



*“24 Years of Celebrating Gardening”*

## **Southwest Louisiana Garden Conference & Expo**

LSU AgCenter - Calcasieu Parish  
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October 2, 2023

Dear Exhibitor/Vendor:

We are pleased to announce that the Southwest Louisiana Garden Conference & Expo will be held in the Burton Coliseum, Lake Charles, LA in 2024 on March 22 & 23. As we prepare for the upcoming event, the Southwest Louisiana Garden Conference & Expo Steering Committee invites you to participate in celebrating the 24<sup>th</sup> **Southwest Louisiana Garden Conference & Expo 2024 Show and Sale** to be held in the Burton Coliseum on **March 22 and 23 from 9:00 A.M. until 5:00 P.M. Friday, and 9:00 A.M. to 5:00 P.M. Saturday.**

We want you to participate! Our price of \$.95 per sq. ft. is the best price of any of the Garden shows. Our normal Garden Expo attendance is approximately 3-4,000. Sales by vendors are reported as better than other shows. Our goal is to keep this a premier Garden Show for Southwest Louisiana and one of the best in the State.

We continue to improve the Garden Expo making it less stressful and easier loading and unloading within the limitations of the Expo location. The 4-H Cart Service and the SWL Master Gardener Volunteers, both, continue to assist you in getting set up on Thursday and taking down on Saturday as easy as possible.

The Master Gardeners continues to host the Garden Hospitality Room to express our appreciation to you. You will find this Show quite different from other Garden Shows in this respect.

The SWLA Master Gardeners will be hosting the “Garden Expo Preview Party”, Thursday evening, March 21<sup>st</sup> at 6:00 – 8:00 PM. A GUMBO Supper will be provided during the two-hour SHOW PREVIEW. It is open to the public at a \$10.00 per ticket charge. **It is complimentary to our Vendors.** Vendors are allowed and encouraged to sell during the Show Preview. We look forward to hearing from you!

Enclosed is a Registration/Contract application and booth floor plan map of Burton Coliseum.

Tables, chairs, skirting, and backgrounds are the vendor’s responsibility and creativity. Vendors are strongly encouraged to provide their own tables and chairs. If unable, vendors can rent 1 Table/2 Chairs from Burton Coliseum for \$10.00 each. These can be pre-ordered and pre-paid by calling the administration office at 337-721-4090 during normal business hours or these can be rented on the day of the event from the Burton Administration office.

There is abundant parking at the Burton Coliseum for the Garden Expo.

**(Over)**

<b>BOOTH SIZES</b>	<b>PRICE</b>
100 sq. ft.	\$ 95.00
200 sq. ft.	\$190.00
300 sq. ft.	\$285.00
400 sq. ft.	\$380.00
500 sq. ft.	\$475.00
600 sq. ft.	\$570.00
700 sq. ft.	\$665.00
800 sq. ft.	\$760.00
900 sq. ft.	\$855.00
1000 sq. ft.	\$950.00
<b>Non-Profit Exhibitors</b>	
100 sq. ft.	\$40.00

**Set up Time: On Thursday, 8:00 a.m. - 5:30 p.m.  
On Friday & Saturday, Carry-in only**

**Sale hours: Friday, 9:00 a.m. - 5:00 p.m.; Saturday, 9:00 a.m. - 5:00p.m.**

**Breakdown Time: Saturday, 5:05 p.m. until 7:00 p.m.**

**Cancellation Policy:** If cancellation (received in writing) is made prior to **February 16<sup>th</sup>, 2024**, a full refund will be made, minus a \$10.00 administrative fee. Otherwise, we're sorry, it cost us money to sponsor the Garden Expo with financial commitments!

A confirmation e-mail will be sent to you upon receiving your completed contract/registration form, and a welcoming package will be available at the Master Gardener Booth on arrival at the Garden Expo.

Please review the Booth Layout Floor Plan of the Garden Expo. Please indicate your Booth Number for **first, second** and **third** choices of location or circle **same-as-last-year** on the enclosed Registration Form. Preferences will be given to last year's exhibitors, but the final decision is left up to the Expo Steering Committee to maximize full use of every booth. Space is offered on a first come first served basis.

**Deadline for Registration is March 15, 2024. Booth spaces are RESERVED only with FULL payment.**

Please return you Contract/Registration as soon as possible. **Be sure to fill out the Registration/Contract Form completely, sign it and mail it in with your check for the amount of booth space you want.** Your email confirmation will serve as your receipt.

We look forward to your participation. Should you have any questions, please give call me at 337-721-4080 or send me an e-mail at RTurley@agcenter.lsu.edu

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