

GUIDELINES

MarketPlace Guidelines

Reservation Form

MarketPlace email address: marketplace@womenscommissionswla.com

1. For companies that allow only one vendor per event, the first one to register has priority.
2. For continued safety of vendors and conference attendees, all booths must be set up the day before the conference, Wednesday, October 18, 2023. The Civic Center will be open on Wednesday from 9:00 a.m.— until 4:00 p.m. to accommodate the vendor setup.
3. Vendors will receive a packet with name badges, etc., prior to setting up booths on Wednesday, October 18,2023.
4. Vendors will be able to enter the Civic Center at 7:00 am, Thursday, October 19, 2023, for final preparation. MarketPlace will open the doors for attendees 7:00 am. MarketPlace will close at 4:00 pm. We ask that you do not begin to break down your booths until this time to give everyone a chance to finish their shopping.
5. Tables are 8 feet by 8 feet.
6. Vendors must provide their own electrical extension cords and equipment.
7. Most of you will use your own table coverings (thank you), but a white tablecloth will be available if requested on your Vendor Reservation/Application for \$5.00 per tablecloth.
8. Each paid reservation includes two (2) worker passes, and access for the same two (2) individuals to attend the luncheon and any of the conference workshops.
9. Additional Worker Passes: additional worker passes must be purchased through Registration either online or by mail.
10. We encourage you to provide door prizes at all booths; however, winners will not be announced on the Civic Center public address system. All vendors are responsible for notifying door prize winners.
11. For the safety and security of our Conference, badges must always be worn and needed also to re-enter the building. All workers must have a badge on during their stay.
12. CANCELLATION POLICY: \$25.00 non-refundable fee. Balance may be refunded if canceled by September 20,2023 No refunds will be granted on or after September 24, 2023

NOTE: If you have any questions or concerns about the MarketPlace Guidelines, please contact Elizabeth Stewart (337)802-7006, Chairperson or Thail Pete (337)540-5521 Co-Chair.

MarketPlace 2023

DEAR POTENTIAL CONFERENCE VENDOR

We are now preparing for the Thirty Second, 2023 Women's Fall Conference, to be held at the Lake Charles Civic Center. We would like to personally invite you to be a part of this milestone event, honoring the women of Southwest Louisiana. Previous years' conferences have hosted over 2000 participants and this year's conference is anticipated to provide more enjoyment with an even larger participation. Participants can enjoy a day of workshops, MarketPlace, and a dynamic speaker.

MarketPlace provides a wonderful opportunity for you to showcase the goods and/or services that you offer and to help women improve, empower, and enlighten their lives! Early-bird registration opens on April 3rd and runs until June 30th. Be aware that we cannot guarantee you will have the same spot as last year. The MarketPlace Committee works very hard to place your booth in the best possible spot for your type of business. The earlier you register the quicker we can block your spot! (For companies that allow only one vendor per event, the first to register will have priority.)

We look forward to your participation in this unique and exciting annual event! Thank you again for your continued support of the Women's Fall Conference.

For more information you can email us at:
marketplace@womenscommissionswla.com

Sincerely,

Elizabeth Stewart, MarketPlace Committee Chairperson

Thail Pete, MarketPlace Co-Chair