



Women's Commission of Southwest Louisiana, Inc.  
 Annual Women's Fall Conference  
 Thursday, October 17, 2019  
 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 - It is important that you review the Fall 2019 Conference MarketPlace Guidelines enclosed and posted on website.	Price Per Table/Pass	# needed
<b>Early Bird Registration</b> - Starts May 1, 2019. Fee must be paid in full. (Space plus 2 vendor passes) Envelope must be postmarked by June 30, 2019.	\$175.00	
<b>Regular Reservations</b> – Starts July 1, 2019. Fee must be paid in full. (Space plus 2 vendor passes) Envelope must be postmarked by September 16, 2019.	\$225.00	
<b>Late Reservation</b> – Fees must be paid in full (Space plus 2 vendor passes) Envelopes postmarked September 17 - October 12, 2019.	250.00	
<b>I will provide my own table covering! __Yes__ No</b> (\$5.00 per white table cloth if we provide)		<b>Total Payment Enclosed</b> _____

**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 vender per event, the first one to register will have priority.*

Floor Preference (cannot be guaranteed):	
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Additional Comments:	
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**Early Bird Reservation Postmark Deadline is June 30, 2019**  
**Regular Reservation Postmark Deadline is September 16, 2019**  
 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 Roma Mitchell at 337-802-8179, MarketPlace Co-Chair or email [marketplace@womenscommissionswla.com](mailto:marketplace@womenscommissionswla.com)

**CANCELLATION POLICY:** \$25.00 non-refundable fee. Balance may be refunded if canceled by September 15, 2019. No refunds will be granted on or after September 16, 2019.