



Conference Vendor Registration Form

Date of Convention: June 26-29, 2025

*Location: Randolph Riverfront Center
707 2nd St, Alexandria, LA 71301*

We welcome all event vendors who have a specific focus on the welfare of veterans and specifically our members. If you would like to be a vendor at any of our Department held events, please read through this page and see the schedule of events throughout the year.

The vendor booth area has limited spacing, and payment is required as soon as possible following your application approval. Non-payment will result in denial of your vendor application and space will be provided for the next party on the vendor waitlist.

VENDOR BOOTH SPACE FEE: \$200

- Each vendor will receive one (1) standard booth, which includes a 6-foot skirt table and two chairs.
 - All vendors will be listed in our State Convention Program Book.

Vendors may purchase an upgraded advertisement in the State Convention Program Book at the following rates:

- ¼ Page Ad – \$25.00
- ½ Page Ad – \$50.00
- Full Page Ad – \$100.00

All vendors are required to complete the Vendor Application Form prior to approval being confirmed. All applications are processed as first-come, first-serve. All Vendors must be approved before payment is submitted.

VENDOR INFORMATION:

Business Name: _____

Contact Person: _____

Phone Number: _____

Email: _____

Type of Products/Services You Will Be Offering:

Electrical Requirements (if needed):

____ Yes, I need access to electricity

____ No, I do not need electricity

Payment Method (Check One): ____ Credit Card ____ Check ____ Cash

Vendor Guidelines

- **Liability:** The VFW Department of Louisiana is not responsible for any loss or damage to vendor property during the event and will not be responsible for any merchandise left on the tables at any time.
- Any merchandise to be sold from the table must be approved in advance by the VFW Department of Louisiana
- Any exhibitor caught selling unauthorized merchandise will be subject to forfeiture of their vendor space with no refund of the vendor fee.
- Table location and hours of operation will be provided prior to the event.
- **Booth Setup:** Vendor booths must be set up on Friday at 7:00 a.m. Below is Conference vendor booth schedule:
 - Friday – Vendor Table Setup 7:00am, Table Hours 8:00am to 4:00pm
 - Saturday – Vendor Table Hours 8:00am to 4:00pm. Vendor Table Breakdown begins at 4:00 p.m. All Vendor Tables must be broken by 5:30 p.m.
 - Vendors who tear down early without prior approval, may not be approved for future events. If circumstances arise and your vendor booth must be broken down prior to the convention end time, you are required to notify the VFW Convention Director. Any prior breakdown will be considered for future vendor event participation.
 - Vendors who do not show up after requesting a table may not be approved for future events.
- **Cancellation Policy:** Cancellations must be received no later than one (1) week prior to the first day of the Convention/Conference. Cancellation of less than one (1) week before the event will result in forfeiture of the rental fee.
- **Compliance:** Vendors are required to comply with all event rules and regulations.

By submitting this form, you agree to the terms and conditions listed above.

Date: _____

Authorized Vendor Signature: _____

Please email your completed form to lavfwqm@yahoo.com or mail it to 10185 Mammoth Ave., Baton Rouge, LA 70814. For more information, contact VFW Convention Director, Max Arends at 318-470-5068 or mustngblue@bellsouth.net.

FOR VFW DEPARTMENT OF LOUISIANA HEADQUARTERS ONLY:

- Vendor Approved**
- Payment Received** Cash _____ Check _____ Credit Card _____
 - **Amount Paid:** _____