



Western
Manufactured Housing Communities
Association

June 23, 2016

Dear Prospective Exhibitor:

The Western Manufactured Housing Communities Association (WMA) cordially invites you to participate in the 2016 WMA Convention and Expo, October 10-13. If you are not exhibiting at this year's Expo, please consider sponsorships. An added feature to being a major sponsor is the branding of your company name on the registration bags, as well as the ability to insert a promotional item into the bags. Take a look at the Sponsorship Levels and Benefits on page six of the Exhibit Packet. This would be a good way to keep your business presence amongst the attendees at Convention.

We have adjusted the schedule this year and you will see attendees on the Expo floor for nearly ten hours, as compared to six hours in past years! Last year we added the Welcome Reception, continental breakfast and dessert reception with the first two exhibitor badges in each booth registration, and will continue to do so this year. The opening of the Expo will be right after the Kick Off Lunch. You'll have the decision makers from communities on the Expo floor for well over two hours! The Welcome Reception in the Expo, has become one of the most popular events. We are once again inviting you to bring your favorite wines for tasting during the reception! Attendees will get a chance to sample your wines as they visit your booth. CIG is once again providing complimentary wine glasses for our attendees to keep! The Expo continues the next day with prize drawings made at the close of the day.

We will take a brief 90 minutes away from the Expo to conduct the Annual Meeting and Luncheon, then we will bring the attendees right back into the Expo for dessert! For the last two years, desserts have been offered on the Expo floor right after the Annual Meeting and Luncheon! Exhibitors love this new concept. This is an excellent sponsorship opportunity!

With a healthier economy, 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 our host hotel is the Green Valley Ranch Resort & Spa in Henderson, Nevada.

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. Sanchez
Director of Meetings and Publications



EXHIBIT PACKET
Green Valley Ranch Resort & Spa
2300 Paseo Verde
Henderson, NV 89052

EXHIBIT HALL ACTIVITIES

Monday, October 10, 2016

Golf Tournament/Optional
 — The Legacy Golf Club

11:00 a.m.	Golf Tournament Registration
12:00 p.m.	Golf Tournament Shotgun Start
12:00 p.m. to 5:00 p.m.	Exhibitors Move-In
1:00 p.m. to 6:30 p.m.	Convention Pre-registered Badge Pick Up
5:00 p.m. to 7:00 p.m.	Networking Event Reception

Tuesday, October 11, 2016

8:00 a.m.	Registration Opens
8:00 a.m. to 11:30 a.m.	Exhibitors Move-In
9:00 a.m. to 11:15 a.m.	Educational Seminars
11:30 a.m. to 12:30 p.m.	Kick Off Lunch
12:30 p.m. to 2:45 p.m.	Expo Opens
3:00 p.m. to 4:30 p.m.	Educational Seminars
4:30 p.m. to 7:00 p.m.	Expo Opens with the Welcome Reception and Wine Tasting Event

Wednesday, October 12, 2016

8:00 a.m.	Registration Opens
7:00 a.m. to 9:00 a.m.	Continental Breakfast in Expo
7:30 a.m. to 3:30 p.m.	Expo Hours
9:00 a.m. to 11:15 a.m.	Educational Seminars
11:00 a.m. to 12:00 p.m.	Pre-Lunch Cocktails in Expo
12:00 p.m. to 1:30 p.m.	Annual Meeting & Luncheon
1:30 p.m. to 2:30 p.m.	Dessert Reception and Drawings in Expo
3:00 p.m.	Expo Closes – Tear down
2:45 p.m. to 4:15 p.m.	Educational Seminars
3:30 p.m.	All Exhibit Material Must Be Removed
6:30 p.m. to 10:00 p.m.	President's Dinner Dance

Thursday, October 13, 2016

8:00 a.m.	Final Breakfast
	2016 WMA Convention Closes

Exhibit Hall will remain accessible during seminars, including during the Annual Meeting & Luncheon — staffing is at your discretion. Program subject to change.

Below is the 2016 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 AND page 4 (Booth Personnel Form) containing at least one name of an exhibitor 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 9 (see Section 19 on the back of the Exhibit Contract for limits).
- ☐ Promotional Drawings Form is due by September 9.
- ☐ Event Sponsorship Form is due by September 9. For guaranteed inclusion in the *October Reporter*, the form must be received by August 31.
- ☐ Registration of additional booth personnel and request for extra badges due September 9. 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 GES. An exhibitor kit will be sent to you once your completed contract and payment are received.
- ☐ Make your hotel reservations by calling Green Valley Ranch Resort & Spa directly at 866.782.9487 and use group name "GCIWMGC" to receive WMA's \$130 per night rate.

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

Exhibit Services

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

1. 10' x 10' booth (fully carpeted floor—multi-color with burgundy and gold 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 which include the continental breakfast and dessert reception on Wednesday.
Option B—One (1) full exhibitor/Convention registration package includes admittance for one person to all scheduled meal events and seminars, AND one additional exhibit-only badge (which includes the continental breakfast and dessert reception on Wednesday).
Additional discounted meal/seminar packages available after the first one included in Option B is \$350 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 attendees, exhibitors are encouraged to decorate booths in the convention theme. This year's theme is "*Winds of Change*." You are also invited to participate in the Welcome Reception by bringing three to six bottles of your favorite wines. Attendees will be given a wine glass, courtesy of CIG, 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. Advertisements are available at regular Convention & Expo Program/Reporter advertising rates. If you already have a 12-month contract with WMA, you are set! You might consider adding color or enlarging your advert if not already a full page or full color. Contact Regina Sánchez for details.

Exhibit Hall Activities

A tentative agenda for exhibit hall activities is included in this packet for your use. Exhibitor move-in hours are on Monday, October 10 from 12:00 p.m. to 5:00 p.m. and Tuesday, October 11 from 8:00 a.m. to 11:30 a.m.—exhibits should be ready by 11:30 a.m. for inspection on Tuesday. Any space not occupied by 11:30 a.m. may be reassigned at WMA's discretion.

Hotel Accommodations & Discounts

Hotel reservations must be made directly with the Green Valley Ranch Resort. See page one of this packet for details.

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

GES shall act as the official and exclusive freight carrier for this show. Please make all shipping arrangements through GES 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. If you require the use of the dock for unloading, you must schedule a time with GES. Any materials sent directly to the hotel will be returned to the point of origin. GES 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 9.

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. 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 31). According to the level of sponsorship, there will be prominent signage and announcements at each event acknowledging the sponsor.

PAYMENT INFORMATION

Page Three (3)

As you go through this packet of information, please pull this page out so that you can track all your charges from 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)

2016 BOOTH PERSONNEL FORM

Total Exhibit Personnel Due \$ _____

From Page Five (5)

2016 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) listed on Page Five (5). Please return that page with this form.

Total Golf Due \$ _____

☐ I/We will attend the Networking Cocktail Reception _____ # attending.

Total FJE Cash Drawings Seed Money Due \$ _____

From Page Six (6)

2016 SPONSORSHIP LEVELS AND BENEFITS

Total Major Sponsorships—Check One: ☐ Platinum; ☐ Gold; ☐ Silver; ☐ Bronze Due \$ _____

Patron Event Sponsor—Name of Event: _____

Total Patron Sponsorships Due \$ _____

From Page Eight (8)

EXHIBIT CONTRACT

Total Option A Booth(s) Due from Page Eight (8) of the EXHIBIT CONTRACT \$ _____

Total Option B Booth(s) Due from Page Eight (8) of the EXHIBIT CONTRACT \$ _____

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

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)

2016 BOOTH PERSONNEL FORM

Page Four (4)

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. All badges include Wednesday's continental breakfast and dessert reception in the Expo. Payment of additional badge requests must accompany this request.

1. Expo Exhibit-Only Badge w/Welcome Reception Ticket

Firm

Name

City

2. Expo Exhibit-Only Badge w/Welcome Reception Ticket

Firm

Name

City

3. ☐ Add'l Exhibit-Only Badge \$50 **or**

☐ Add'l Exhibit-Only Badge with Welcome Reception \$150

Firm

Name

City

4. ☐ Add'l Exhibit-Only Badge \$50 **or**

☐ Add'l Exhibit-Only Badge with Welcome Reception \$150

Firm

Name

City

☐ Option B Booth # _____

Booth Personnel: (Please print as it will appear on badge.) One full registration badge is included (admittance for one person to all scheduled meal events and seminars) and one exhibit-only badge with a Welcome Reception ticket. All badges include Wednesday's continental breakfast and dessert reception in the Expo. Payment of additional badge requests must accompany this request.

1. Expo Exhibitor Badge with Full Registration

Firm

Name

City

2. Expo Exhibit-Only Badge w/Welcome Reception Ticket

or ☐ Add Full Expo Reg \$350

Firm

Name

City

3. ☐ Add'l Exhibit-Only Badge \$50 **or**

☐ Add'l Exhibit-Only Badge with Welcome Reception \$150 **or**
☐ Add'l Full Registration (includes Expo Badge) \$350

Firm

Name

City

4. ☐ Add'l Exhibit-Only Badge \$50 **or**

☐ Add'l Exhibit-Only Badge with Welcome Reception \$150 **or**
☐ Add'l Full Registration (includes Expo Badge) \$350

Firm

Name

City

OPTION A or B: Additional Exhibit-Only Badges _____ (quantity) x \$50 per person \$ _____

OPTION A or B: Additional Exhibit-Only Badge Only with Welcome Reception Tickets _____ (quantity) x \$150 per person \$ _____

OPTION B ONLY: Person #2 and thereafter Upgrade to Full Registration _____ (quantity) x \$350 per person \$ _____

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

Badge changes made on-site will be subject to a \$25 change fee. Please note, this WILL be enforced.

Please return this page with Pages 3 and 8 to Regina Sánchez.

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.

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

NETWORKING COCKTAIL RECEPTION

(No cost admission)

- ☐ I/We will attend the Networking Cocktail Reception

Number attending _____

(All guests must be registered in your booth package.)

FJE CHARITABLE FOUNDATION**Dinner Dance FJE Cash Drawings Seed Money**

- ☐ \$100 ☐ \$250 ☐ \$500 ☐ Other \$ _____

OPTIONAL ACTIVITIES**Golf**

Monday, October 10, 2016 • 11:00 a.m. Registraton

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

(Fees listed below are per person rates and due by September 9.

Space is limited. Reserve EARLY!)

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

Golfer(s) with handicap(s):

1. _____

2. _____

3. _____

4. _____

Total Golf Due \$ _____

Firm _____

Member # _____

Booth # _____

Your Name _____

Telephone _____

Please transfer these amounts to Page Three (3).

Please return this form with Pages 3 and 8 to:
Regina Sánchez
Western Manufactured Housing Communities Association
455 Capitol Mall, Suite 800
Sacramento, CA 95814

WMA is offering Service & Industry 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 magazine and highlights issue of the *Reporter*, and on registration packet materials (prior to deadline). *
- Signage at all Convention events (Expo cocktail receptions, the Welcome Reception/Expo opening, Expo breakfast, the Annual Meeting and Luncheon, and the President's Dinner Dance). *
- Branding on registration bags. In addition, you may insert up to **ONE** item into these bags (i.e. pens, keychains or brochures and provide a volunteer to assist with inserts on Monday, October 10, beginning at 12:00 p.m.). *
- Special announcement during President's Dinner Dance. *
- Two standard booths in WMA's Expo for sponsor (cannot be shared with or given to another company). Premium space upgrades available at nominal fee.
- First priority booth selection.
- 4 tickets with reserved seating to the Annual Meeting and Luncheon.
- 2 tickets with VIP reserved seating to the President's Dinner Dance.

Gold Sponsorship — \$3,000

- Includes everything listed under the Platinum Sponsorship marked with an asterisk (*), and the following:
- One standard booth in WMA's Expo for sponsor (cannot be shared with another company or given to another company). Premium space upgrades available at nominal fee.
- Second priority booth selection.
- 4 tickets with reserved seating to the Annual Meeting and Luncheon.

Silver Sponsorship — \$2,000

- Includes everything listed under the Platinum Sponsorship marked with an asterisk (*), and the following:
- Third priority booth selection.
- 4 tickets with reserved seating to the Annual Meeting and Luncheon.

Bronze Sponsorship — \$1,500

- Includes everything listed under the Platinum Sponsorship marked with an asterisk (*), and the following:
- Fourth priority booth selection.

Drink Tickets — \$2,500 (one opportunity available)

- Published listing in Convention magazine and highlights issue of the *Reporter*.
- Branding on drink tickets.

Desserts in Expo — \$1,000 (two opportunities available)

- Published listing in Convention magazine and highlights issue of the *Reporter*.
- Signage in Expo during Dessert Reception.

Name Badge Holders — \$2,000 (one opportunity available)

Pocket Schedules — \$1,500 (one opportunity available)

- Published listing in Convention magazine and highlights issue of the *Reporter*.
- Signage at the Registration Desk.

Partial/Special Sponsorships — \$500 to \$2,000

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

Golf Sponsorships — Please call Catherine Borg at 916.448.7002

- Published listing in Convention magazine and highlights issue of the *Reporter* (prior to deadline).

Sponsorship of Events

- ☐ Platinum Sponsor \$5,000
- ☐ Gold Sponsor \$3,000
- ☐ Silver Sponsor..... \$2,000
- ☐ Bronze Sponsor..... \$1,500

Special

- ☐ Name Badge Holders..... *Sold!* \$2,000
- ☐ Pocket Schedules *Sold!* \$1,500
- ☐ Desserts in Expo \$1,000
- ☐ Drink Tickets *Sold!* \$2,500

Partial Sponsorships (four available in each category)

- ☐ Opening Lunch \$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

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 Henderson, 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

Contact Name

Email

Telephone Number

Total Sponsorships Due \$

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

Please return this form with Pages 3 and 8 to:

Regina Sánchez

Western Manufactured Housing Communities Association

455 Capitol Mall, Suite 800

Sacramento, CA 95814

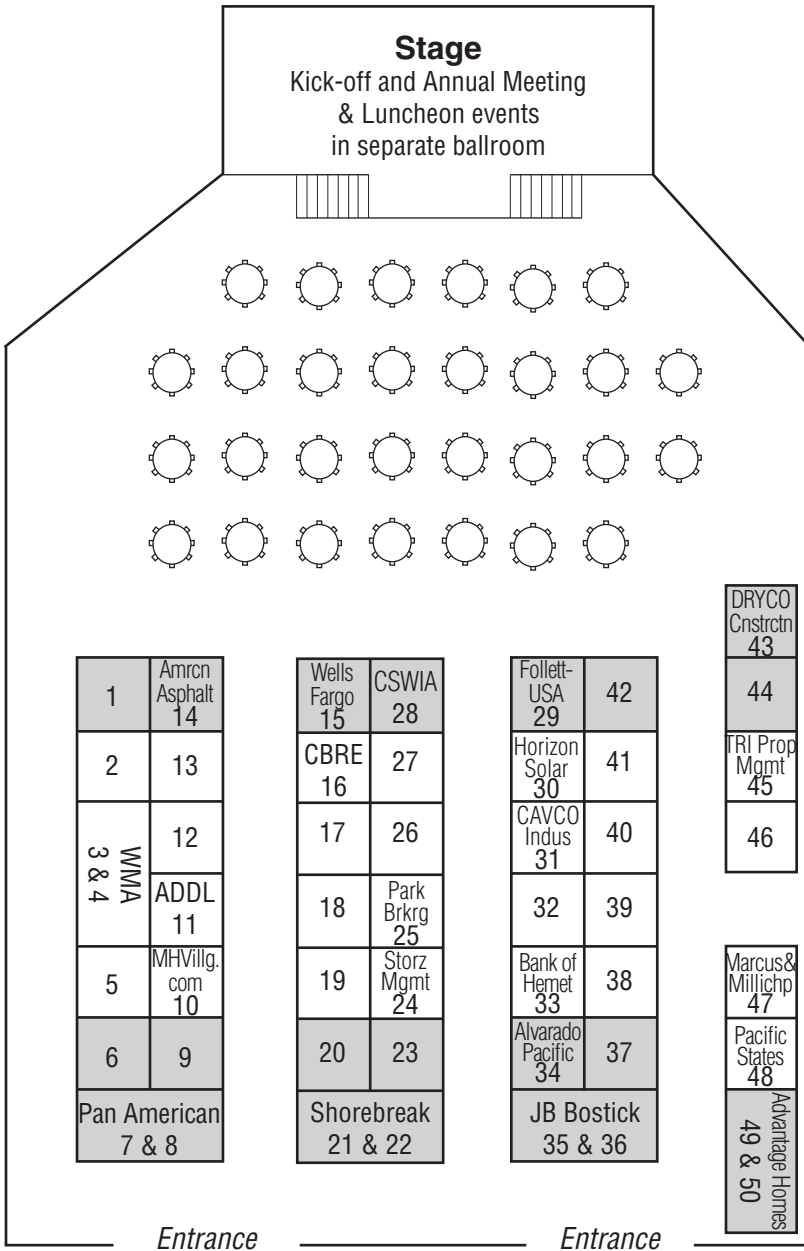
Thank you for your sponsorship!

2016 WMA Convention & Expo

Expo Floor Plan

The Grand Ballroom | Green Valley Ranch Resort & Spa | October 11-12

(map not to scale)



WMA Gratefully Acknowledges its 2016 MAJOR SPONSORS

PLATINUM

Advantage Homes

Capital Insurance Group

(Represented by

Alvarado Pacific Insurance Services and
California Southwestern Insurance Agency)

JB Bostick Company, Inc.

Pan American Insurance Agency, Inc.
(with Preferred Employers Insurance Co.)

Shorebreak Energy Developers

GOLD

American Asphalt

DRYCO Construction, Inc.

FollettUSA

Marcus & Millichap

The Bank of Hemet

Wells Fargo

SILVER

Newport Pacific Capital Company, Inc.

BRONZE

Credit Bureau Associates

Horizon Solar Power

Grey shaded booths indicate premium spaces.

EXHIBIT CONTRACT

Page Eight (8)

Expo Dates: October 11-12
Grand Ballroom, Green Valley Ranch Resort & Spa

THIS MEMORANDUM AGREEMENT is made on _____, 2016, between the Western Manufactured Housing Communities Association (WMA) and _____.

IN CONSIDERATION OF THE SUM: \$_____, WMA hereby leases _____ space(s) in its 2016 Expo at the Green Valley Ranch Resort & Spa in Henderson, NV, October 11-12, 2016, 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: Signage will be ordered for all booths to assist in locating your booth during setup.

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 2016 WMA Expo, refunds will be made as follows: For cancellations between now and September 11, 50% refund; on and after September 12, no refund.

PRICING:

	Option A	Standard Space	Premium Space
Package as described above and two (2) exhibit-only badges which includes Tuesday's Welcome Reception, and Wednesday's continental breakfast and dessert reception.		<input type="checkbox"/> \$750 Member <input type="checkbox"/> \$1,500 Non-Member	<input type="checkbox"/> \$950 Member <input type="checkbox"/> \$1,900 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 seminars) AND one (1) exhibit-only badge (which includes the meals described under Option A).		<input type="checkbox"/> \$1,100 Member <input type="checkbox"/> \$2,200 Non-Member	<input type="checkbox"/> \$1,300 Member <input type="checkbox"/> \$2,600 Non-Member

Electricity can be ordered directly through GES. A separate kit will be sent to you.

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 _____

City, State & ZIP _____

By signing above, I have read and agree to adhere to all rules and regulations governing the 2016 WMA Convention & Expo for Exhibitors.

Signature _____

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.

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 \$750 and \$1,100 for Options A and B, respectively (\$950 and \$1,300 for premium spaces). For non-members, the price per booth is \$1,500 and \$2,200 for Options A and B, respectively (\$1,900 and \$2,600 for premium spaces). Full payment is due upon signing the contract. Electricity will be offered by GES—a separate decorator's kit will be sent to you.
3. **BOOTH SHARING:** Additional **firms and/or subsidiaries** sharing the same booth must pay \$500 (member) and \$1,000 (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:** Move-in of exhibits may commence on Monday, October 10 from 12:00 p.m. to 5:00 p.m. No exhibit may be dismantled before the official closing of the show. All exhibit material must be removed by 3:30 p.m. on Wednesday, October 12. Booths will be dismantled by the decorator beginning at 4:00 p.m. after the grand prize drawings.
9. **INSPECTION OF EXHIBITS:** All exhibits must be in complete readiness for inspection at 11:30 a.m. on Tuesday, October 11. Any booth which has not been occupied and readied by 11:30 a.m. on Tuesday may be occupied by another firm at WMA's discretion.
10. **OFFICIAL DECORATOR:** WMA has named GES as the official decorator. You will be sent full information on Expo equipment, furniture, electricity and services to all exhibitors by GES upon receipt of your contract.
11. **EXHIBIT LABOR:** Please make all handling arrangements with GES 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 resort will be returned to the point of origin. GES 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:** GES 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 GES is equipped to perform, exhibitor must provide advance notice to GES, no later than September 7, 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. If you require dock use, you MUST schedule through GES for time use. Report to the GES Service Desk first. Do not proceed to the docks until told to do so.**
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.
14. **BOOTH PERSONNEL:** Deadline for submitting to WMA the names of company representatives who will staff each booth is September 9. 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 \$50 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 9 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 Green Valley Ranch Resort & Spa. The exhibitor shall indemnify and hold harmless GES, Green Valley Ranch Resort & Spa 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 9. 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 9, 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 Exhibitor Service Manual. Once your completed contract is received, WMA will forward the Exhibitor Service Manual to you.

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 08/31/2016
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	INSURERS AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

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		01/01/16	01/01/17	EACH OCCURRENCE
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				\$1,000,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				\$300,000
						\$10,000
						\$1,000,000
						\$2,000,000
						\$2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
B		AUTOMOBILE LIABILITY		01/01/16	01/01/17	COMBINED SINGLE LIMIT (Ea accident)
		<input checked="" type="checkbox"/> ANY AUTO				\$1,000,000
		<input type="checkbox"/> ALL OWNED AUTOS				
		<input type="checkbox"/> SCHEDULED AUTOS				
		<input checked="" type="checkbox"/> HIRED AUTOS				
		<input checked="" type="checkbox"/> NON-OWNED AUTOS				
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT
		<input type="checkbox"/> ANY AUTO				
B		EXCESS/UMBRELLA LIABILITY		01/01/16	01/01/17	EACH OCCURRENCE
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				\$5,000,000
						\$5,000,000
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		01/01/16	01/01/17	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				\$1,000,000
		If yes, describe under SPECIAL PROVISIONS below				\$1,000,000
						\$1,000,000
OTHER						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Western Manufactured Housing Communities Association (Show Management), GES (Official Contractor/Decorator), and Green Valley Ranch Resort & Spa (Hotel) are hereby named as additional insured under the general liability policy.

CERTIFICATE HOLDER**CANCELLATION**

Western Manufactured Housing Communities Association
Attention: Regina Sanchez
455 Capitol Mall, Suite 800
Sacramento, CA 95814

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 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