



Women's Commission of Southwest Louisiana, Inc.
Annual Women's Fall Conference
Thursday, October 19, 2023



Lake Charles Civic Center, Lake Charles LA

MarketPlace Reservation/Application

Name of Business or Agency as it should appear on print materials: _____

Marketing Agency Name, if different than Business Name: _____

Items you will be displaying or selling: _____

Business Address (Street, City/State/Zip): _____

Contact Person: _____

Website Address : _____ Daytime Phone Number: _____

Email Address: _____

Table Reservations and Fees: Include a 10 X10 ft. space provided with two passes.

It is important that you review the Fall MarketPlace Guidelines enclosed and posted on website.

Registration Type	Price Per Table	Amount Needed
Early Bird Registration - Starts April 3, 2023, Fee must be paid in full. • Envelope must be postmarked by June 30, 2023	\$175	
Regular Registration - Starts July 1, 2023, Fee must be paid in full. • Envelope must be postmarked by September 16, 2023	\$225	
Late Registration - Starts September 17, 2023, Fee must be paid in full. • Ends on October 6, 2023	\$250	

I will provide my own table covering! _____Yes _____No

(\$5.00 per white tablecloth if we provide)

Total Payment Enclosed:

\$

Name of Worker #1	Worker #1 Email Address:
Name of Worker #2	Worker #2 Email Address:

Additional Worker Passes must be purchased through Registration either online or by mail.

NOTE: Each vendor must furnish his or her own electrical extension cord(s) and equipment. For companies that allow only one vendor per event, the first one to register will have priority. Floor Preference (cannot be guaranteed):

Additional Comments: **Early Bird Registration Postmark Deadline is June 30, 2023**

Regular Registration Postmark Deadline is June 30, 2023.

Late Registration Deadline is October 6, 2023

Payment and form may be submitted by check or money order.

You **MUST** return this form with your check made payable to:
Women's Commission of SWLA, Inc. — MarketPlace PO Box 6712, Lake Charles, LA 70606

Questions: Please contact: Elizabeth Stewart, MarketPlace Chairperson (337)802-7006 or
Thail Pete, MarketPlace Co-Chair (337)540-5521, or email: marketplace@womenscommissionswla.com

CANCELLATION POLICY: \$25.00 non-refundable fee. Balance may be refunded if cancelled by
September 20, 2023. No refunds will be granted on or after September 24, 2023