



Women's Commission of Southwest Louisiana, Inc.
Annual Women's Fall Conference
Thursday, October 15, 2020
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 2020 Conference MarketPlace Guidelines enclosed and posted on website.	Price Per Table/Pass	# needed
Early Bird Registration - Starts January 25, 2020. Fee must be paid in full. (Space plus 2 vendor passes) Envelope must be postmarked by June 30, 2020.	\$175.00	
Regular Reservations – Starts July 1, 2020. Fee must be paid in full. (Space plus 2 vendor passes) Envelope must be postmarked by September 15, 2020.	\$225.00	
Late Reservation – Fees must be paid in full (Space plus 2 vendor passes) Envelopes postmarked Sept 17, 2020 - October 12, 2020.	250.00	

I will provide my own table covering! Yes No
(\$5.00 per white table cloth if we provide) **Total Payment Enclosed** _____

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

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 vendor 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, 2020
Regular Reservation Postmark Deadline is September 15, 2020
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 Velika Hurst-Trahan at 337-515-7041, MarketPlace Co-Chair, or email marketplace@womenscommissionswla.com

CANCELLATION POLICY: \$25.00 non-refundable fee. Balance may be refunded if canceled by September 21, 2020. No refunds will be granted on or after September 22, 2020.