24 G60 B71 PANTONE 349 C IIMP® BROWN C0 M20 Y40 K40 R44 G22 B111 PANTONE 7503 C









Coloured corporate identity on a white background. This is the most preferred use.









Coloured corporate identity on a black background.



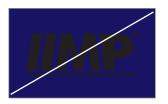




Corporate identity on an orange background

Corporate identity in black on a white background.





On corporate colours do not use corporate identity in black.





Corporate identity on a blue green background.









Coloured corporate identity on a white background. This is the most preferred use.

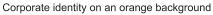








Coloured corporate identity on a black background.





Corporate identity in white on a black background.



Corporate identity on Burgundy background



Corporate identity in black on a white background.





On corporate colours do not use corporate identity in black.





Corporate identity on a blue green background.

Correct and Incorrect Usage

Do not use the Identity on light coloured backgrounds. (logo in white or gray)

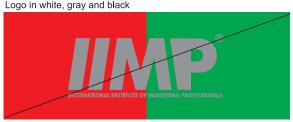




Do not use the Identity on dark coloured backgrounds. (logo in black)



Do not use the Identity on contrasting backgrounds.





Do not use the Identity on light coloured backgrounds. (logo in white or gray)





Do not use the Identity on dark coloured backgrounds. (logo in black)



Do not use the Identity on contrasting backgrounds.





- Do not recreate the IIMP[®] Corporate Identity. It has been specially drawn and approved. Use the digital artwork included in the Artwork Resource CD.
- Do not change or redraw any elements of the Identity.
- Do not change the typeface in the Identity.
- Do not add other colours to or reverse out any part of the Identity.
- Do not change the proportions of the Identity elements.
- Do not enclose the Identity in a box or other shape.
- Do not reproduce the Identity smaller than the minimum size or create repeating patterns with the Identity.
- Do not reverse the hierarchy of the Identity.
- Do not add any other brand lines, phrases or graphics within the safe space or incorporate the Identity into a sentence.
- Do not place the Identity at random angles.
- Do not outline the Identity.
- Do not add gradations, 3D effects, drop shadows, sparkles, distortion or other graphic effects to the Identity.

Halvett

Halvett Normal

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Halvett Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Halvett Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Halvett Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Halvett Cond

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Arial

Arial Normal

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Verdana

Verdana Normal

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Verdana Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Halvett BlackCond ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz 12345678910

Halvett Heavy

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Halvett Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghjklmnopqrstuvwxyz 12345678910

Halvett Thin

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghjklmnopqrstuvwxyz 12345678910

Arial Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Arial Narrow

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910

Verdana Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 12345678910



'X' represents the height of the IIMP® logotype. It is the basis on which the dimensions of the other parts should be calculated, so as to arrive at the correct proportions.

The Corporate Identity cannot be used in any other form, proportion and colours other than those mentioned in this document. Do not alter the spacing between the characters of the IIMP® logotype.



To maintain visual clarity, the IIMP® Identity must never appear to be linked to or be crowded with text, photographs or graphic elements.

X' represents the height of the IIMP® logotype. Always maintain the minimum safe space of 'X' around the IIMP® Identity to preserve its integrity.

Safe space has an invisible boundary. It should never be made visible.



To protect integrity, legibility and impact, the size of the IIMP® and its Product / Service Identity should not be smaller than the minimum size prescribed above.

Common error

Accompanying text or pictures should not be placed so close to the logo that they appear to be part of the logo.

IIMP[®] Stationery – Visiting Cards



(Front - without photo)



(Front - with photo)

IIMP® Identity in Corporate Blue Colour

A) Name of the Person

Typeface: Halvett Bold Type size: 7.5 point

B) Designation

Typeface: Halvett Normal Type size: 6.5 point

C) Company Name

Typeface: Halvett Bold Type size: 6.5point

D) Address & Contact Details

Typeface: Halvett Normal Type size: 6.5 point

Paper: Comet 350gsm Colour: Bright White Size: 92mm x 54mm

Printing Type: Logo/ Colour -Offset Printing both side Address/ Black - Screen Printing

IIMP® Identity in Corporate Blue Colour

IIMP® Blue



Process (CMYK): C100 M58 Y0 K21

RGB:

R0 G85 B150

Pantone:

PANTONE 647 C

IIMP® Black



Process (CMYK): C0 M0 Y0 K100

RGB:

R31 G26 B23

Pantone:

Process Black C



Back side for cross roles only

IIMP® Identity in Corporate Blue Colour

Cross Roles

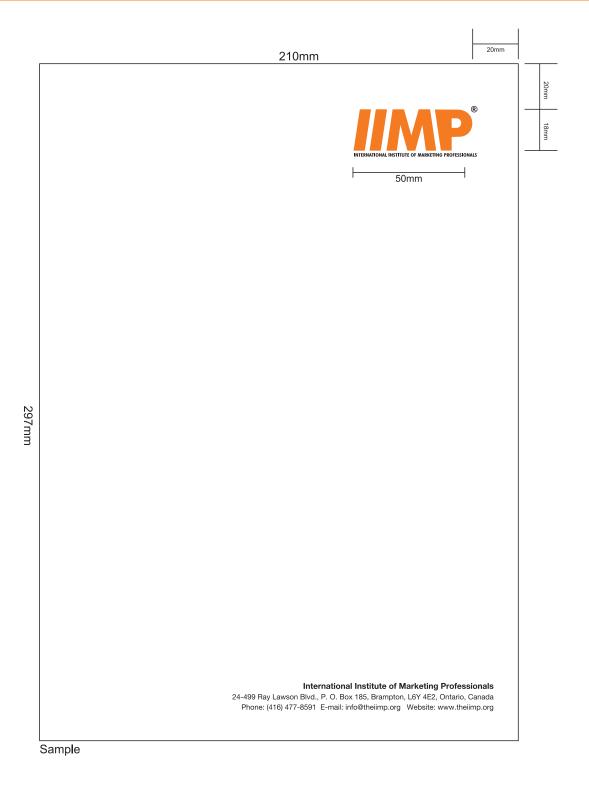
When member staff holds an administrative role in addition to his professional role, or any other - each position appears on different sides of the card. The main role should appear on the same side as the corporate masthead.

(if no cross role then mention - core values (4 Pillars)

Integrity Knowledge **Professionalism Excellence**

Typeface: Halvett Bold Type size: 9 point

IIMP® Stationery - Letterheads



• Paper: Executive Boand 120 gsm Colour: Bright White

• Size: A4

• Printing Type: Logo/ Colour -Offset Printing

Note: Print Letterhead without Address for Continuation Sheet

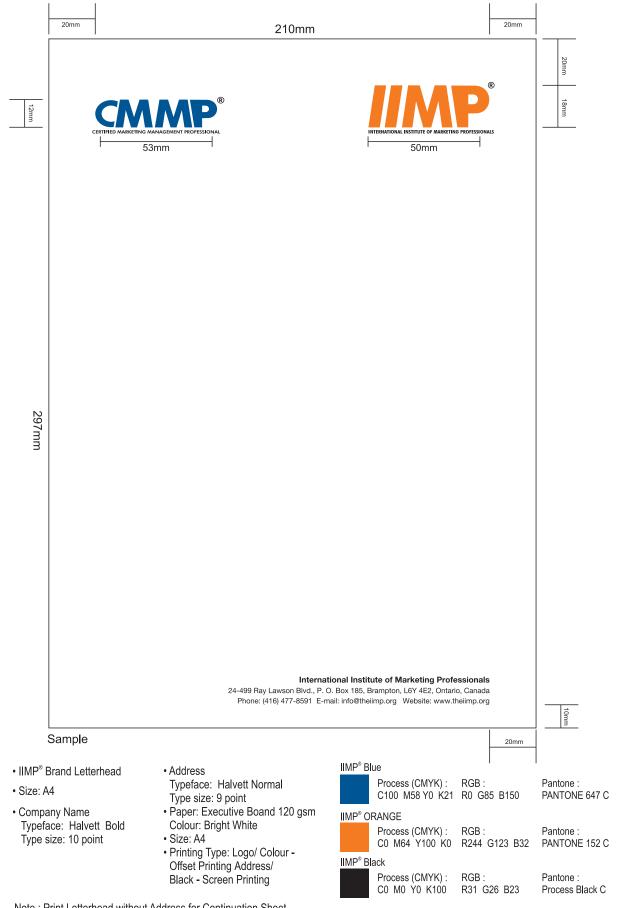
IIMP® ORANGE

Process (CMYK): C0 M64 Y100 K0

RGB:

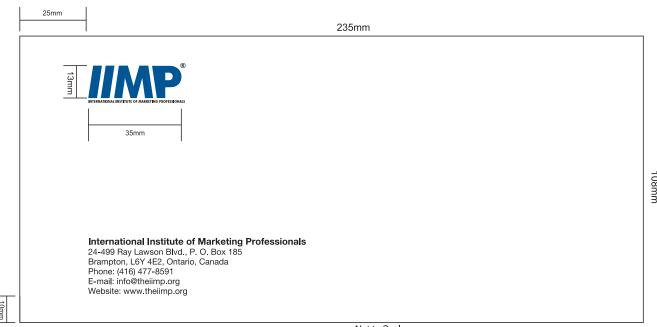
Pantone: R244 G123 B32 PANTONE 152 C

IIMP® Stationery – Product Letterheads



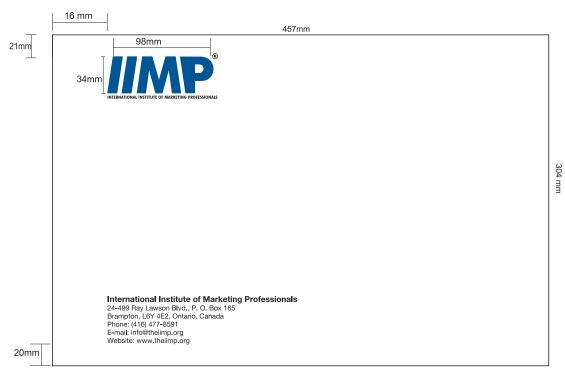
Vickram Aadityaa | April 2013

IIMP® Stationery – Envelope (Large & Small)



Not to Scale

- Envelope Size: 235 mm (width) x 108 mm (height)
- International Institute of Marketing Professionals Typeface: Halvett Bold Type size: 12 point
- Address: Typeface: Halvett Normal Type size: 9 point
- Paper: 120gsm Colour: Bright White
- Printing Type: Logo/ Colour Offset Printing Address/ Black Screen Printing



Not to Scale

- Envelope Size: 457mm(width) x 304mm (height)
- International Institute of Marketing Professionals Typeface: Halvett Bold Type size: 21 point
- Address Typeface: Halvett Normal, Type size: 18 point
- Paper: 120gsm
- · Colour: Bright White
- Printing Type: Logo/ Colour Offset Printing, Address/ Black Screen Printing

IIMP® Blue



Process (CMYK): C100 M58 Y0 K21

RGB: R0 G85 B150

Pantone : PANTONE 647 C

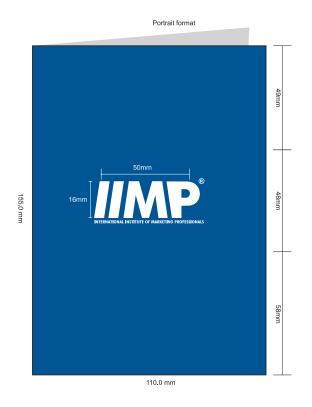
IIMP® Black

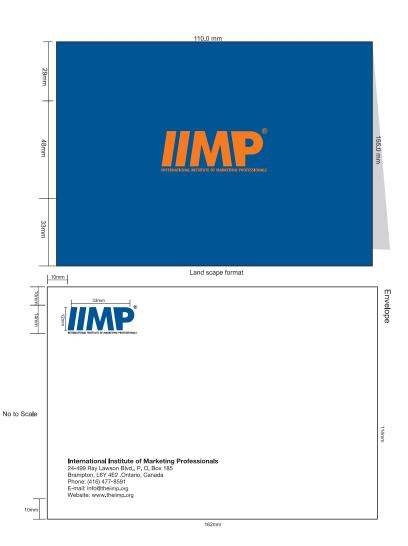


Process (CMYK): C0 M0 Y0 K100

RGB: R31 G26 B23

Pantone : Process Black C





Invitations Size :

Size: 110.0 mm (width) x 155.0 mm (height)

International Institute of Marketing

 Professionals

Professionals

Typeface: Halvett Bold Type size: 9 point

Address

Typeface: Halvett Normal Type size: 8 point

• Paper: 300 gsm art card

• Colour: Bright White

• Envelope : 100 gsm paper

• Printing Type: Logo/ Colour - Offset Printing

Address/ Black - Screen Printing



Process (CMYK): RGB: C100 M58 Y0 K21 R0 G85 B150

Pantone : PANTONE 647 C

IIMP® ORANGE

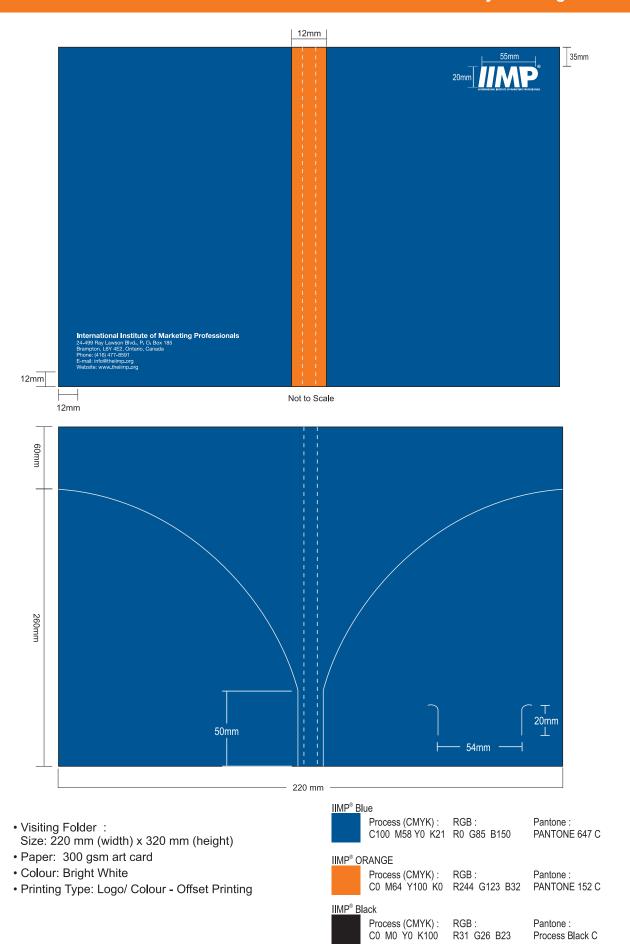
Process (CMYK): RGB: C0 M64 Y100 K0 R244 G123 B32

Pantone : PANTONE 152 C

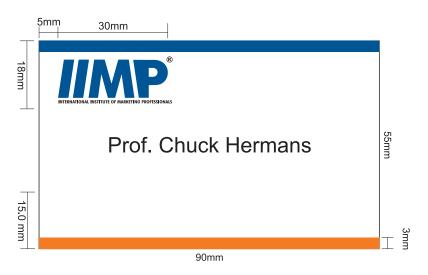
IIMP® Black

Process (CMYK): RGB: Pantone: C0 M0 Y0 K100 R31 G26 B23 Process Black C

IIMP® Stationery –Visiting Folder



IIMP® Stationery –Paper name tags



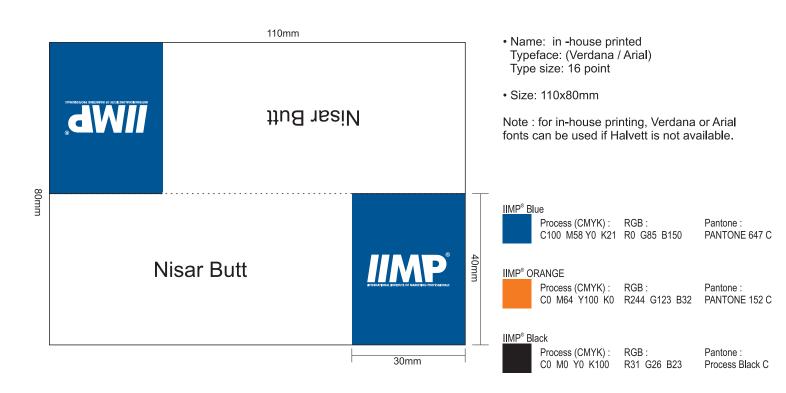
• Name: (Centre) in -house printed Typeface: (Verdana / Arial)

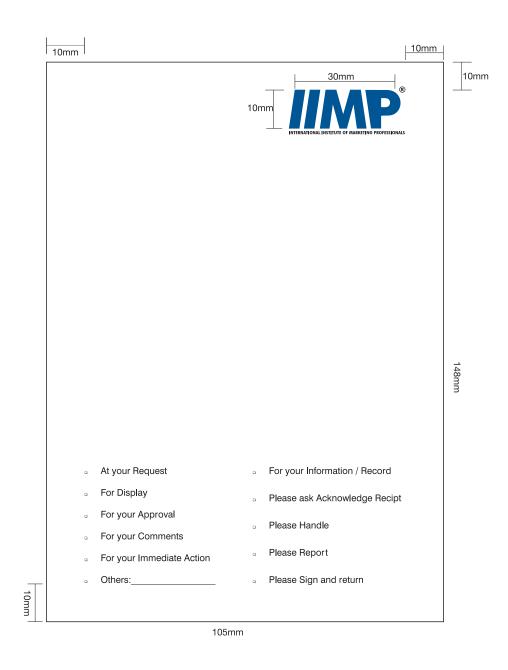
Type size: 16 point

• Size: 90x55mm



IIMP® Stationery -Table Place card

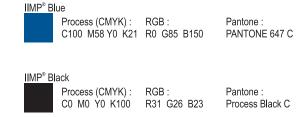


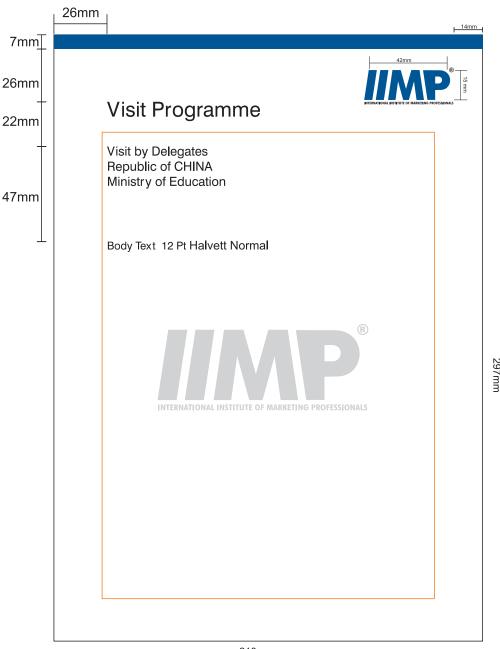


• Typeface: Halvett Normal Type size: 7 point

• Size: 105x148mm (A6)

• Printing Type: Logo/ Colour - Offset Printing





210mm

 Name: (Centre) in -house printed Typeface: Halvett Normal Type size: 18, 12, 10 point

• Size: 210 x297mm

• Printing Type: Logo/ Colour - Offset Printing



Email Signature and Format

IIMP® employees / volunteers may wish to use the IIMP® identity in their email correspondence.

A suggested layout is below. The name, title, address and contact information should be set in 11 pt Arial typeface, with the individual's name set in 11 pt Arial Bold typeface.

The logo must not be smaller than 10 mm (refer minimum size page for details)

Individuals name Individuals title



International Institute of Marketing Professionals

24-499 Ray Lawson Blvd., P. O. Box 185 Brampton, L6Y 4E2 ,Ontario, Canada

Phone: (416) 477-8591 E-mail: info@theiimp.org Website: www.theiimp.org

How to set up an email signature

To insert an email signature, access the preferences of your email program and enter the logo and information under Signatures. Make sure to place at least one line space above and below the logo.

IIMP® - PowerPoint Presentation Templates



Powerpoint Template size: 25.4x19.5cm

IIMP® -Website Banners

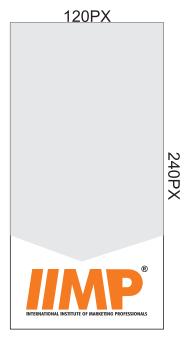
468 PX

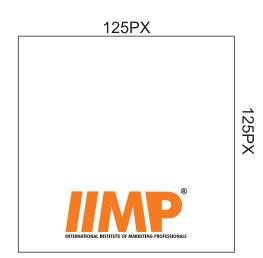


60 PX

120 PX











LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT.

Etiam justo. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Suspendisse quis nibh. Nunc eros quam, vestibulumut, vestibulum ut

International Institute of Marketing Professionals 24-499 Ray Lawson Blvd. P.O. Box 185, Brampton, L6Y 4E2 Ontario, Canada Phone: (416) 477-8591 E-mail: info@thelimp.org Website: www.thelimp.org .org

Sample







LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT. Etiam justo. Lorem ipsum dolor sit amet,

consectetuer adipiscing elit. Suspendisse quis nibh. Nunc eros quam, vestibulumut, vestibulum ut International Institute of Marketing Professionals 24-499 Ray Lawson Blvd. P. O. Box 185, Brampton, L6Y 4E2 Ontario, Canada Phone: (416) 477-8591 E-mail: info@theimp.org Website: www.theiimp.org

Sample



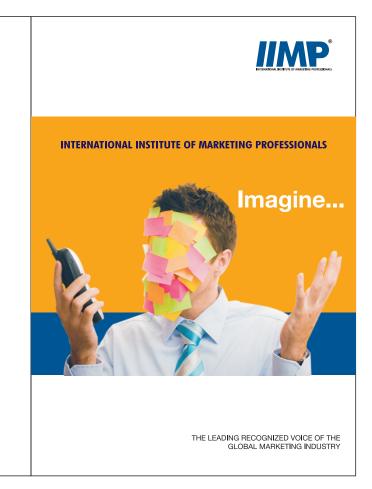
IIMP®

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT.

Etiam justo. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Suspendisse quis nibh. Nunc eros quam, vestibulumut, vestibulum ut

International Institute of Marketing Professionals 24-499 Ray Lawson Blvd., P. O. Box 185, Brampton, L6Y 4E2 Ontario, Canada Phone: (416) 477-8591 E-mali: Info@theiimp.org Website: www.theiimp.org

Sample





International Institute of Marketing Professionals 24-499 Ray Lawson Blvd. P. O. Box 185 Brampton, L6Y 4E2 Ontario, Canada Phone: (416) 477-8591 E-malt: Info@thelimp.org

Sample

• IIMP® Corporate Broucher

• Size: 210x297mm (close size) Typeface: Halvett

• Printing Type: 4 colour Offset Printing

IIMP[®] Blue

Process (CMYK): RGB: C100 M58 Y0 K21 R0 G85 B150

Pantone: PANTONE 647 C

IIMP® ORANGE

Process (CMYK) : RGB : Pantone : C0 M64 Y100 K0 R244 G123 B32 PANTONE 152 C

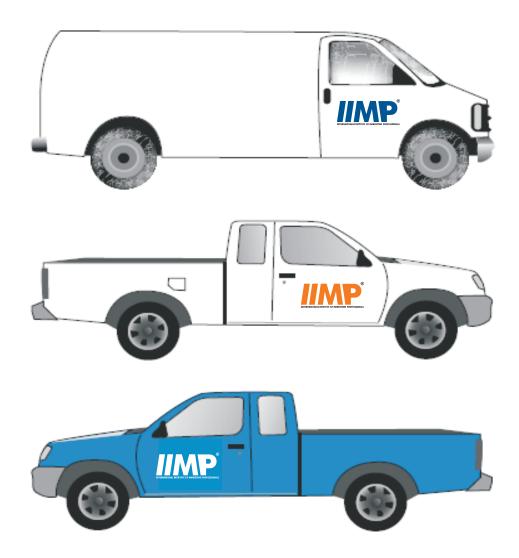
IIMP[®] Black

Process (CMYK): C0 M0 Y0 K100 RGB: Pantone: R31 G26 B23 Process Black C



Official IIMP® Vehicles provide an opportunity for branding, on campus and beyond. The consistent use of the visual identity on IIMP® cars and trucks helps promote the Institute. IIMP® vehicles feature the simplified logo centered on the driver and passenger side doors, and in some cases across the side of the vehicle. On vehicles with a light base paint color, the logo should appear in black. Refer correct and incorrect logo usage page.

If the vehicle is dark in color, the image should appear in white.







Preferred Material Palette.

- Transparent and translucent material like frosted glass, acrylic etc.
- Steel.
- Use of corporate colours in large volume.







Working with the Digital Artwork

Logo Files

Digital artwork files for the brand identity logos and their components are available from the Marketing and Media Relations Department. Images are provided in several file types for different uses in organized folders. The following descriptions of the folders are intended to help clarify which logo files should be used for what purpose and the terminology below to assist with explaining unfamiliar terms.

Desktop Printing (JPEG and PNG files) Folders

These files are intended for printing from personal printers in the office or home and should not be used for professional print jobs (those sent out to be printed by a print house).

File types provided are 150 and 300 dpi JPEG and PNG files, are comprised of pixels, and should work in most word processing programs. If larger images are needed, do not enlarge from these files or resolution will be reduced. Instead use either the PDF or EPS files found in the Professional Printing folders.

These files have been provided in RGB, and some in black as well.

Professional Printing (EPS and PDF files) folders

For projects requiring off-site printing at a professional offset printer, silk screener, sign make, etc, the preferred file type is a vector EPS or PDF. These files have been created as vector, or line art, where the images are shapes instead of pixels, which enables them to be enlarged indefinitely without compromising quality. Professional design software programs such as Adobe Creative Suite, CorelDRAW work well with these types of files.

Depending on the piece of artwork, up to four versions of the images have been provided: spot(PMS) color, CMYK (process) color, black and white (reverse). In the case of outlined files intended for usage on apparel, there are also outlined files.

Digital Terminology

DPI - Refers to the number of dots per inch, or resolution, of a digital file.

- 72 dpi is screen resolution and not intended for printing.
- 150 dpi is a medium size file, suitable for desktop printing.
- 300 dpi and higher is high resolution resolution and may be used for professional digital or
 offset printing. 300 dpi files have also been provided for some desktop images, in case the file needs to
 be printed larger than the 150 dpi size allows.

Digital files should never be enlarged or distortion may occur. If enlarging is necessary" the vector art files should be used.

PPI - Refers to the number of pixels per inch of a digital file, essentially the same as DPI.

RGB - Red/Green/Blue, the color model of digital screens. Many desktop printers use RGB color models. RGB files are provided in the Desktop Printing and Web Folders.

CMYK - Cyan/Magenta/Yellow/Black, the process color model for professional printing. CMYK files are provided in the Professional Printing folders.

Web-(JPEG, PNG, and HTML) Folders

The files in the Web folders are for web, or screen, use only. They are low resolution and not intended for printing. There are options of JPEG, PNG and HTML available in these folders.

These files have been provided in RGB only.

Transparent Backgrounds

Please refer to the common file types below for an indication of which file types have transparent backgrounds, which can be used on a color background or a photo.

If the image will be used on a background color or photo, or reversed out of a color, please see the guidelines for Color Usage (Correct and Incorrect usage)

Common file types

JPEG - A compressed file, usually RGB, which does not have a transparent background.

PNG - A compressed file, usually RGB, which has a transparent background

PDF-A compressed file which can embed fonts and images as vector art. Backgrounds can be transparent if set up as such. PDFs can be viewed by PDF Reader of Adobe Acrobat. The PDFs provided in the Professional Printing folders are PDF format and can be imported into a document for printing.

Vector Art - Artwork which has been created (as in Adobe Illustrator / Corel / Photoshop) and saved as a line drawing, rather than pixels, and can therefore be enlarged without loss of quality. All vector art files in the folders have transparent backgrounds.

Inserting Logo Files into MS Word Documents

- 1. Open a Word document"
- 2. Go to Insert > Photo > Picture from File.
- 3. Locate the logo file, highlight it and select Insert.
- 4. To control how text interacts with the logo, select the Format ribbon, and choose Position or Wrap Text under Arrange.

Note: The above steps also work for MS Excel

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