



Tourism Information Center Literature Distribution Application

1. NAME OF COMPANY / ORGANIZATION _____

2. ADDRESS _____
CITY _____ STATE _____ ZIP _____
3. PHONE _____
4. EMAIL ADDRESS _____
5. CONTACT PERSON _____
6. COMPANY HAS BEEN IN BUSINESS (# of years) _____
7. TITLE OF BROCHURE _____
8. BRIEFLY DESCRIBE HOW YOUR ORGANIZATION/ATTRACTION SERVES THE TRAVELING PUBLIC. PROVIDE AVERAGE ANNUAL ATTENDANCE FIGURES, FACILITY CAPABILITIES AND ANY SPECIAL SERVICES AVAILABLE.

- d) To ensure timely distribution, materials should be supplied to the Literature Distribution Center at least 30 days prior to your desired distribution date.

3) Quantities

- a) The Tourism Information Centers director can recommend to the supplier a minimum and maximum number of brochures for distribution.
- b) OTRD employees will contact the supplier for replenishment when quantities are low or exhausted.
- c) The Tourism Information Centers Director will have the authority to determine appropriate distribution locations for each brochure unless locations are self-limited by the applicant.

4) Brochure Criteria

- a) Printed materials must promote Oklahoma tourism and furnish pertinent information about destinations, attractions, activities, events, points of interest, lodging or dining which allow admission to the general public.
- b) Brochures that promote Oklahoma along with other states must have a preponderance of their material covering Oklahoma. Exceptions may be approved at the discretion of the Tourism Information Centers Director when it is generally beneficial or informative.
- c) Posters and handbills will not be considered in most cases.
- d) Literature pieces must have a professional appearance.
- e) The recommended brochure size is approximately 3.5" to 4" in width and 8.5" to 9" in height. State and multi-county tourism organization brochures may be exempt from these restrictions. Brochures must be of sufficient paper weight and construction to stand up in the racks without "wilting".
- f) All material must be provided free of charge to the Tourism Information Centers.
- g) Brochures containing admission prices, room rates, operating hours, etc. must be current. Outdated or nearly outdated literature may not be approved.
- h) If a brochure has a pre-marked price on it, it should be covered by the supplier as we provide a free distribution service to travelers.
- i) Any major changes including closure of the property, significant change in operating hours, name change, etc. should be reported to the Tourism Information Centers Director.
- j) Brochures should be assembled, folded, and banded in even counts to assist in distribution. The total quantity should be marked on each carton and **no carton should exceed 30 pounds**. (CARTONS EXCEEDING 30 POUNDS CANNOT BE ACCEPTED).