

## MINIMUMS

---

### GROUP A – CYCLING (Jerseys, Vests, Jackets, Skinsuits)

- (35) Piece minimum order of (1) style from the group
- (10) Piece minimum order for additional style(s) from the group
- (3) Piece minimum per size ordered

### GROUP B – CYCLING (Shorts, Bib Shorts, Bib Knickers, Bib Tights)

- (35) Piece minimum order of (1) style from the group
- (10) Piece minimum order for additional style(s) from the group
- (3) Piece minimum per size ordered

### GROUP C – MULTISPORT (Triathlon Tops, Triathlon Shorts, Triathlon Skinsuits)

- (25) Piece minimum order of (1) style from the group
- (3) Piece minimum per size(s) ordered

### WARMERS & SKINS

- (25) Piece minimum order per style

### WINTER HATS

- (25) Piece minimum order

### CYCLING CAPS

- (150) Piece minimum order

### SUMMER & WINTER GLOVES

- (25) Piece minimum order per style

### SHOE COVERS & BOOTIES

- (25) Piece minimum order per style

### SOCKS

- (150) Piece minimum order per style

### FELPE TRAINERS

- (30) Piece minimum order
- (3) Piece minimum per size(s) ordered

## COLORS

---

### SUBLIMATION COLOR

Choose from (40) of the most common Pantone® colors or specify your own referencing a standard Pantone® color chart. Please do not use cmyk or rgb colors  
Note: Please allow for +/- 3% variance in sublimation color due to the differences in fabric characteristics

### LYCRA® COLOR

Choose from (10) Lycra® colors

### POWER LYCRA® (210g) COLOR

Choose from (6) Power Lycra® colors

### SUPER ROUBAIX COLOR

Choose from (6) Super Roubaix® Colors

## **SET UP & DESIGN FEES**

---

### **SET UP FEE PER COLOR**

One time set up fee per color required to produce Short Sleeve Jersey/Top, Vest, Short Sleeve Skinsuit Lateral/Back Sponsor and Short/Bib Short Lateral/Back Sponsor

### **SET UP FEE PER COLOR, LONG SLEEVE & ACCESSORIE**

One time set up fee per color required to produce Long Sleeve Jersey, Long Sleeve Skinsuit, Jacket, Arm Warmer, Knee Warmer and Leg Warmer

Note: Set up fee per color, Long sleeve are not required for designs which utilize a single solid color sleeve without design and logo placement

### **SET UP FEE PER COLOR, T-CUT/BACK SPONSOR**

One time set up fee per color required to produce Skinsuit T-Cut/Back Sponsor and Short/Bib Short T-Cut/Back Sponsor

### **SET UP FEE PER COLOR, FULL SUBLIMATION**

One time set up fee per color required to produce a fully sublimated Skinsuit and Short/Bib Short

### **SET UP PER COLOR, REPRINTING**

One time set up fee per color required to produce a re-order of an existing design

Note: Set up per color, Reprinting are not required if additional paper was purchased on the initial order

### **SET UP FEE, ADDITIONAL PAPER**

In order to reduce to the lead time and set up fees associated with future re-orders, additional paper can be purchased with the initial order and is available for 12 months

Note: Additional paper is non-cancelable/non-refundable

### **SET UP FEE, CYCLING CAP**

One time set up fee required to produce Cycling Caps

### **SET UP FEE, FELPE TRAINER**

One time set up fee required to produce Felpe Trainers

### **DESIGN FEE PER HOUR**

Two free hours of design layout and consultation are included with every order. Additional hours to include design conversions, design changes, re-formatting of logos, color matching, font specification, and design mock-up will incur additional design fees

If you have a concept but need design assistance let us know. Our graphics department is available to develop both full-custom and semi-custom designs

## **ARTWORK INSTRUCTIONS**

---

### **DESIGN TEMPLATE**

Designs should be created using Adobe Illustrator® within the template provided to include:

- 1 - Sponsor logo placement
- 2 - Fonts converted to outline format
- 3 - Design layers
- 4 - Pantone® color

Design templates reference designated sizing parameters based on the smallest and largest size ordered. Designs should bleed to the largest item ordered and logos should be placed within the smallest size ordered.

### **SPONSOR LOGOS**

Sponsor logos should be in digital format (Adobe Illustrator® preferred) as vector files and submitted both within the design and as separate files. Sponsor logos in other formats (.jpeg, .gif, .tiff, .pict or website images) cannot be used. Please make sure all logos are clean, current and submitted in the color to be used within the design.

## **LOGO PLACEMENT & DESIGN GUIDELINES**

Capoforma™ logos will be placed on the left chest and left rear pocket of the jersey and the lateral panel of the short/bib short

Arm Warmer sponsor logo placement is offered from the elbow to the wrist in order to achieve full logo visibility

Knee Warmer logo placement is offered below the knee (3cm from the knee gripper) in order to achieve full logo visibility

Leg Warmer sponsor logo placement is offered below the knee in order to achieve full logo visibility

Skinsuit side panels are not offered due to the specific nature of the fabric, fit and cut

## **DESIGN SUBMITTAL**

---

Designs can be submitted to Upland Sports Group / Capoforma™ in one of the following ways:

- 1 - E-mail as compressed (.zip) files
- 2 - FTP upload (call for URL and login)
- 3 - CD-ROM

Please include the full name and contact information of your team, club or corporation with the design files. Once you have submitted your files please contact us by phone or e-mail to confirm receipt.

Upland Sports Group, Inc.  
2355 Poplar Street  
Oakland, Ca 94607  
Phone: 510-903-0130  
Fax: 510-903-0126  
E-mail: custom@uplandsg.com

## **ORDER PROCESS**

---

### **Step 1            Contact Upland Sports Group / Capoforma™ to request a price list, order form and design template**

Phone: 510-903-0130  
Fax: 510-903-0126  
E-mail: custom@uplandsg.com

### **Step 2            Request a fit kit from Upland Sports Group / Capoforma™**

Request a fit kit order form and place your order. Fit kit samples are available for 30 days and require a credit card deposit. Shipping costs are the responsibility of the customer and will be billed to your credit card. Please note that fit kits need to be returned on time and in their original state in order to receive a full refund of your deposit.

### **Step 3            Submit Artwork in Adobe Illustrator® format to include:**

- 1 - Completed design
- 2 - Sponsor logo placement
- 3 - Fonts converted to outline format
- 4 - Design layers
- 5 - Pantone® color

### **Step 4            Submit final order to include:**

- 1 - Quantity per size
- 2 - Zipper style and color
- 3 - Chamois style
- 4 - Sublimation color(s)

- 5 - Lycra® color
- 6 - Super Roubaix® color (if applicable)
- 7 - Stitching and Lycra® upgrade (if applicable)
- 8 - 50% non-refundable deposit made payable to Upland Sport Group, Inc. (ACH, check, or credit card)

**Step 5            Design and final order receipt confirmation**

Upland Sports Group will contact you to confirm receipt of your design, final order and to provide an estimated ship window from Italy. Please note that lead-times vary based on the time of season. All inbound airfreight from overseas is subject to US customs clearance which may result in unforeseen delays of 48-72 hours.

**Step 6            Design layout and approval**

Upland Sports Group will contact you 3-4 weeks prior to your scheduled ship date to provide a Digital Color Layout (PRP) of your design via e-mail. Any changes to your design will need to be made at this time. Design approval can be made via e-mail or fax.

**Step 7            Order receipt**

Your order is received and inventoried. Please allow for +/- 5% variance in production quantity.

**Step 8            Shipping & final payment**

Upland Sports Group will contact you to confirm ship-to information and provide a final order balance to include any applicable sales tax (CA only), shipping and handling. All orders will ship via UPS Ground unless 3<sup>rd</sup> party billing is provided. Order balance is payable in full upon shipment. Payment can be made by ACH, C.O.D. or credit card.

## **POLICIES**

---

### **PRODUCT CARE**

Cycling apparel is made to perform while riding and can be damaged easily if not cared for properly. Please avoid sitting on or brushing up against any non-smooth surfaces as this will most likely damage the fabric and/or stitching. Please store all apparel in a cool, dry space.

We recommend regular hand washing after each use in cold water with mild detergent, separate from all other clothing. Please avoid washing with any item that contains Velcro® or any other objects that can adhere to or snag a garment. If using a washing machine, be careful when removing from washer as Lycra® can easily gather underneath or wrap around washing mechanisms. Please do not place any cycling apparel in a dryer as this will most likely damage the garment.

### **FIT KIT SAMPLE POLICY**

Fit kit samples need to be returned on time (30 days from receipt), unused and in their original state to include all applicable packaging. Samples which are not returned or have been used will be billed to the customer at the full invoice amount.

### **SIZING POLICY**

In order to become familiar with our sizing, we highly recommend ordering fit kit samples prior to placing your order. Please allow for up to +/- 1.3cm sizing variance on most items (apparel industry standard).

### **WARRANTY POLICY**

Capoforma™ Custom apparel is warranted for one (1) year from the date of purchase against manufacturer's defects in materials and workmanship. Warranty does not apply to any product that has been improperly used, maintained, crashed or modified in any way. Products found to be defective will either be repaired or replaced at our discretion. Capoforma™ Custom apparel returned for warranty must be in clean condition, laundered thoroughly and accompanied by a Return Authorization (RA) #. Please contact Upland Sports Group for all warranty inquiries and to request RA #.