

MARKETPLACE GUIDELINES

1. Vendors 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 15, 2025**, for the safety of vendors and attendees.
3. The Civic Center will be open from **9:00AM to 4:00PM** 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 15, 2025**, before setup.
6. Conference Day: Vendors may enter the Civic Center at **7:00AM** on **Thursday, October 16, 2025**, for final preparations.
 - The **Marketplace opens for attendees at 8:00AM and closes at 4:00PM**. 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 Form.
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, 2025**. 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 materials with offensive language and or images.
 - All items that violate this guideline will be removed from the vendor's booth.
13. Cancellation Policy: A **\$25.00** non-refundable fee applies to all cancellations. The remaining balance will be refunded if canceled by **September 20, 2025**. No refunds will be issued after **September 24, 2025**. Marketplace email address:
marketplace@womenscommissionswla.com

If you have any questions or concerns regarding the Marketplace Guidelines, please contact Leah Prudhomme, Chairperson, at (337)912-9984.