



Imperial Court of All Oklahoma
impcourtok@gmail.com

Vendor Agreement – Coronation XII
April 4 – April 7, 2019
Renaissance Hotel and Convention Center, Tulsa, OK

Company Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Types of Items Sold: _____

Booth Information:

Booth space is available in the hotel convention center hallway on a first come, first serve basis. The first complete and received contracts will be given priority space, as decided by the Vendor Chair. We do not provide security and assume no responsibility for items during Coronation weekend or items left at the booth space overnight. Electrical outlets are available on a limited basis. We request that you provide an In-kind donation of an item to be raffled during the weekend.

All vendors receive a business card size ad in our coronation program. Please send camera ready black & white art (in jpg format, 300 dpi) to impcourtok@gmail.com by March 8th. For an additional ad in our coronation program, please refer to our website Coronation page at <http://www.impcourtok.org>.

With any question you can contact our Coronation Committee at impcourtok@gmail.com. Vendor Agreement can be returned, in person, via email to impcourtok@gmail.com or by postal mail to ICAO c/o Coronation Committee at PO Box 14533 Tulsa, OK, 74159.

You may set up your booth at 2:00 pm on Friday, April 5th. Please check with the Vendor Chair or Ball Coordinator for your booth placement and to pick up your Vendor passes. The Vendor hours are as follows: Friday, April 5th – 4:00 pm to 9:00 pm and Saturday, April 6th – 9:00 am to 9:00 pm, or as late as you desire.

Booth space includes up to two standard 6 foot tables and 2 chairs, with standard hotel table cloths. If you need additional space for set up, please describe below:

Signature: _____