

WOMEN IN LONGVIEW DAY

VENDOR APPLICATION

March 26, 2020

www.womeninlongview.org

Name of Business _____

Contact Person _____

Address _____

Telephone _____ Cell _____

Email of contact person _____ (print clearly)

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

Exhibit Spaces: _____ Profit \$150 each _____ Non-Profit \$100 each
One six-foot table and 2 chairs will be provided. Vendors may bring an additional table
\$150 or \$100 respectively. **No exceptions!**

Will you be bringing an additional table, as mentioned above? YES _____ NO _____

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. Vendors have the option to remain open or closed during the luncheon. **No breakdown of booths is allowed during lunch.**
4. Each vendor table space is **6' x 3'**. WIL will provide one (1) table and two (2) chairs.
5. Backdrops/drapes are acceptable only on a stand. **Hanging objects on the wall is not permitted.**
6. Tables will be covered with black tablecloths.
7. Decorating for 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.***