



Women's Commission of Southwest Louisiana, Inc.
Annual Women's Fall Conference
Thursday, October 16, 2025
Lake Charles Civic Center, Lake Charles LA

Marketplace Registration

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: _____
 Contact Person (Name and Phone number): _____
 Website Address: _____
 Email Address: _____

Table Registration and Fees: Include a 10 X 10 ft. space provided with two passes.

Please review the Marketplace Guidelines enclosed and posted on the website.

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

Early Bird Registration: Starts **April 3, 2025**, Fees must be paid in full.

Envelopes must be postmarked by **June 30, 2025** which is the deadline.

Regular Registration: Starts **July 1, 2025**, Fees must be paid in full.

Envelopes must be postmarked by **September 16, 2025** which is the deadline.

Late Registration: Starts **September 17, 2025**, Fees must be paid in full.

Envelopes must be postmarked by **October 6, 2025** which is the deadline.

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

| Price Per Table | # Needed |
|------------------------|----------|
| \$175 | |
| | |
| \$225 | |
| | |
| \$250 | |
| | |
| 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**)

Payment and form may be submitted by check or money order no later than the deadline stated above. 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: Leah Prudhomme, MarketPlace Chairperson (337) 912-9984, 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, 2025. No refunds will be granted on or after September 24, 2025.