

Marketplace Guidelines

1. Vendor Registration: For events allowing only one vendor per category, the first to register will have priority.
2. Booth Setup: All booths must be set up by **Wednesday, October 16, 2024**, for the safety of vendors and attendees.
3. The Civic Center will be open from **9:00 AM to 4:00 PM on Wednesday** for setup.
4. Merchandise: All items must remain covered or stored until the conference begins the next day.
5. Vendor Packets: Name badges and packets will be available for pickup at the Marketplace Booth on Wednesday, October 16, 2024, before setup.
6. Conference Day: Vendors may enter the Civic Center at 7:00 AM on Thursday, October 17, 2024, for final preparations.
 - The **Marketplace opens for attendees at 8:00 AM and closes at 4:00 PM.** Please do not break down your booth until the Marketplace closes to allow all attendees the opportunity to visit.
7. Booth Specifications: Each vendor space is 10' x 10' with an 8' x 2' table.
 - Vendors must supply their own extension cords and equipment.
8. Tablecloths: If needed, white tablecloths are available for \$5.00 each, upon request in the Vendor Registration/Application.
9. Worker Passes: Each booth includes two (2) worker passes and access to the luncheon and conference workshops.
 - Additional worker passes can be purchased through the Marketplace registration until October 6, 2024. After this date, passes must be purchased on Conference Day, with a potential price increase.
10. Door Prizes: We encourage vendors to offer door prizes, but winners will not be announced over the Civic Center's PA system. Vendors are responsible for notifying winners.
11. Security: For safety, badges must be always worn and are required for re-entry into the building. All workers must display their badges during the conference.
12. Restrictions: Vendors are strictly prohibited from selling, distributing, or displaying presidential merchandise or paraphernalia in the Marketplace or common areas.
13. Cancellation Policy: A \$25.00 non-refundable fee applies to all cancellations. The remaining balance will be refunded if canceled by September 20, 2024. No refunds will be issued after September 24, 2024. Marketplace email address:
marketplace@womenscommissionswla.com

Note: If you have any questions or concerns regarding the Marketplace Guidelines, please feel free to contact Elizabeth Stewart, Chairperson, at (337) 802-7006, or Roanne Boxie, Co-Chair, at (337) 274-8452.