Lafayette Commission on the Needs of Women
P.O. Box 52082
Lafayette, LA 70507
Phone: 337-291-5450

Dear Business Owner,

Thank you for joining us for the first ever, Women's Small Business Information Exchange and Expo. Our goal is to provide business owners with information that will help to start and grow your business, and make contacts for future business endeavors. Below are the guidelines for the event, please read carefully. Not adhering to the strict timelines and guidelines may result in your exclusion from future events.

Lafayette Commission on the Needs of Women will provide one eight foot table with table cloth and skirt. You can only display products that will fit above and below the table. No extra merchandise may be in the area. Any overflow has to remain in your vehicle. The main purpose of the event is to aid small businesses with marketing, networking, and obtaining information about being in business.

Date of Event: September 23, 2015
Time of Set Up/Networking: 8 - 9:15am
Information Exchange Begins: 9:30am
Break Out Sessions: 10:30am – 11am
Expo: 11am – 1pm

Displays are NOT to be taken down until 1pm.
Only one business per table
Only two people per business

Business Owners are responsible for all supplies, equipment and personnel needed to get supplies into and out of the building, and products for display. *Tip: Bring business cards or other information about your business, samples, and products to place on your table.*

Please submit the attached application with payment in full to register for the Women's Small Business Information Exchange and Expo. The payment must be submitted in full before you will be considered registered for the Women's Small Business Information Exchange and Expo. The Women's Small Business Information Exchange and Expo is a first come, first serve basis. The application can be dropped off at the Jessie Livingston Taylor Center located at 111 Shirley Picard Dr.; Lafayette, LA or mailed to the address above. If you have any questions, please contact us at the number above.

Sincerely,

Dana Phillips
President Elect
Lafayette Commission on the Needs of Women

WOMEN'S SMALL BUSINESS INFORMATION EXCHANGE AND BUSINESS EXPO

HOSTED BY:
LAFAYETTE COMMISSION ON THE NEEDS OF WOMEN

APPLICATION
Deadline: Application must be received by September 1, 2015
Registration Fee: $25 per table (only one table per business)

COMPANY INFORMATION

NAME: _____

ADDRESS: _____

_____

PRIMARY PHONE: _____ SECONDARY PHONE: _____

EMAIL: _____

CONTACT PERSON: _____

TYPES OF PRODUCTS: _____

APPLICATION CERTIFICATION AND AGREEMENT

I, the undersigned, certify by signing my name below, that the information provided in this application is true and complete to the best of my knowledge. I understand that, should any statement I have made prove to be false, it may result in the rejection of my application.

I, the undersigned, have read and agree to the terms set forth in the attached letter outlining the rules and regulations of the event listed at the top of this application. I also understand that my application is not complete until the full payment is received by Lafayette Commission on the Needs of Women.

Signature: _____ Date: _____