

# 2019 MARKETPLACE GUIDELINES

Marketplace email address: [marketplace@womenscommissionswla.com](mailto:marketplace@womenscommissionswla.com)

1. For companies that allow only one vendor per event, the first one to register has priority.
2. For continued safety of vendors and conference attendees, **all booths must be set up the day before the conference, Wednesday, October 16, 2019. The Civic Center will be open on Wednesday from 9:00 a.m. - until 4:00 p.m. to accommodate the vendor setup.**
3. Vendors will receive a packet with name badges, etc., prior to setting up booths on Wednesday, October 16, 2019.
4. Vendors will be able to enter the Civic Center at **7:00 am, Thursday, October 17, 2019 for final preparation.** Market Place will open the doors for attendees at 8:30 am. Marketplace will close at 4:00 pm. We ask that you do not begin to breakdown your booths until this time to give everyone a chance to finish their shopping.
5. Vendors must provide their own **electrical extension cords and equipment.**
6. Most of you will use your own table coverings (thank you), but a white table cloth will be **available if requested** on your Vendor Reservation/Application for \$5.00 per table cloth.
7. Each paid reservation includes two (2) worker passes, and access for the same two (2) individuals to attend the luncheon and any of the conference workshops.
8. Additional Worker Passes: additional worker passes must be purchased through Registration either online or by mail.
9. We encourage you to provide door prizes at all booths; however, winners will not be announced on the Civic Center public address system. All vendors are responsible for notifying door prize winners.
10. For the safety and security of our Conference, badges must be worn at all times and to re-enter the building. All workers must have a badge on during their stay.
11. **CANCELLATION POLICY: \$25.00 non-refundable fee.** Balance may be refunded if cancelled by September 15, 2019. **No refunds will be granted on or after September 16, 2019.**

**NOTE:** If you have any questions or concerns about the Marketplace Guidelines, please contact Roma Mitchell at 337-802-8179, MarketPlace Co-Chair, or email [marketplace@womenscommissionswla.com](mailto:marketplace@womenscommissionswla.com)

## 2019 Table Reservations and Fees (On-line purchase available May 1, 2019)

<b>EARLY BIRD RESERVATION</b> <b>May 1 - June 30, 2019</b>	<b>REGULAR RESERVATION</b> <b>July 1 - September 16, 2019</b>	<b>LATE RESERVATION</b> <b>September 17-October 16, 2019</b>
Fees must Be Postmarked and Paid in Full by <b>June 30, 2019</b>	Fees Must Be Postmarked and Received in Full by <b>September 16, 2019</b>	Mail-in Fees must be Postmarked and Received in Full by <b>October 12, 2019</b>
\$175.00	\$225.00	\$250.00