

**2024 LAFEPA FALL CONFERENCE
VENDOR REGISTRATION FORM**

SINGLE EXHIBIT SPACES ARE \$600.00 EACH

Exhibit fee of \$600.00 includes 1 table/exhibit booth space, two (2) vendor luncheon tickets for Wednesday, October 16, and two (2) luncheon passes to the **LASAFAP** member luncheon on Thursday, October 17. Times for both luncheon events will be included in the vendor registration material which vendors will pick up the morning of Wednesday, October 16, from 8:00-11:00 A.M. Vendors are encouraged to set up beginning at 8:00 A.M. on Wednesday, October 16, to be ready for display by 11:00 A.M. Overnight security will be provided for Wednesday night until Thursday morning. The exhibits should be disassembled by 5:00 P.M. on Thursday, October 17.

Persons or companies interested in exhibiting are asked to complete this form and submit it via email to knewsom@richland.k12.la.us .

FOR OUR VENDORS:

LAFEPA members will be provided with access to a digital brochure of attending vendors.

LAFEPA members will be encouraged to stop at all vendor booths. Vendors may provide individual inducements to encourage **LAFEPA** member visits. As further encouragement for **LAFEPA** members to participate and visit more booths, each registrant will receive a vendor signature page with all vendors listed, and vendors will sign their initials following a visit from a **LAFEPA** member. A prize will be given following a drawing of all members who visited a minimum of 80% of vendors. The drawing will be held on Friday, October 18.

VENDOR CARNIVAL

On October 16, we will once again hold the **VENDOR CARNIVAL** to encourage booth visitation. Vendors are asked to host simple "carnival" style games at their booths. Vendors may offer winners small promotional prizes of their choice.

As a further incentive to encourage attendance, all donated **vendor door prizes will be awarded during the Vendor Carnival.**

VENDOR INFORMATION: (* = required information)

*COMPANY NAME:

*ADDRESS:

*PHONE NUMBER and EMAIL ADDRESS:

*NUMBER OF REPRESENTATIVES ATTENDING CONFERENCE:

*NAMES AND EMAIL ADDRESSES OF REPRESENTATIVES ATTENDING:

*NUMBER OF BOOTH SPACES:

*NUMBER OF ANY ADDITIONAL LUNCH TICKETS NEEDED @\$35.00 EACH:

*AMOUNT ENCLOSED:

*CHECK #:

*ELECTRICITY NEEDED: (PLEASE SELECT ONE) YES NO

PLEASE MAKE CHECKS PAYABLE TO **LAFEPA** AND SEND WITH THIS FORM TO THE FOLLOWING ADDRESS:

**PLEASE NOTE THAT WE ARE NOT SET UP FOR CREDIT CARD PAYMENTS*

LASAFAP
ATTENTION: CHRISTY HENDRIX
411 FOSTER STREET
RAYVILLE, LA 71269

*IF YOU WOULD LIKE TO BECOME A SPONSOR FOR THE EVENT, PLEASE INDICATE THE LEVEL OF YOUR CHOICE:

- BRONZE (\$1,500)
(provides: 2 booth spaces, preferred booth location, electronic signage, lunch tickets for up to 3 reps)
- SILVER (\$2,500)
(provides: 2 booth spaces, preferred booth location, electronic signage, verbal recognition at the Thursday lunchtime business meeting, and lunch tickets for up to 4 reps)
- BREAK SPONSOR (\$3,000)
(provides: 2 booth spaces, preferred booth location, electronic signage, verbal recognition prior to the sponsored break, and lunch tickets for up to 4 reps) A Break Sponsorship may be shared by 2 vendors.
- GOLD (\$5,000)
(provides: 3 booth spaces, preferred booth location, electronic signage, opportunity to address attendees at the Thursday lunchtime business meeting, and lunch tickets for up to 5 reps)
- I WOULD LIKE TO PROVIDE A VENDOR DOOR PRIZE.
**Vendor Door Prizes will be awarded during the VENDOR CARNIVAL*

IMPORTANT!! Please provide a brief description of your product or service so that it can be included in the digital conference brochure that is available to participants: