



August 13, 2012

Dear Prospective Exhibitor:

The Western Manufactured Housing Communities Association (WMA) cordially invites you to participate in the 2012 WMA Convention and Expo, October 16-17. If you are not exhibiting at this year's Expo, please consider sponsorships. Take a look at the Sponsorship Levels and Benefits on page seven (7). This would a good way to keep your business presence at Convention amongst the attendees.

The Welcome Reception with the Opening of the Expo has become one of the most popular events, we are once again inviting you to bring your favorite California wine for tasting during the reception! Attendees will get a chance to sample your wine as they visit your booth. The Expo continues the next day with prize drawings made throughout the day. We'll take a brief two hours away from the Expo and conduct the Annual Meeting and Luncheon.

You will note that each booth purchase comes with two Welcome Reception tickets — a \$200 value! New this year is the unique chance to “step up” your game at the Expo. Business as usual won't cut it in today's economy. Now, more than ever, owners are relying on their management teams or companies to find opportunities to ensure the successful operation of their communities. This is where you come in. This will be an excellent time to promote your services and products to community owners, operators, manufacturers, lenders and retailers from the western states as we come together to discuss and network about promoting, protecting and renovating the manufactured housing communities of the West. We expect approximately 700 people to participate.

This year, we return to our host hotel from last year — the South Point Hotel, Casino & Spa. The hotel is located in the heart of the premiere southwest Las Vegas valley, just minutes away from the famous Las Vegas Strip.

WMA is a nonprofit organization established for the exclusive purpose of promoting and protecting the interests of manufactured housing community owners, operators and developers. Since 1945, WMA has grown to be the largest organization of its kind in the nation, giving the manufactured housing communities industry in California a strong coalition of representation.

Please take a moment and review the enclosed information, and if you have questions or require further information, please call me at 916.448.7002. Return of your completed contract and payment is all it takes to reserve your booth now. Act quickly as we expect to sell out this year!

We look forward to your participation in what will most certainly be a successful Expo!

Cordially,

Regina A. Sánchez
Director of Meetings and Publications



2012 WMA CONVENTION & EXPO
SOUTH POINT HOTEL, CASINO & SPA
OCTOBER 15 - 18

EXHIBIT HALL ACTIVITIES

South Point Hotel, Casino & Spa
9777 Las Vegas Blvd. South • Las Vegas, NV 89183

Monday, October 15, 2012

Golf Tournament/Optional

— Tuscany Course

10:00 a.m. Registraton
11:00 a.m. Shotgun Start
1:00 p.m. to 5:30 p.m. Pre-registered Badges/Tickets Pick Up

Tuesday, October 16, 2012

8:00 a.m. Registration Opens
9:30 a.m. to 11:00 a.m. Brunch
11:15 a.m. to 1:30 p.m. Educational Seminars
1:30 p.m. to 3:00 p.m. Lunch on Own
12:00 p.m. to 4:00 p.m. Exhibitor Move-In
3:00 p.m. to 4:00 p.m. Educational Seminars
5:30 p.m. to 7:30 p.m. Expo Opens with the Welcome Reception

Wednesday, October 17, 2012

8:00 a.m. Registration Opens
8:00 a.m. to 5:00 p.m. Expo Hours
8:00 a.m. to 9:00 a.m. Continental Breakfast in Expo
9:15 a.m. to 11:30 a.m. Educational Seminars
11:30 a.m. to 12:00 p.m. Pre-Lunch Cocktails in Expo
12:00 p.m. to 2:00 p.m. Annual Meeting Luncheon in Expo
2:15 p.m. to 3:45 p.m. Educational Seminars
4:00 p.m. to 5:00 p.m. Grand Prize Drawings in Expo
5:00 p.m. Expo Closes – Tear down
5:30 p.m. All Exhibit Material Must Be Removed
6:30 p.m. to 10:30 p.m. President's Dinner Dance

Thursday, October 18, 2012

8:00 a.m. Final Breakfast
2011 WMA Convention & Expo Closes

Exhibit Hall will remain accessible during seminars, including during Wednesday's Annual Luncheon — staffing is at your discretion. Program subject to change.

Below is the 2012 WMA Expo check list and timeline. When all requirements have been satisfied, your exhibitor file will be complete. Keep this check list with your files to ensure all requirements are met.

CHECK LIST

- Return signed contract to WMA indicating 1st, 2nd, 3rd and 4th choice booth selections (see attached floor plan) with full payment. Booths will be assigned on a first-come, first-served basis. Telephone reservations honored with credit card payment.
- Certificate of Insurance for the Expo is due by September 14 (see Section 19 on the back of the Exhibit Contract for limits).
- Promotional Drawings Form is due by September 14.
- Event Sponsorship Form is due by September 14.
- Registration of booth personnel and request for extra badges due September 14. Payment and names must accompany additional badge requests.
- Order any necessary Expo equipment, furniture, plumbing, truss and rigging, lighting, booth cleaning, electricity (electricity is not included in booth packages) or additional security services from Freeman Exposition Services. An exhibitor kit will be sent to you once your completed contract and payment are received.
- Make your hotel reservations by calling South Point Hotel, Casino & Spa directly at 866.791.7626.

Call Regina Sánchez at
916.448.7002
or email regina@wma.org
if you have questions regarding the
Expo or registration.

Exhibit Services

Freeman Decorating Services, Inc. has been selected as the exclusive on-site contractor for special services and furnishing equipment during the show. Freeman will send you kits once your booth is confirmed. Your exhibit fee includes the following:

1. 10' x 10' booth (fully carpeted floor — red with yellow embellishments)
2. Drapery consisting of an 8' back wall and 3' side rails
3. One 6' draped table and two folding chairs
4. One booth identification sign
5. All meal events require tickets. Each booth purchase (under both options) comes with two Welcome Reception tickets — a \$200 value!
Option A — Two (2) exhibit-only badges.
Option B — One (1) full exhibitor/Convention registration package includes admittance for one person to all scheduled meal events, and all seminars, AND one additional exhibit-only badge. Since three of these meal events are taking place in the Expo, you should consider this option. Additional discounted meal/seminar packages available after the first one included in Option B is \$300 per person.

Exhibits may not exceed 22' in height due to ceiling limitations.

Expo Opening/Welcome Reception

In order to foster excitement and draw interest to your booth amongst Expo attendees, exhibitors are encouraged to participate in the Welcome Reception. Bring three to six bottles of your favorite wine. Attendees will be given a wine glass upon entering the Expo and encouraged to spend a few minutes getting to know you and your product while sampling your delicious wine! Please note: WMA will pay corkage on the first three bottles of wine per booth; after that, you will be responsible for the \$10 corkage per bottle which will be invoiced at the conclusion of the program.

Program/Reporter Advertisement

Reservation deadline for ad space for all advertisements is August 31. Adverts are available at regular Convention & Expo Program/Reporter advertising rates. (Call Maureen Dey at 916.448.7002.)

Exhibit Hall Activities

A tentative agenda for exhibit hall activities is included in this packet for your use. Exhibitor move-in hours are on Tuesday, October 16 from 12:00 p.m. to 4:00 p.m. — exhibits should be ready by 4:30 p.m. for inspection. Any space not occupied by 3:30 p.m. may be reassigned at WMA's discretion.

Hotel Accommodations & Discounts

Hotel reservations must be made directly with South Point Casino, Hotel & Spa at 866.791.7626. Cut-off date is September 14 so make your reservations early! Please use group name: WMA Convention & Expo in order to receive WMA's \$59 per night group rate (Monday through Thursday) and \$95 per night group rate (Friday through Sunday). The hotel is offering special suite rates. Those can be obtained by calling the hotel directly.

Exhibit Labor

All work involved in the erection, touch-up painting, dismantling, and repair of all exhibits may fall under union jurisdiction. This work is to include wall and floor coverings, pipe and drape, hanging of signs and/or decorative materials from the ceiling, and placement of all signs. This does not apply to the unpacking and placement of merchandise. Exhibitors may set up their own exhibits provided one person can accomplish the task in less than one (1) hour without the use of tools. If the exhibit preparation, installation or dismantling requires more than one (1) hour, exhibitors must contract personnel supplied by the official services contractor.

Shipping/Freight Handling

Freeman shall act as the official and exclusive freight carrier for this show. Please make all shipping arrangements through Freeman and note that they are a union contractor. All work involved in the loading/unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of unloading, uncrating, unskidding, leveling, as well as the reverse process.

Exhibitors are permitted to hand carry small packages into the hall and cannot use material handling equipment. When exhibitors choose to hand carry materials, they will not be permitted access to the loading dock/freight door areas. Any materials sent directly to the conference center will be returned to the point of origin. Freeman will not be responsible for any material not handled by them. Materials or items left after the Expo will be considered throw-away items and will be discarded.

Promotional Drawings

WMA will hold all drawings at the closing of the Expo. If you wish to participate, please complete and return the attached "Promotional Drawings" form by September 14.

We encourage prizes with a minimum value of \$100. All prizes and gift certificates must be registered with Regina Sánchez prior to the drawings. Prizes not registered will not be included in WMA-sanctioned drawing. To ensure a smooth-running and timely show, we need to have your promotional item(s) listed well in advance of the drawings.

Past years' favorites have included weekend get-aways, brand name store gift certificates or cash. Prior to purchasing your prizes, call us for additional suggestions. Keep in mind the physical size of your item — winners need to get them home.

Sponsorship of Events

Sponsorship pays off! Your sponsorship dollars assist in WMA's ability to continue to provide quality events. As a result, your company name will be associated with exciting, educational and memorable events. An excellent publicity opportunity for your company at a great price!

Please refer to the sponsorship form also included in this packet for level benefits. Sponsors of events will be listed in the Convention & Expo Program/Reporter (if sponsorship is received by August 6). According to the level of sponsorship, there will be prominent signage and announcements at each event acknowledging the sponsor.

PAYMENT INFORMATION

As you go through this packet of information, please pull this page out so that you can track all your charges on the various pages. A single charge with the grand total will be entered on Page Nine (9) which is the Exhibit Contract.

From Page Four (4)

2012 BOOTH PERSONNEL FORM

Total Exhibit Personnel Due \$ _____

From Page Six (6)

2012 PROMOTIONAL DRAWINGS & OTHER ACTIVITIES

I will need a ride to and from the golf course; I can provide rides to and from the golf course.

Player(s)/Handicap(s) _____

Total Golf Due \$ _____

Total FJE Cash Drawings Seed Money Due \$ _____

I/We will attend the Silent Auction benefit for WMA's Foundation _____ # attending.

From Page Seven (7)

2012 SPONSORSHIP LEVELS AND BENEFITS

Total Major Sponsorships (Platinum, Gold, Silver or Bronze) Due \$ _____

Patron Event Sponsor _____

Total Patron Sponsorships Due \$ _____

From Page Nine (9)

EXHIBIT CONTRACT

Total Option A Booth(s) Due \$ _____

Total Option B Booth(s) Due \$ _____

GRAND TOTAL DUE | TOTAL ALL AMOUNTS LISTED ABOVE \$ _____

Enter this amount 
on Page Nine (9) of the EXHIBIT CONTRACT (Total \$ Charged)

Please make copies for your files and return all supporting pages with your payment and contract!

Fax or mail to Regina Sánchez at WMA
455 Capitol Mall, Suite 800 | Sacramento, CA 95814 | 916.448.7085 (fax)

2012 BOOTH PERSONNEL FORM

All badges are issued to employees of your company/firm only. You cannot use these as guest passes/badges.

Option A Booth # _____

Booth Personnel (Please print, as it will appear on badge.) Two exhibitor badges and two Welcome Reception tickets are included with each Option A package. Additional exhibitor badge only are available at \$25 each, as are Welcome Reception tickets at \$100 per person. Payment of additional badge requests must accompany this request. *(See payment form below.)*

1. Trade Show Exhibitor Badge Only w/Welcome Reception Ticket

Firm _____

Name _____

City _____

2. Trade Show Exhibitor Badge Only w/Welcome Reception Ticket

Firm _____

Name _____

City _____

3. Add'l Exhibitor Badge Only \$25
 Add'l Exhibitor Badge with Welcome Reception \$125

Firm _____

Name _____

City _____

4. Add'l Exhibitor Badge Only \$25
 Add'l Exhibitor Badge with Welcome Reception \$125

Firm _____

Name _____

City _____

Option B Booth # _____

Booth Personnel (Please print, as it will appear on badge.) One full Convention & Expo registration is included in Option B (admittance for one person to all scheduled meal events and seminars); PLUS one exhibitor badge only with a Welcome Reception ticket. Additional exhibitor badge only are available at \$25 each, as are meal/seminar packages at \$300 per person. Payment of additional badge requests must accompany this request. *(See payment form below.)*

1. Trade Show Exhibitor with Full Expo Reg Badge

Firm _____

Name _____

City _____

2. Trade Show Exhibitor Badge Only w/Welcome Reception Ticket
or **Add Full Expo Reg \$275**

Firm _____

Name _____

City _____

3. Add'l Exhibitor Badge Only \$25
 Add'l Exhibitor Badge with Welcome Reception \$125
 Add'l Full Registration (includes Expo Badge) \$300

Firm _____

Name _____

City _____

4. Add'l Exhibitor-Only Badge \$25
 Add'l Exhibitor Badge with Welcome Reception \$125
 Add'l Full Registration (includes Expo Badge) \$300

Firm _____

Name _____

City _____

OPTION A or B: Exhibitor Badges Only _____ (quantity) x \$25 per person \$ _____

OPTION A or B: Exhibitor Badges Only with Welcome Reception Tickets _____ (quantity) x \$125 per person \$ _____

OPTION B ONLY: Person #2 Upgrade to Full Registration One (1) x \$275 \$ _____

OPTION B ONLY: Person #3 and above Upgrade to Full Registration _____ (quantity) x \$300 per person \$ _____

Transfer this amount to Page Three (3) of this packet | Total Exhibit Personnel Due \$ _____

**Any badge change made on site at the Expo will be subject to an additional \$25 fee.
Please return this page with Pages 3 and 9 to Regina Sánchez.**

2012 CONVENTION & EXPO
PROGRAM/REPORTER ADVERT FORM

Space Reservation Form

FIRM NAME

CONTACT

ADDRESS

DAYTIME PHONE NUMBER

Get your business noticed by purchasing an advert, or enhance your existing advert by adding color or size. Larger ads or added color can be purchased for an additional fee. Exhibitor must supply the advert to WMA electronically or on disk for a PC platform. The advert must be readable in Adobe Creative Suite 5.5. High resolution PDFs or TIFFs will also be accepted.

Deadline for space reservation is August 31. Ads must be supplied on disk (or e-mailed) by September 14.

Ads can be emailed to Maureen Dey at maureen@wma.org. Black and white hard copy text-to-fit verbiage can be sent via fax (916.448.7085) or mailed to the address below. Color hard copy samples should be mailed.

CDs or DVDs with layout and/or images of your ad can be sent to:

Maureen Dey
2011 Convention & Expo Program/Reporter
455 Capitol Mall, Suite 800
Sacramento, CA 95814

Text-to-fit verbiage can be faxed or emailed to 916.448.7085 or maureen@wma.org.

If you require additional information, call Maureen at 916.448.7002 or 800.669.8847 (toll-free within California).

PROMOTIONAL DRAWINGS

- Yes, I wish to participate in a promotional drawing and will donate the following gift with a minimum value of \$100:

- Brand name store (from California) gift certificate
- Cash
- Weekend get-away
- Other — description of gift:

- I wish to collect names at my booth.
(You will need to provide an appropriate box, basket, etc. to hold your collected names at the time of the drawings.)

- I wish to use WMA registration attendee names.

 Firm

 Member # Booth #

 Your Name

 Telephone

You must register your prize on site with WMA staff in order to participate in the WMA-sanctioned drawing at the close of the Expo.

OPTIONAL ACTIVITIES

Golf

Monday, October 15, 2012 • 11:00 a.m. Registraton

(Shotgun start at 12:00 p.m. Tuscany Golf Club)

(Fees listed below are per person rates and due by September 1. Space is limited. Reserve EARLY!)

- Golf Tournament \$150 pp x _____ (total#) = \$ _____
- I will require transportation to and from the golf course.

Golfer(s) with handicap(s):

Total Golf Due \$ _____

CASH DRAWINGS

WMA will once again hold a cash drawing at the President's Dinner Dance on Wednesday night, October 17. Proceeds from this drawing will benefit the Frank J. Evans Charitable Foundation. We are seeking \$100 contributions toward this drawing. All donations are tax-deductible.

- Yes, I wish to donate \$ _____ toward the cash drawing!

 Firm

To include this donation listing in the Convention & Expo Program/ Reporter, please return this completed form to WMA no later than August 2.

Total Cash Drawing Donation \$ _____

Please transfer all these amounts to Page Three (3).

Please return this form with Pages 3 and 9 to:
 Regina Sánchez
 Western Manufactured Housing Communities Association
 455 Capitol Mall, Suite 800
 Sacramento, CA 95814

WMA is offering S&I members an opportunity to choose from different levels of sponsorship at the Expo. The following benefits come with each level.

Platinum Sponsorship — \$5,000

- Published listing in Convention & Expo issue of the **Reporter**, Convention Highlights issue of the **Reporter** and on registration packet materials (prior to deadline).
- Signage at all Convention events, Cocktail Receptions, the Expo Opening/Welcome Reception, Expo Continental Breakfast, Annual Meeting & Luncheon, and the President's Dinner Dance.
- Special announcement during President's Dinner Dance.
- Four extra tickets each to the Expo Opening/Welcome Reception and the President's Dinner Dance.

Gold Sponsorship — \$2,500

- Published listing in Convention & Expo issue of the **Reporter**, Convention Highlights issue of the **Reporter** and on registration packet materials (prior to deadline).
- Signage at the Expo Opening/Welcome Reception and the President's Dinner Dance.
- Special announcement during the President's Dinner Dance.
- Three extra tickets to Expo Opening/Welcome Reception.

Silver Sponsorship — \$2,000

- Published listing in Convention & Expo issue of the **Reporter**, Convention Highlights issue of the **Reporter** and on registration packet materials (prior to deadline).
- Signage at the Expo Opening/Welcome Reception and President's Dinner Dance.
- Special announcement during President's Dinner Dance.
- Two extra tickets to the Expo Opening/Welcome Reception.

Bronze Sponsorship — \$1,500

- Published listing in Convention & Expo issue of the **Reporter**, Convention Highlights issue of the **Reporter** and on registration packet materials (prior to deadline).
- Signage at the President's Dinner Dance.
- Special announcement during President's Dinner Dance.
- One extra ticket to Expo Opening/Welcome Reception.

Name Badge Holders — \$1,000

- Published listing in Convention & Expo issue of the **Reporter**, Convention Highlights issue of the **Reporter**.
- Signage at the Registration Desk.
(Please note that holders are blank and will not include imprinting.)

Partial Sponsorships — \$500

- Published listing in Convention & Expo issue of the **Reporter**, Convention Highlights issue of the **Reporter**.
- Signage at the sponsored food and beverage event.
- Special announcement during the Annual Meeting & Luncheon.

Golf Sponsorships — Please call Regina Sánchez

- Published listing in Convention & Expo issue of the **Reporter**, Convention Highlights issue of the **Reporter** (prior to deadline). Please return this form to:

Regina Sánchez
 Western Manufactured Housing Communities Association
 455 Capitol Mall, Suite 800
 Sacramento, CA 95814

Thank you for your sponsorship!

Sponsorship of Events

- Platinum Sponsor \$5,000
- Gold Sponsor \$2,500
- Silver Sponsor..... \$2,000
- Bronze Sponsor..... \$1,500

Patron (partial sponsorships)

- Opening Breakfast \$500
- Expo Opening/Welcome Reception..... \$500
- Expo Continental Breakfast..... \$500
- Pre-Lunch Cocktail Reception \$500
- Annual Meeting and Luncheon \$500
- Pre-Dinner Cocktail Reception..... \$500
- President's Dinner Dance Wine \$500
- Final Breakfast..... \$500

Special

- Name Badge Holders..... *Sold!* \$1,000
- Pocket Schedules *Sold!* \$1,000

Sponsorship of an event does not automatically entitle a sponsor to complimentary attendance. Sponsorship level, full registration packages, day passes and individual event tickets allow admission into WMA Convention & Expo events.

This document confirms our participation in WMA's Convention and Expo in Las Vegas, NV. As a participating sponsor, we hereby agree to assume financial responsibility as indicated for the below-mentioned program component. It is further acknowledged that the person signing below is authorized to do so on behalf of the participating company.

 Firm Name

 Event Sponsoring

 Contact Name

 Telephone Number

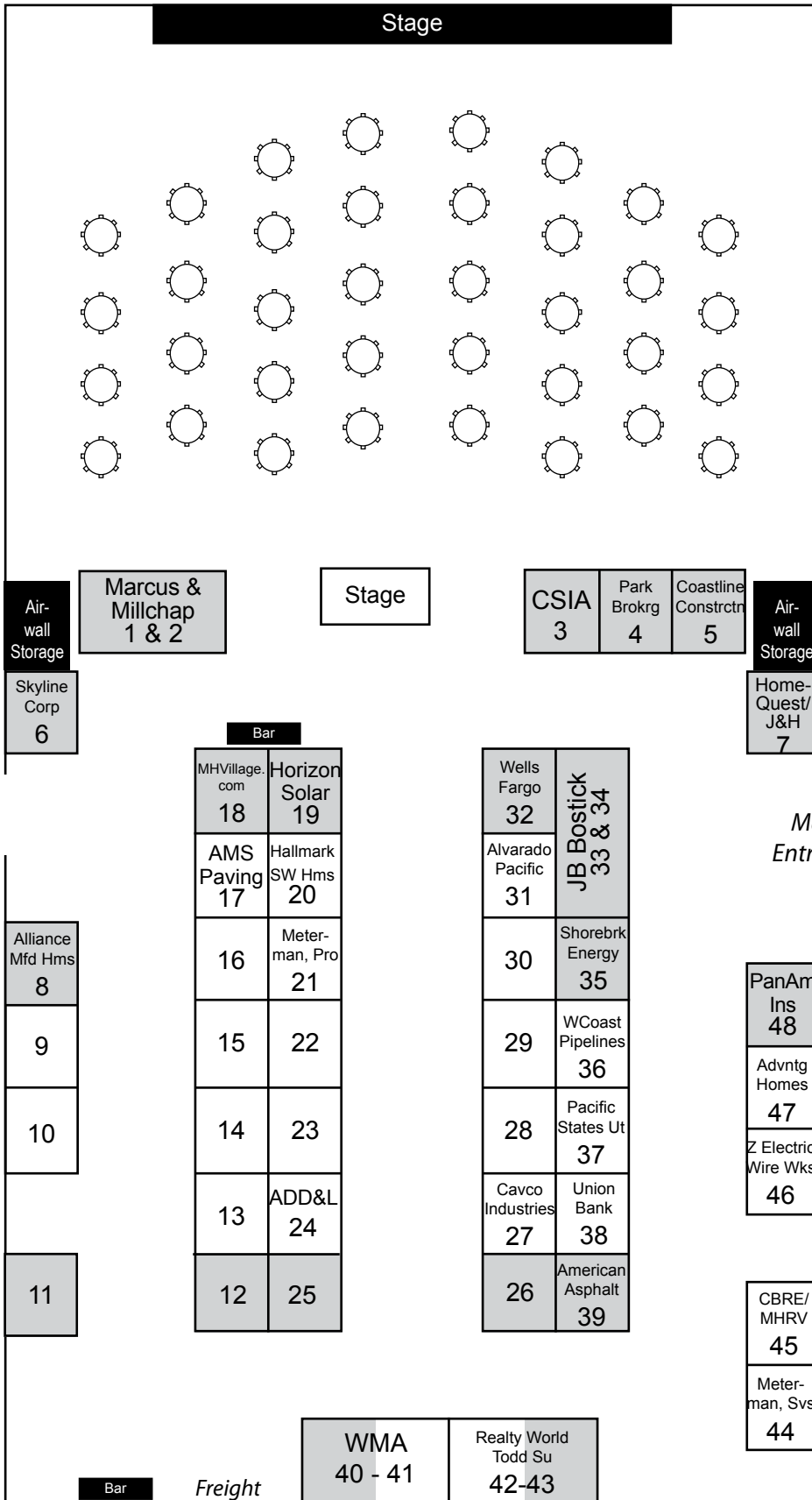
Total Sponsorships Due \$ _____

Please transfer this amount to Page Three (3).

Please return this form with Pages 3 and 9 to:
 Regina Sánchez
 Western Manufactured Housing Communities Association
 455 Capitol Mall, Suite 800
 Sacramento, CA 95814

2012 WMA CONVENTION & EXPO

Grand Ballroom A | South Point Casino, Hotel & Spa | October 16-17
(map not to scale)



**WMA
GRATEFULLY
ACKNOWLEDGES
ITS
2012 MAJOR
SPONSORS**

PLATINUM

California Southwestern
Insurance Agency
and
Alvarada Pacific Insurance
Services
(through CIG)

JB Bostick Company, Inc.

Marcus & Millichap

Realty World
Todd Su & Associates

Shorebreak
Energy Developers

GOLD

Lipscomb Real Estate, Inc.

SILVER

Horizon Solar Power
PanAmerican
Insurance Agency, Inc.

BRONZE

Credit Bureau Associates


 Grey shaded booths indicate premium spaces.

EXHIBIT CONTRACT
Expo Dates: October 16-17
Ballroom A, South Point Casino, Hotel & Spa

THIS MEMORANDUM AGREEMENT is made on _____, 2012, between the Western Manufactured Housing Communities Association (WMA) and _____.

IN CONSIDERATION OF THE SUM: \$_____, WMA hereby leases _____ space(s) in its 2012 Expo at the South Point Casino, Hotel & Spa, Las Vegas, NV, October 16-17, 2012, pursuant to the Rules and Regulations on the reverse side of this agreement.

It is understood that the per-booth price includes a 10' x 10' space as diagramed; existing ballroom carpet; drapery consisting of an 8' back wall and 3' side rails; one 6' draped table; two folding chairs; and a identity sign. Exhibitors will be responsible for additional furnishings, electricity, seminar registration, meal event tickets and hotel accommodations unless otherwise noted below.

OFFICIAL SIGN IDENTIFICATION: I need a sign. I do NOT need a sign.
Exhibitor hereby notifies WMA that the name of the exhibiting firm is to appear in print with the following capitalization, abbreviations and punctuation. *PLEASE TYPE OR PRINT.*

Company Name: _____

City: _____

List or describe goods/services to be displayed in exhibitor's booth: _____

List competitor names that you would prefer not to be placed near (if possible): _____

Company's preference for booth locations: 1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

PAYMENT SCHEDULE: Full payment must accompany this contract to reserve each space. CANCELLATIONS: In the event an exhibitor finds it necessary to cancel its company's participation in the 2012 WMA Expo, refunds will be made as follows: For cancellations between now and September 14, 50% refund; on and after September 15, no refund.

PRICE:

Option A	Standard Space	Premium Space
Package as described above and two (2) exhibitor-only badges with two Welcome Reception tickets — a \$200 value!	<input type="checkbox"/> \$650 Member <input type="checkbox"/> \$1,300 Non-Member	<input type="checkbox"/> \$850 Member <input type="checkbox"/> \$1,700 Non-Member
Option B	Standard Space	Premium Space
Package as described above, one (1) Expo registration package (includes admittance for one person to all scheduled meal events) AND one (1) additional exhibitor-only badge and a Welcome Reception ticket.	<input type="checkbox"/> \$950 Member <input type="checkbox"/> \$1,900 Non-Member	<input type="checkbox"/> \$1,150 Member <input type="checkbox"/> \$2,300 Non-Member

Electricity can be ordered directly through Freeman Exposition Services.

RULES AND REGULATIONS PRINTED ON THE REVERSE ARE AGREED TO BE PART OF THIS CONTRACT.

100% PAYMENT IS REQUIRED. Please transfer total amount from page three (3) for total charges:

- Check enclosed (please make payable to WMA)
- Charge to: VISA MasterCard American Express

On-Site Contact Name _____

Company _____ Member# _____

E-mail Address _____

Telephone _____ Cell _____

Mailing Address _____

City, State & ZIP _____

Name on Card _____

Account # _____ Sec Code _____

Expiration Date _____ Total \$ Charged (from Page 3) _____

Billing Address _____

Signature _____

By signing above, I have read and agree to adhere to all rules and regulations governing the 2012 WMA Convention & Expo for Exhibitors.

Retain a copy for your files and return original to WMA with your payment to 455 Capitol Mall, Suite 800, Sacramento, CA 95814. Contracts may be faxed to 916.448.7085. Questions? Call Regina at 916.448.7002.

**INFORMATION, RULES AND REGULATIONS GOVERNING
2012 WMA EXPO EXHIBITORS**

1. **RESERVATION FOR BOOTH SPACE** will be made in the order in which signed contracts and payment are received. If an exhibitor's choices are not available, WMA reserves the right to place the exhibitor at its discretion.
2. **RATES AND PAYMENTS:** The price per booth for Service and Industry members of WMA is \$650 and \$950 for Options A and B, respectively (\$850 and \$1,150 for premium spaces). For non-members, the price per booth is \$1,300 and \$1,900 for Options A and B, respectively (\$1,700 and \$2,300 for premium spaces). Full payment is due upon signing the contract. Electricity will be offered by Freeman Exposition Services.
3. **BOOTH SHARING:** Additional firms sharing the same booth must pay \$450 (member) and \$900 (non-member) per additional firm. This will include one badge good only for the exhibit hall. (See section 14.)
4. **IRREGULAR ACTIVITIES:** Any person, firm or organization who has not contracted with WMA for exhibit space will not be permitted to display any products, processes or services, to solicit orders, host parties, or distribute advertising or other materials. All business must be confined to reserved booth area.
5. **SECURITY:** Reasonable guard service will be furnished in the exhibit area; neither WMA nor the facility in which the exhibits are held can or will be responsible for damage to, loss or theft of property belonging to any exhibitor, its agents, employees, business invitees, visitors or guests. Exhibitors are expected to carry their own appropriate insurance. See section 19. Exhibitor agrees that he/she has sole care, custody and control of any products or materials displayed within exhibitor's booth.
6. **DIMENSIONS AND LIMITATIONS:** Dimensions of booths are 10' x 10'. Exhibits may not exceed 22' in height due to ceiling limitations.
7. **FIRE REGULATIONS:** All displays must meet requirements of the Fire Department.
8. **INSTALLATION AND REMOVAL OF EXHIBITS:** Installation of exhibits may commence on Tuesday, October 16 from 12:00 p.m. to 4:00 p.m. An exhibit may be dismantled before the official closing of the show. All exhibit material must be removed by 5:30 p.m. Booths will be dismantled by 6:00 p.m. after the grand prize drawings on Wednesday, October 17.
9. **INSPECTION OF EXHIBITS:** All exhibits must be in complete readiness for inspection at 4:30 p.m., Tuesday, October 16. Any booth which has not been occupied and readied by 3:30 p.m. on Tuesday may be occupied by another firm at WMA's discretion.
10. **OFFICIAL DECORATOR:** WMA has named Freeman Exposition Services as the official decorator. You will be sent full information on trade show equipment, furniture, electricity and services to all exhibitors by Freeman upon receipt of your contract.
11. **EXHIBIT LABOR:** Please make all handling arrangements with Freeman and note that they are a union contractor. All work involved in the loading and unloading of all trucks, trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction. The union also has the jurisdiction of unloading, uncrating, unskidding, leveling, as well as the reverse process. Exhibitors are permitted to hand carry small packages into the hall and cannot use material handling equipment. When exhibitors choose to hand carry materials, they will not be permitted access to the loading dock/freight door areas. Any materials sent directly to the conference center will be returned to the point of origin. Freeman will not be responsible for any material not handled by them. Materials or items left after the Expo will be considered throw-away items and will be discarded.
12. **EXHIBIT FREIGHT:** Freeman Exposition Services shall act as the official and exclusive freight carrier for the show and reserves the right to appoint carriers and other sub-contractors as necessary to handle this freight. Should an exhibitor choose to utilize its own contractor to provide any of the services Freeman is equipped to perform, exhibitor must provide advance notice to Freeman, no later than September 10, of the use of its own contractor. These contractors will be required to provide insurance specified in section 19. Exhibitors, please note: Dock entrance is locked at all times. Prior arrangements MUST be made with Freeman if dock entrance is needed.
13. **ELECTRICAL:** All hardwiring ordered to the line side of the exhibitors' equipment is under union jurisdiction. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.
14. **BOOTH PERSONNEL:** Deadline for submitting to WMA the names of company representatives who will staff each booth is September 17. Exhibitors will be provided with badges and must wear them for identification. Any additional booth personnel wishing to participate in Convention activities other than the Expo (i.e., meal functions, receptions, seminars, etc.) can register at the discounted rate, full day pass rate, or purchase individual event tickets. You may, however, purchase additional Expo only name badges for booth personnel at \$25 each. These name badges are valid for the exhibit hall only.
15. **PRIZES:** To be included and publicized in the prize drawings, an exhibitor's prize/gift should be valued at no less than \$100. Prizes valued under \$100 may be given away by the exhibitor from his/her own booth by his/her own means. Prizes must be approved by WMA. (If you would like suggestions, please call WMA.)
16. **WMA** reserves the right to change the Expo dates and site upon prior written notice to the exhibitors.
17. **REASSIGNMENT OF SPACE:** WMA reserves the right to reassign any space not paid in full by September 2 inclusive of any late charges, and to reassign any or all exhibitors for the good of the show.
18. **AMENDMENT AND ADDITIONAL REGULATIONS:** All matters and questions not covered by this preliminary listing of information and regulations are subject to the decision of WMA. WMA shall have sole authority to interpret and enforce all rules and regulations, and to make any amendments to the regulations as shall be necessary for the orderly conduct of the Expo.
19. **LIABILITY:** The exhibitor assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor displays, equipment and other property brought upon the premises of the South Point Casino, Hotel & Spa. The exhibitor shall indemnify and hold harmless Freeman Exposition Services, South Point agents, servants and employees, and WMA, its agents, employees or servants from any and all such losses, damages, claims, actions, costs and expenses, including reasonable attorneys' fees, incurred during the show. Each exhibitor will supply a certificate of insurance to WMA, naming WMA as a certificate holder, stating the limits of insurance policies covering exhibitor for liability, etc., no later than September 17. Exhibitors shall maintain (1) workers' compensation insurance covering all of its employees; (2) commercial general liability insurance covering all operations; and (3) automobile liability insurance including coverage for all owned, hired and non-owned vehicles. All policies shall be in an amount of insurance of \$1,000,000, except for workers' compensation, which shall be in the amount required by law. Exhibitors who have not complied with supplying the certificate of insurance prior to September 14, may be denied entrance to the exhibit floor.

All exhibitors are expected to comply with any union requirements in effect and as outlined in the "SHOW SITE WORK RULES" section of the Exhibitor Kit. Once your completed contract is received, WMA will forward to you, the Exhibitor Kit.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/31/2012

PRODUCER Insurance Agent/Broker who issues certificate Mailing Address City, State & ZIP	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED You/Legal Name of Company Mailing Address City, State & ZIP	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">INSURERS AFFORDING COVERAGE</td> <td style="width: 30%;">NAIC #</td> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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INSURER D:													
INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS														
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		01/01/12	01/01/13	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$300,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$10,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000	MED EXP (Any one person)	\$10,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS - COMP/OP AGG	\$2,000,000		
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PRODUCTS - COMP/OP AGG	\$2,000,000																			
B		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		01/01/12	01/01/13	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td>AUTO ONLY - EA ACCIDENT</td><td>\$</td></tr> <tr><td>OTHER THAN AUTO ONLY: EA ACC</td><td>\$</td></tr> <tr><td>AGG</td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$	AUTO ONLY - EA ACCIDENT	\$	OTHER THAN AUTO ONLY: EA ACC	\$	AGG	\$
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		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>AUTO ONLY - EA ACCIDENT</td><td>\$</td></tr> <tr><td>OTHER THAN AUTO ONLY: EA ACC</td><td>\$</td></tr> <tr><td>AGG</td><td>\$</td></tr> </table>	AUTO ONLY - EA ACCIDENT	\$	OTHER THAN AUTO ONLY: EA ACC	\$	AGG	\$								
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OTHER THAN AUTO ONLY: EA ACC	\$																			
AGG	\$																			
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		01/01/12	01/01/13	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$5,000,000</td></tr> <tr><td>AGGREGATE</td><td>\$5,000,000</td></tr> <tr><td></td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$5,000,000	AGGREGATE	\$5,000,000		\$		\$		\$				
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B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER		01/01/12	01/01/13	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> WC STATU-TORY LIMITS</td> <td><input type="checkbox"/> OTH-ER</td> <td></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$1,000,000</td></tr> </table>	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	<input type="checkbox"/> OTH-ER		E.L. EACH ACCIDENT		\$1,000,000	E.L. DISEASE - EA EMPLOYEE		\$1,000,000	E.L. DISEASE - POLICY LIMIT		\$1,000,000		
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Western Manufactured Housing Communities Association (Show Management) and Freeman Exposition Services (Official Contractor) are hereby named as additional insured under the general liability policy.

CERTIFICATE HOLDER Western Manufactured Housing Communities Association Attention: Regina Sanchez 455 Capitol Mall, Suite 800 Sacramento, CA 95814	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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