



July 15, 2021

Dear Prospective Exhibitor:

The Western Manufactured Housing Communities Association (WMA) cordially invites you to participate in the 2021 WMA Convention and Expo, October 11 – 14, with the Expo running October 12 – 13 during the Convention.

Celebrating Independence Day last weekend seemed more festive than usual — with more than half of the country at least partially vaccinated with the COVID19 vaccine, we can safely move about again! We are meeting LIVE and in person this year! Together, we are turning a setback into a comeback! Our theme this year is “THE WMA CONVENTION IS BACK — and it’s going to be better than ever!”

If you are not exhibiting this year, 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 eight of the Exhibit Packet. This would be a good way to keep your business presence amongst the attendees at Convention. We offer many special sponsorships as well.

The schedule allows you to see attendees on the Expo floor for nearly ten hours, as compared to six hours in past years! 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. 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 on Wednesday, October 13, to conduct the Annual Meeting and Luncheon, then we will bring the attendees right back into the Expo for dessert which 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!

This year we are returning to the Peppermill Resort Casino Spa located at 2707 South Virginia Street, Reno, Nevada, CA 89502.

Please take a moment and review the enclosed information, and if you have questions or require further information, please call me at 916.288.4034. Return of your completed contract and payment is all it takes to reserve your booth now. Act quickly as we expect to sell out quickly as people are excited to get out and about!

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

Cordially,

Regina A. Sanchez  
Director of Meetings and Publications



**October 11 – 14**

**Peppermill Resort Casino Spa • Reno, Nevada**

## EXHIBIT HALL ACTIVITIES

### Monday, October 11, 2021

Golf Tournament/Optional  
— Red Hawk Lakes Course

9:00 a.m. Golf Tournament Registration  
10:00 a.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 6:30 p.m. Networking Event Reception

### Tuesday, October 12, 2021

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 13, 2021

8:00 a.m. Registration Opens  
7:00 a.m. to 9:00 a.m. Breakfast in Expo  
7:30 a.m. to 3:00 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 14, 2021

8:00 a.m. Final Breakfast  
2021 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 2021 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 3 (see Section 19 on the back of the Exhibit Contract for limits).
- Promotional Drawings Form is due by September 3.
- Sponsorship Form is due by September 3 for timely order of signage and merchandise. For guaranteed inclusion in the October *Reporter*, the form must be received by August 27.
- Registration of additional booth personnel and request for extra badges due September 3. 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 AES. An exhibitor kit will be sent to you once your completed contract and payment are received.
- Make your hotel reservations by calling the Peppermill directly at 800.282.2444 and use group name CWMHC21 to receive WMA's \$100 (Peppermill Tower) or \$150 (Tuscany Tower) rate per night rate.

Call Regina Sánchez at  
916.448.7002  
or email [regina@wma.org](mailto:regina@wma.org)  
if you have questions regarding the  
Expo, registration or advertising.

## Exhibit Services

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

1. 10' x 10' booth (fully carpeted floor — grey with gold/yellow and burgundy 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 are \$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 should be festive with a party atmosphere celebrating our return to meeting in person again — *We're back — better than ever!* You are invited to bring three to six bottles of wines for the Welcome Reception. Attendees will receive a complimentary take-home wine glass. Please note: WMA will pay corkage on the first three bottles of wine per booth; thereafter, 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 advert space for all advertisements is August 27. Advertisements are available at regular *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 at [regina@wma.org](mailto:regina@wma.org).

## 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 11 from 12:00 p.m. to 5:00 p.m. and Tuesday, October 12 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 Peppermill Resort Casino Spa. See page one (1) 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

AES shall act as the official and exclusive freight carrier for this show. Please make all shipping arrangements through AES 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 AES. Any materials sent directly to the hotel will be returned to the point of origin. AES 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 6.

We encourage prizes with a minimum value of \$100. All prizes and gift certificates must be registered with Maureen Dey ([maureen@wma.org](mailto: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 27). 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 Ten (10) which is the Exhibit Contract.

## From Pages Four (4) and Five (5)

### BOOTH PERSONNEL FORM

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Total from Page Four (4) \$ \_\_\_\_\_

Total from Page Five (5) \$ \_\_\_\_\_

Total Exhibit Personnel Due \$ \_\_\_\_\_

## From Page Seven (7)

### PROMOTIONAL DRAWINGS & OTHER ACTIVITIES

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I will use the shuttle provided to and from the golf course.  I can drive other people to the course.  
I can take an additional \_\_\_\_\_ people.

Player(s)/Handicap(s) listed on Page Five (7). 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 Eight (8)

### SPONSORSHIP LEVELS AND BENEFITS

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

Patron Event Sponsor—Name of Event: \_\_\_\_\_

Total Patron Sponsorships Due \$ \_\_\_\_\_

## From Page Ten (10)

### EXHIBIT CONTRACT

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Total Option A Booth(s) Due from Page Ten (10) of the EXHIBIT CONTRACT \$ \_\_\_\_\_

Total Option B Booth(s) Due from Page Ten (10) 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)

# 2021 BOOTH PERSONNEL FORM

All badges are issued to employees of your company/firm only. You cannot use these as guest passes/badges. These badges (below) are designated for the first two people registered. For additional staffing, please use the badges on page 5.

## Option A Booth # \_\_\_\_\_

Booth Personnel: (Please print as it is to 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.

### 1. Expo Exhibit-Only Badge include tickets described above

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

BY CHECKING THIS BOX, I, THE UNDERSIGNED, HAVE READ THE PARTICIPANT REGISTRATION WAIVER AND RELEASE AND UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND NONETHELESS SIGN IT KNOWINGLY AND VOLUNTARILY. THIS WILL BE TREATED AS AN ORIGINAL SIGNATURE. The full form is located at [wma.org/Conv2021](http://wma.org/Conv2021) and is part of this packet on page six (6). Each participant check box and sign.

Signature \_\_\_\_\_

### 2. Expo Exhibit-Only Badge include tickets described above

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

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Signature \_\_\_\_\_

## Option B Booth # \_\_\_\_\_

Booth Personnel: (Please print as it is to 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 Exhibitor Badge with Full Registration

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

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Signature \_\_\_\_\_

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

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

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Signature \_\_\_\_\_

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.**

# 2021 ADDITIONAL 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 is to 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.

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

\_\_\_\_\_

Firm

\_\_\_\_\_

Name

\_\_\_\_\_

City

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Signature \_\_\_\_\_

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

\_\_\_\_\_

Firm

\_\_\_\_\_

Name

\_\_\_\_\_

City

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Signature \_\_\_\_\_

**Option B Booth # \_\_\_\_\_**

Booth Personnel: (Please print as it is to 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.

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

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Signature \_\_\_\_\_

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

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Signature \_\_\_\_\_

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.**



## 2021 WMA CONVENTION & EXPO

### PARTICIPANT REGISTRATION DISCLAIMER AND LIABILITY WAIVER

**(Please Read Carefully)**

In light of the ongoing COVID-19 pandemic and because the Western Manufactured Housing Communities Association (WMA) 2021 WMA Convention & Expo participants' health and well-being is our most important priority, WMA is working with the Peppermill Resort Casino Spa and our other event partners on developing and implementing health and safety measures, for the 2021 WMA Convention & Expo, based on current publicly available health information. However, since each individual's health and safety needs and concerns may differ, WMA strongly recommends that each participant carefully evaluate their personal health needs and concerns before registering for and or attending the 2021 WMA Convention & Expo in-person. Your attendance at the 2021 WMA Convention & Expo is completely voluntary. As such, your attendance at the 2021 WMA Convention & Expo is solely at your own risk, and you knowingly and voluntarily assume any and all risks and hazards, including without limitation, personal injury, illness, including death, or otherwise resulting directly or indirectly to COVID-19 or its variant strains.

IN ACCORDANCE WITH THIS UNDERSTANDING, I, THE UNDERSIGNED, ON BEHALF OF MYSELF AND MY HEIRS AND ASSIGNS, HEREBY FOREVER RELEASE AND DISCHARGE WMA, THE PEPPERMILL RESORT CASINO SPA, WMA'S OFFICIAL SERVICE CONTRACTORS, AND THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, MEMBERS, AGENTS, REPRESENTATIVES AND SUCCESSORS (COLLECTIVELY THE "RELEASED PARTIES") FROM ANY OBLIGATIONS, DAMAGES, CLAIM OR SUITS FOR DAMAGES, LOSS AND LIABILITIES OF EVERY NATURE AND KIND, INCLUDING WITHOUT LIMITATION PERSONAL INJURY, ILLNESS INCLUDING DEATH, RELATED TO COVID-19 OR ITS VARIANT STRAINS WHICH MAY ARISE DURING THE 2021 WMA CONVENTION & EXPO OR THEREAFTER FROM MY ATTENDANCE OR PARTICIPATION AT THE 2021 WMA CONVENTION & EXPO, WHETHER KNOWN OR UNKNOWN, SUSPECTED OR UNSUSPECTED, PAST, PRESENT, OR FUTURE, RELATED OR ATTRIBUTABLE TO, OR IN CONNECTION WITH COVID-19 OR ITS VARIANT STRAINS.

For the avoidance of doubt, I have read the foregoing acknowledgment of risks, assumption of risk and responsibility, and release of liability. I understand that by signing this release agreement I am knowingly, willingly, and voluntarily waiving valuable legal rights and this Agreement shall operate as a complete bar to such claims. I hereby expressly waive and release any and all provisions, rights or benefits conferred by any applicable laws of the State of Nevada, or by the laws of any state or territory of the United States or other jurisdiction or principle of common law, which a court of law may find applicable with respect to my attendance or participation in the 2021 WMA Convention & Expo.

I, THE UNDERSIGNED, HAVE READ THE ABOVE WAIVER AND RELEASE AND UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND NONETHELESS SIGN IT KNOWINGLY AND VOLUNTARILY.

SIGNATURE \_\_\_\_\_

***By checking the box, as indicated on the registration form or on the online registration platform, will be treated in all respects as having the same effect as an original signature.***

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.
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 11, 2021 • 9:00 a.m. Registraton

(Shotgun start at 10:00 a.m. Red Hawk Lakes Course)

(Fees listed below are per person rates and due by September 3. Space is limited. Reserve EARLY!)

- Golf Tournament \$150 pp x (total #) = \$
I will provide my own transportation to and from the golf course.
I can drive others to the course. I can take an add'l people.

Fees include boxed lunches; and two drink tickets for beverages; and unlimited 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 to: Regina Sanchez 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 10:00 a.m. on Monday, October 11 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, wi-fi access, 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 sponsored event.

## 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..... At cost
- Seminar/Directional Signage ..... *Sold!* \$1,000
- Wi-fi Access ..... *Sold!* \$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 ..... \$500
- 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 2021 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)

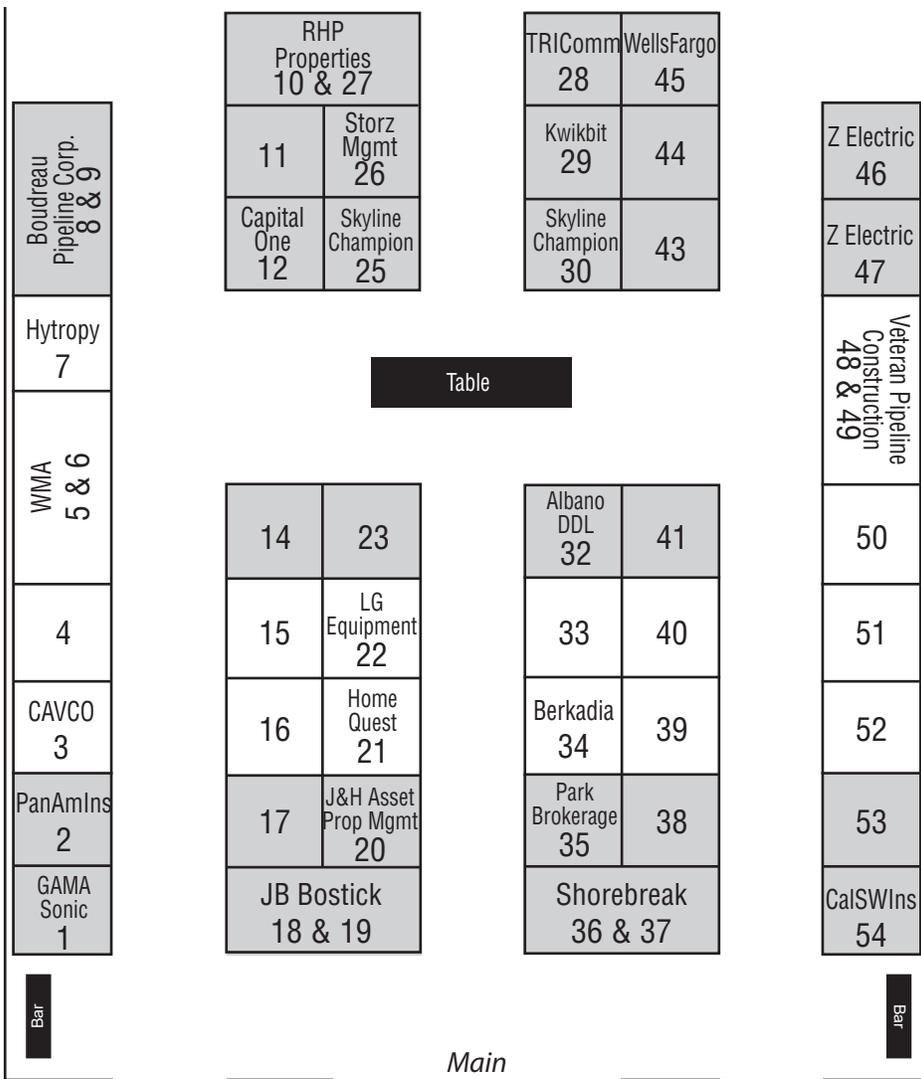
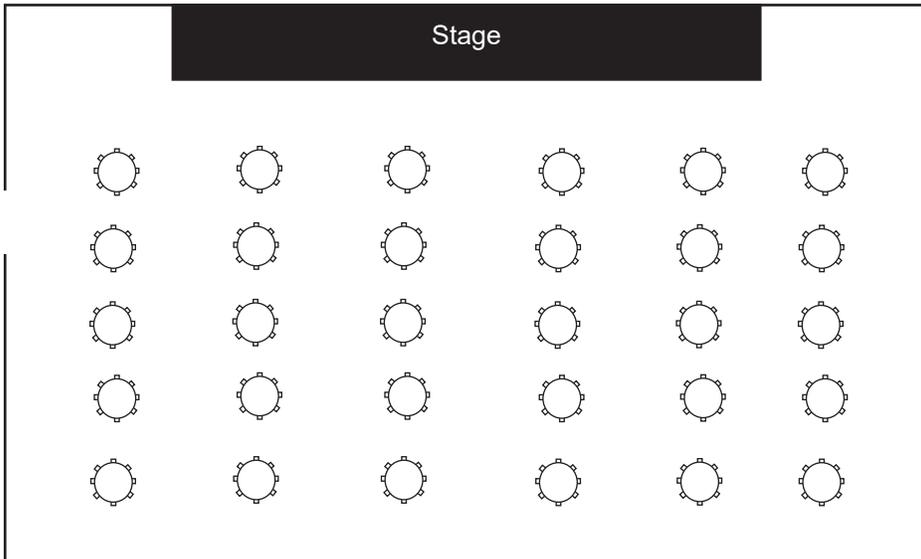
Complete this form and return by US post or fax to Regina Sánchez at

Western Manufactured Housing Communities Association  
455 Capitol Mall, Suite 800 • Sacramento, CA 95814  
fax 916.448.7085 | [regina@wma.org](mailto:regina@wma.org)

**Thank you for your sponsorship!**

# 2021 WMA Convention & Expo

Tuscany Ballroom | Peppermill Hotel Spa Casino | October 12 – 13  
(map not to scale)



## WMA Gratefully Acknowledges its 2021 MAJOR SPONSORS

### PLATINUM

- Boudreau Utility Service
- California Southwestern Insurance Agency
- JB Bostick Company, Inc.
- Pan American Insurance Agency, Inc.
- RHP Properties, Inc.
- Shorebreak Energy
- Skyline Champion Homes
- Veteran Pipeline Construction
- Z Electric Wireworks, Inc.

### GOLD

- American Asphalt
- Cavco Industries
- FollettUSA
- Newport Pacific Capital Company, Inc.
- Storz Management Company
- TRI Property Management
- Wells Fargo

### SILVER

- Monolith Properties

Grey shaded booths indicate premium spaces.

Main Entrance

**IMPORTANT:** Before completing this contract, please read information, rules and regulations on reverse side.

# EXHIBIT CONTRACT

Expo Dates: **October 12 – 13**

**Tuscany Ballroom | Peppermill Resort Casino Spa, Reno, NV**

**THIS MEMORANDUM AGREEMENT** is made on \_\_\_\_\_, 2021, between the Western Manufactured Housing Communities Association (WMA) and \_\_\_\_\_.

**IN CONSIDERATION OF THE SUM:** \$ \_\_\_\_\_, WMA hereby leases \_\_\_\_\_ space(s) in its 2021 Expo at the Peppermill Resort Casino Spa in Reno, NV, October 12 – 13, 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 an identification 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 INFORMATION: 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 2021 WMA Expo, refunds will be made as follows: For cancellations between now and September 6, 2021, 50% refund; on and after September 7, 2021, 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 AES. 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 2021 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 \$1,150 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 (\$1,900 and \$2,700 for premium spaces). Full payment is due upon signing the contract. Electricity will be offered by AES—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 11 from 12:00 p.m. to 5:00 p.m. or Tuesday, October 12 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 13. 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 12. 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 AES as the official decorator. You will be sent full information on Expo equipment, furniture, electricity and services to all exhibitors by AES upon receipt of your contract.
11. **EXHIBIT LABOR:** Please make all handling arrangements with AES 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. AES 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:** AES 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 AES is equipped to perform, exhibitor must provide advance notice to AES, no later than September 6, 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 AES for time use. Report to the AES 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 6. 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, extension 4033.)
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 6 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 Peppermill Resort Casino Spa. The exhibitor shall indemnify and hold harmless AES, Peppermill 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 6. 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

<b>PRODUCER</b>  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.												
<b>INSURED</b>  You/Legal Name of Company Mailing Address City, State & ZIP	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>INSURERS AFFORDING COVERAGE</b></td> <td style="width: 20%;"><b>NAIC #</b></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>	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>												
INSURER A:													
INSURER B:													
INSURER C:													
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
<b>A</b>		<b>GENERAL LIABILITY</b> <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		01/01/21	01/01/22	EACH OCCURRENCE <b>\$1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$300,000</b> MED EXP (Any one person) <b>\$10,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGREGATE <b>\$2,000,000</b> PRODUCTS - COMP/OP AGG <b>\$2,000,000</b>
<b>B</b>		<b>AUTOMOBILE LIABILITY</b> <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		01/01/21	01/01/22	COMBINED SINGLE LIMIT (Ea accident) <b>\$1,000,000</b>  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$  OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
<b>B</b>		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION <b>\$ 10,000</b>		01/01/21	01/01/22	EACH OCCURRENCE <b>\$5,000,000</b> AGGREGATE <b>\$5,000,000</b> \$ \$
<b>B</b>		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below  OTHER		01/01/21	01/01/22	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT <b>\$1,000,000</b> E.L. DISEASE - EA EMPLOYEE <b>\$1,000,000</b> E.L. DISEASE - POLICY LIMIT <b>\$1,000,000</b>

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

**Western Manufactured Housing Communities Association (Show Management), AES (Official Contractor/Decorator), and the Peppermill Resort Casino Spa (Hotel) are hereby named as additional insured under the general liability policy.**

<b>CERTIFICATE HOLDER</b>  Western Manufactured Housing Communities Association Attention: Regina Sanchez 455 Capitol Mall, Suite 800 Sacramento, CA 95814	<b>CANCELLATION</b>  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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