**WOMEN IN LONGVIEW DAY**

**VENDOR APPLICATION**

--------------------------------------------

March 28, 2019

[www.womeninlongview.org](http://www.womeninlongview.org)

Name of Business

Contact Person

Address

Telephone Cell

Email of contact person (print clearly)

***The Vendor fee must accompany application, in order to confirm your space.***

Exhibit Spaces: Profit $150 each Non-Profit $75 each

Would you like to donate a door prize? YES NO

Will you need access to electricity? YES NO

**(Booth assignments will be made by WILD on a FIRST COME / FIRST SERVE basis).**

Signed Date

**RETURN TO: Women in Longview, P. O. Box 161, Longview, Texas 75606**

**General Guidelines**

1. Display and merchandise may be offered for sale.
2. Vendors must be set up and open from 9:00 until 2:00 (hall opens at 8:30 for set up).
3. Exhibits have the option to remain open or closed during speaker sessions. ***No breakdown of booths is allowed during lunch.***
4. Each exhibit table space is 6’ x 3’. We will provide one (1) table and two (2) chairs.
5. Backdrops/drapes are acceptable only if it’s on a stand. **(Hanging objects on the wall will not be permitted)**.
6. The tables will be covered with black tablecloths.
7. Decorating of your tabletop is your responsibility.
8. Electric outlets are available for no charge if you furnish your own extension cords.

***NOTE: If you plan to attend the luncheon, tickets are $25 each and are sold separately.***