

# THE IMPERIAL SOVEREIGN ROSE COURT OF OREGON



PO BOX 4864 PORTLAND, OR 97208

## Vendor Application

Coronation 2019 – A Night in the Oriental Rose Garden  
Saturday October 19, 2019 at the Embassy Suites & Melody Event Center

Name of Organization:

Contact person:

Phone Number:

Email:

Address:

City:

State:

Zip:

## Terms of Agreement

### Fee schedule:

1. **Hospitality & Coronation:** \$125 per 8' table (*limit of two tables per vendor*)  
**No Out-of-Town Show** space is available due to space constraints.

The Imperial Sovereign Rose Court of Oregon (ISRC) agrees to provide exhibitor space to the above exhibitor at the 2019 Hospitality foyer and Ballroom anteroom. **All space is assigned first-come first reserved based on payment date. No more than four vendor tables are allowed in this space.**

### Exhibitors will be provided the following:

- Access to the exhibitor area by 10AM Saturday, October 19, 2019 at The Embassy Suites and 2pm at the Melody Event Center
- One standard exhibitor table measuring approximately 3 x 8 feet each
- Access to at least one electrical outlet

### Exhibitors will be required to:

- Submit all fees and a signed contract on or before October 1<sup>st</sup>, 2019
- Provide their own decorations/supplies for exhibitor tables
- Provide their own grounded electrical extension cord (if needed)
- Provide delivery of exhibitor equipment and supplies
- Exhibitor must remove all exhibitor equipment and supplies from the space provided at the **Embassy Suites by 3PM and from the Melody Event Center by 11pm, Saturday, October 19, 2019**

**Payment.** Payment will be made online/by mail no later than 1 October 2019.

I agree to the terms of this agreement. (*please print this form to sign*)

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Check or Money order can be made out to the ISRC and mailed to PO BOX 4864 Portland OR, 97208.*

*For questions please email the Board of Directors at BOD@rosecourt.org*

### ISRC Use Only

Approved  Denied

Board Representative:

Notes: