



July 17, 2018

Dear Prospective Exhibitor:

The Western Manufactured Housing Communities Association (WMA) cordially invites you to participate in the 2018 WMA Convention and Expo, October -11, with the Expo running from October 9-10 during the Convention. 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.

The schedule allows you to see attendees on the Expo floor for nearly ten hours, as compared to six hours in past years! Several years ago we added tickets for the Welcome Reception, Expo breakfast and dessert reception to 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. The Welcome Reception in the Expo will follow later that evening. It 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 take-home wine glasses for our attendees! 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! Desserts will be offered on the Expo floor right after the Annual Meeting and Luncheon! Exhibitors love this new concept. Who doesn't like sweets? This is an excellent sponsorship opportunity—attendees will love you for this!

Owners rely 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 as we come together to discuss and network about promoting, protecting and renovating the manufactured housing industry. We expect approximately 700 people to participate.

This year our host hotel is the Green Valley Ranch Resort & Spa in Henderson, Nevada, located at 2300 Paseo Verde Parkway, Henderson, NV 89052.

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 again 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



Green Valley Ranch Resort & Spa | Henderson, NV

EXHIBIT HALL ACTIVITIES

Monday, October 8, 2018

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 9, 2018

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 10, 2018

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 11, 2018

8:00 a.m.	Final Breakfast
	2018 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 2018 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 with a name of an exhibitor attendee.
- Certificate of Insurance for the Expo is due by September 7 (see Section 19 on the back of the Exhibit Contract for limits).
- Promotional Drawings Form is due by September 7.
- Sponsorship Form is due by September 7 for timely order of signage and merchandise. 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 7. 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 directly at 866.782.9487 and use group name "GCIWMA" to receive WMA's \$142 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 yellow, orange and blue 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.

Option A booth purchases include two (2) exhibitor floor badges which include the welcome reception, Expo breakfast and dessert reception on Wednesday—a \$500 value!

Option B booth purchases include one (1) exhibitor floor pass with a full Convention registration package for one person which includes all scheduled meal events and seminars, AND one additional exhibit-only badge (which includes the welcome reception, Expo breakfast and dessert reception on Wednesday). Additional discounted meal/seminar packages are available after the first one which is included in the Option B package is \$400 per person (member) or \$800 per person (non-member).

Exhibits may not exceed 18' in height due to ceiling limitations.

Expo Opening/Welcome Reception

In order to foster excitement and interest to your booth amongst attendees, exhibitors are encouraged to decorate booths. The theme is “*Navigating the Challenges of Change*” which could be nautical or something with “wind”. You are also invited to participate in the Welcome Reception by bringing three to six bottles of your favorite wines. Attendees will receive a complimentary take-home wine glass, courtesy of CIG, at the booths. Please note: WMA will pay corkage on the first three bottles of wine per booth; after that, you will be responsible for the \$20 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 8 from 12:00 p.m. to 5:00 p.m. and Tuesday, October 9 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 Green Valley Ranch. 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 7.

We encourage prizes with a minimum value of \$100. All prizes and gift certificates must be registered with Maureen Dey (maureen@wma.org) 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 or branding and announcements at each event sponsored.

PAYMENT INFORMATION

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)

2018 BOOTH PERSONNEL FORM

Total Exhibit Personnel Due \$ _____

From Page Five (5)

2018 PROMOTIONAL DRAWINGS & OTHER ACTIVITIES

I will use the shuttle provided to and from the golf course. I will provide my own transportation.

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)

2018 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)

2018 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.) First two exhibitor badges include a Welcome Reception, Wednesday's breakfast and dessert reception ticket in each Option A package. Payment of additional badge requests must accompany this request.

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. Second badge also includes Wednesday's breakfast and dessert reception in the Expo. Payment of additional badge requests must accompany this request.

1. Expo Exhibit-Only Badge include tickets described above

Firm _____

Name _____

City _____

1. Expo Exhibitor Badge with Full Registration

Firm _____

Name _____

City _____

2. Expo Exhibit-Only Badge include tickets described above

Firm _____

Name _____

City _____

2. Expo Exhibit-Only Badge include tickets described above
 or **Add Full Expo Reg \$400 Member/\$800 Non Member**

Firm _____

Name _____

City _____

3. Add'l Exhibit-Only Badge \$75 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$200

Firm _____

Name _____

City _____

3. Add'l Exhibit-Only Badge \$75 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$200 **or**
 Add'l Full Expo Reg \$400 Member/\$800 Non Member

Firm _____

Name _____

City _____

4. Add'l Exhibit-Only Badge \$75 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$200

Firm _____

Name _____

City _____

4. Add'l Exhibit-Only Badge \$75 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$200 **or**
 Add'l Full Expo Reg \$400 Member/\$800 Non Member

Firm _____

Name _____

City _____

OPTION A or B: Additional Exhibit-Only Badges _____ (quantity) x \$75 per person \$ _____

OPTION A or B: Additional Exhibit-Only Badge Only with Welcome Reception Tickets _____ (quantity) x \$200 per person \$ _____

OPTION B ONLY: Person #2 and thereafter Upgrade to Full Registration _____ (quantity) x \$400 per person member or \$800 per person non member \$ _____

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.

Prizes must be registered with Maureen Dey (maureen@wma.org or use this form) to participate in the 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 8, 2018 • 11:00 a.m. Registraton

(Shotgun start at 12:00 p.m. Legacy Golf Club)
(Fees listed below are per person rates and due by September 8. Space is limited. Reserve EARLY!)

- Golf Tournament \$160 pp x (total #) = \$
I will use the shuttle provided to and from the golf course.
I will provide my own transportation to and from the golf course.

Fees include round-trip shuttle transportation (shuttle will do a single pick up and a single return trip at the resort; boxed lunches; and two drink tickets for alcohol or non-alcoholic beverages.

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). *
- Listing on registration bags. In addition, you may insert up to **ONE** item into these bags (i.e. pens, keychains or brochures that are single page not any larger than 8.5" x 11" folded or flat; and, bulky items such as mugs are not acceptable). You must provide a volunteer to assist with inserts at 9:00 a.m. on Monday, October 8 at the Convention registration desk. Please do not send these items to WMA. Your volunteer must bring them to the registration desk. Plan to provide 600 items. *
- 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 — \$3,500

- 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 — \$2,500

- 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 — \$2,000

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

Special Sponsorships (name badges, mobile app, pocket schedules, directional signage and drink tickets — \$1,000 to \$2,500+)

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

Partial Sponsorships — \$500 to \$2,500

- 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).
- Signage at golf course.

Major Sponsorship of Events

(See listing of benefits on the left side of this sheet.)

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

Special

- Name Badge Holders *Sold!* At cost
- Seminar/Directional Signage (two opportunities)..... \$1,000
- Mobile App *Sold!* \$1,500
- Pocket Schedules *Sold!* \$1,500
- Drink Tickets *Sold!* \$2,500

Partial Sponsorships (four opportunities in each category)

- Tuesday Morning Coffee Service \$750
- Kick Off Lunch..... \$750
- Expo Opening/Welcome Reception..... \$750
- Expo Breakfast \$750
- Pre-Lunch Cocktail Reception \$500
- Annual Meeting and Luncheon \$750
- Desserts in Expo \$750
- Pre-Dinner Cocktail Reception..... \$750
- President's Dinner Dance Wine \$750
- President's Dinner Dance Centerpieces \$750
- Final Breakfast..... \$500

Sponsorship of an event does not automatically entitle a sponsor to complimentary attendance.

Full Convention registration packages, day passes and individual event tickets allow admission into WMA Convention & Expo events. This confirms our participation in the 2018 WMA Convention and Expo. As a participating sponsor, we hereby agree to assume financial responsibility as indicated for the above mentioned item/event. 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

Name on Credit Card

Credit Card Number

Expiration Date and Security Code

Billing Address

City, State & ZIP

Signature

Total Sponsorships Charge \$ _____

Check # _____ Amount \$ _____ (Enclosed)

Complete this form and return by US post or email to Regina Sánchez at

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

regina@wma.org

Thank you for your sponsorship!

2018 WMA Convention & Expo

Expo Floor Plan

The Grand Ballroom | Green Valley Ranch Resort & Spa | October 9-10

(map not to scale)

WMA Gratefully Acknowledges its 2018 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.

Shorebreak Energy Developers

Wells Fargo

GOLD

American Asphalt

Martinez & Associates

Storz Management Company, Inc.

SILVER

FollettUSA

Newport Pacific Capital Company, Inc.

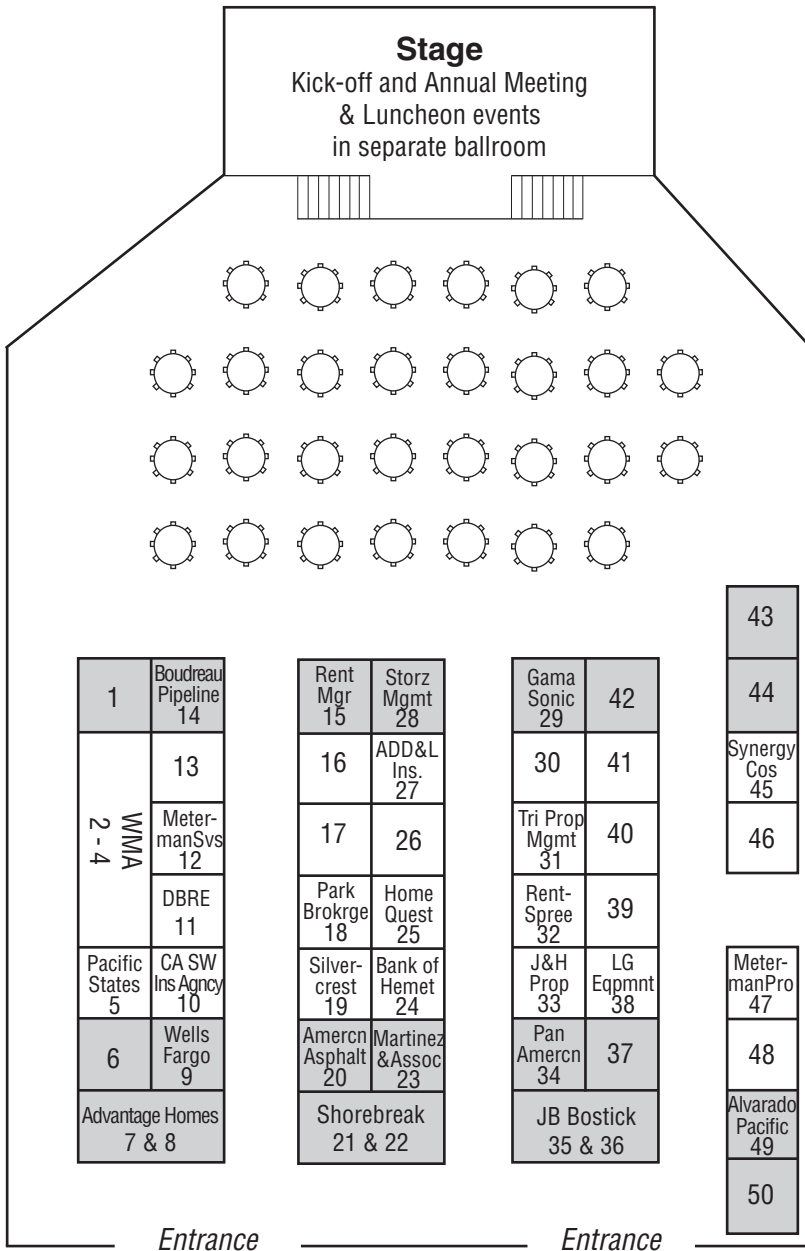
Tower Communities

BRONZE

Marcus & Millichap

Monolith Properties

Rent Manager



Grey shaded booths indicate premium spaces.

EXHIBIT CONTRACT

Expo Dates: October 9-10
The Grand Ballroom, Green Valley Ranch Resort & Spa

THIS MEMORANDUM AGREEMENT is made on _____, 2018, between the Western Manufactured Housing Communities Association (WMA) and _____.

IN CONSIDERATION OF THE SUM: \$ _____, WMA hereby leases _____ space(s) in its 2018 Expo at the Green Valley Ranch Resort & Spa, in Henderson, NV, October 9-10, 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 2018 WMA Expo, refunds will be made as follows: For cancellations between now and September 10, 2018, 50% refund; on and after September 11, 2018, 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 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"/> \$1,150 Member <input type="checkbox"/> \$2,300 Non-Member	<input type="checkbox"/> \$1,350 Member <input type="checkbox"/> \$2,700 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 # _____

Name on Card _____

E-mail Address _____

Account # _____ Sec Code _____

Telephone _____ Cell _____

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

Mailing Address _____

Billing Address _____

City, State & ZIP _____

City, State & ZIP _____

By signing above, I have read and agree to adhere to all rules and regulations governing the 2018 WMA Convention & Expo for Exhibitors.

Signature _____

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 \$1,150 for Options A and B, respectively (\$950 and \$1,350 for premium spaces). For non-members, the price per booth is \$1,500 and \$2,300 for Options A and B, respectively (\$2,300 and \$2,700 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 18' 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 8 from 12:00 p.m. to 5:00 p.m. or Tuesday, October 9 from 8:00 a.m. to 11:30 a.m. Exhibits may not be dismantled before the official closing of the show. All exhibit material must be removed by 3:30 p.m. on Wednesday, October 10. 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 9. 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 7. 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 \$75 each. These name badges are valid for the exhibit hall only and do not include meals.
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 Maureen Dey at WMA at 916.448.7002.)
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 7 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 Green Valley Ranch Resort & Spa (GVR). The exhibitor shall indemnify and hold harmless GES, GVR 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 7. 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 7, 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)
Current Date

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: 80%;">INSURERS AFFORDING COVERAGE</td> <td style="width: 20%;">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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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		01/01/18	01/01/19	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td> <td style="text-align: right;">\$300,000</td> </tr> <tr> <td>MED EXP (Any one person)</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: right;">\$2,000,000</td> </tr> <tr> <td>PRODUCTS - COMP/OP AGG</td> <td style="text-align: right;">\$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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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		01/01/18	01/01/19	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>COMBINED SINGLE LIMIT (Ea accident)</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>BODILY INJURY (Per person)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BODILY INJURY (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>PROPERTY DAMAGE (Per accident)</td> <td style="text-align: right;">\$</td> </tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$				
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Western Manufactured Housing Communities Association (Show Management), GES (Official Contractor/Decorator), and the Green Valley Ranch Resort & Spa (Hotel) 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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