

**Women's Commission of Southwest Louisiana, Inc.
Annual Women's Fall Conference
Thursday, October 17, 2024
Lake Charles Civic Center, Lake Charles LA**



MarketPlace Registration/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 : _____
 Email Address: _____

Table Registration 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.

NOTE: Each vendor booth includes two worker passes per booth and access to the speaker luncheon.

Price Per Table	# Needed
\$175	
\$225	
\$250	
	\$
	\$

Early Bird Registration - Starts April 3, 2024, Fee must be paid in full.

Envelope must be postmarked by **June 30, 2024**

Regular Registration - Starts July 1, 2024, Fee must be paid in full.

Envelope must be postmarked by **September 16, 2024**

Late Registration – Starts September 17, 2024, Fee must be paid in full. Ends on October 6, 2024

Additional Worker Passes: Yes No \$40.00 per pass: Total # _____

I will provide my own table covering! Yes No

(\$5.00 per white tablecloth if we provide) Yes No

Total Payment Enclosed

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

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 to register will have priority

Vendors table placement is based on a first-come, first- served basis.

Floor Preference (cannot be guaranteed):

Additional Comments: **Early Bird Registration Postmark Deadline is June 30, 2024**

Regular Registration Postmark Deadline is September 17, 2024

Late Registration Postmark Deadline October, 6, 2024

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

Roxanne Boxie , MarketPlace Co-Chair (337)274-8452, or email marketplace@womenscommissionswla.com

CANCELLATION POLICY: \$25.00 non-refundable fee. Balance may be refunded if canceled by September 20 ,2024. No refunds will be granted on or after September 24, 2024