



IMPERIAL COURT OF MINNESOTA  
P.O. Box 582601  
Minneapolis, MN 55403

Coronation Manager - \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / <email>

**VENDOR CONTRACT – CORONATION \_\_\_\_\_**

\_\_\_\_\_, \_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ <Dates of Coronation>  
<HOST HOTEL>  
<HOTEL ADDRESS>

Company Name: \_\_\_\_\_

Contact Legal Name: \_\_\_\_\_ Alias: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Types of Items To Be Sold: \_\_\_\_\_

**Booth Information:** Booth space is available on a first come, first serve basis. The first completed and received contracts will be given priority space, as decided by the Coronation Manager. We do not provide security and ICOM nor the host hotel, \_\_\_\_\_, 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.

I will be donating the following: \_\_\_\_\_

You may set up your booth during the open hours of Hospitality on Friday, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Please check with the Coronation Manager for booth placement. Vendor hours are: Friday, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ and \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ at the assigned location set up by the Coronation Manager. We ask that your booth be staffed at all times mentioned above. Please note that there is a break on Saturday when Hospitality is closed for guests to get ready for Coronation, which will allow you time to leave the hotel. ICOM nor the host hotel will be responsible for any items left on your tables/vending location. ICOM nor the host hotel will not assume any liability for injuries during the event.

Vending space includes up to two standard 6 foot tables and 2 chairs with standard hotel table cloths. If you need additional space and tables for set-up, this will need to be communicated to the Coronation Manager ASAP.

By signing this contract, this is legally binding contract between the Imperial Court of Minnesota and vendor in accordance to the State of Minnesota. The vendor and ICOM has the right to refuse service or terminate this contract upon mutual agreement.

VENDOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CORONATION MANAGER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_