



July 8, 2024

Dear Prospective Exhibitor:

The Western Manufactured Housing Communities Association (WMA) cordially invites you to participate in the 2024 WMA Convention & Expo, October 15 – 17, with the Expo running October 15 – 16 during the Convention. This year, the M Resort Spa Casino is the host hotel for the Convention & Expo. It is located at 12300 Las Vegas Boulevard South, Henderson, Nevada 89044.

Our theme this year is “Take a Walk in Your Park — and Discover Community.”

If you are not exhibiting this year, please consider sponsorships. One of the features of being a Major Sponsor is the branding of your company name (or logo) on 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 four of the Exhibit Packet. **Please note:** WMA's policy prohibits promotional/sales materials from being placed or handed out at its events unless you are an exhibitor or sponsor. Sponsors at all levels of sponsorship are eligible to provide materials for distribution in the attendee registration bags at the Convention & Expo. This would be a good way to promote your business presence among 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. 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 desserts and prize drawings closing out the show. We will take a brief 90 minutes away from the Expo on Wednesday, October 16, to conduct the Annual Meeting and Luncheon, then we will bring the attendees back into the Expo for desserts, which will be offered on the Expo floor. Exhibitors love this concept. Who doesn't like sweets? This is an excellent sponsorship opportunity — attendees will love you for this!

Please take a moment and review the attached information. If you have questions or require further information, please call me at 916.448.7002, extension 4034. Return of your completed contract and payment is all it takes to reserve your booth now. Act soon as we expect to sell out quickly. People are excited to get going with this year's Convention!

We look forward to your participation in what will most certainly be a successful Expo. Let's take a walk in your park and show us how you bring community together!

Cordially,


Regina A. Sánchez
Director of Communications & Events



TAKE A WALK IN YOUR PARK
— *and Discover Community*

EXHIBIT HALL ACTIVITIES

Monday, October 14, 2024

	Golf Tournament/Optional — Revere Golf Club/Lexington Course
6:45 a.m.	Shuttle Service (last shuttle at 7:45 a.m.)
7:00 a.m.	Golf Tournament Registration
8:30 a.m.	Golf Tournament Shotgun Start
2:00 p.m.	Return Shuttle Service (last shuttle at 3:00 p.m.)
12:00 – 5:00 p.m.	Exhibitors Move-In
1:00 – 6:30 p.m.	Convention Pre-registered Badge Pickup
5:00 – 7:00 p.m.	Networking Event Reception

Tuesday, October 15, 2024

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

Wednesday, October 16, 2024

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

Thursday, October 17, 2024

8:00 a.m.	Coffee and Danish 2024 WMA Convention Closes
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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 2024 WMA Expo checklist and timeline. When all requirements have been satisfied, your exhibitor file will be complete. Keep this checklist with your files to ensure all requirements are met.

Checklist

- Return signed contract AND pages 5, 6 and/ or 7 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.
- Certificate of Insurance for the Expo is due by September 6 (see Section 19 on the back of the Exhibit Contract for limits).
- Promotional Drawings Form is due by September 6.
- Sponsor Forms are due by August 30 for timely order of signage and merchandise. For guaranteed inclusion in the *October Reporter*, the form must be received by August 2. Remember that all print production has to be complete ahead of time for shipping.
- Registration of additional booth personnel and request for extra badges are due September 6. 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 the M Resort directly at 877.673.7678 and use group name SWMH24 to receive WMA's \$160 per night rate.

Call Regina Sánchez at
916.288.4034
or email regina@wma.org
if you have questions regarding the
Expo, registration, or advertising.

Exhibit Services

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

1. 10' x 10' booth (fully carpeted floor — greys to browns).
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.
6. Booths and exhibitor badges are priced separately. No more confusing options to select from. You are also able to add meals separately.

Exhibits do not have a height limit this year; however, we suggest not to exceed 18' in height. Remember: You will be responsible for costs on any rigging for your booth. You must go through GES for labor and other costs.

Expo Opening/Welcome Reception

In order to foster excitement and interest about your booth among attendees, exhibitors are encouraged to decorate booths. Our theme is "Take a Walk in Your Park — and Discover Community." We are thinking along the lines of celebrating in your communities. How and what do you celebrate that brings and creates community? The theme should be festive with a party atmosphere — face-painting, barbecue, balloons, etc.

You are invited to bring three to six bottles of wine for the Welcome Reception. Please note: WMA will pay corkage on the first three bottles of wine per booth; thereafter, you will be responsible for the \$30 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 2. 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 it is not already a full page or full color. Contact Regina Sánchez for details at 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 Monday, October 14 from 12:00 to 5:00 p.m. and Tuesday, October 15 from 8:00 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 M Resort. 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

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, and 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.

You will note an additional charge this year if you do not use GES as your main carrier. This will be confirmed through GES.

Promotional Drawings

WMA will hold all drawings at the close of the Expo. If you wish to participate, please complete and return the attached "Promotional Drawings" form by September 13.

We encourage prizes with a minimum value of \$100. All prizes and gift certificates must be registered with Ray Perez (ray@wma.org) prior to the drawings. Prizes not registered will not be included in the 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 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 26). 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 you can track all your charges from the various pages. A single charge with the grand total will be entered on page 10, which is the Exhibit Contract.

From page 7

BOOTH PERSONNEL FORM

Total from page 7 \$ _____

Total Exhibit Personnel Due \$ _____

From page 8

PROMOTIONAL DRAWINGS & OTHER ACTIVITIES

I will use the shuttle provided to and from the golf course.

I will drive myself to the course.

Player(s) listed on page 8. Please return that page with this form.

Total Golf Due \$ _____

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

FJE Seed Money \$100 \$250 \$500 Other \$ _____ Total FJE Cash Drawing Seed Money Due \$ _____

From page 4

SPONSORSHIP LEVELS AND BENEFITS (IF NOT EXHIBITING)

Major Sponsorships — Check One: Platinum \$7,500 Gold \$6,000 Silver \$5,000 Bronze \$4,000

Please return pages 5, 6, and/or 7 with this form — based on your level of sponsorship. Total Major Sponsorship Due \$ _____

Patron Event Sponsor — Name of Event: _____

Total Patron Sponsorships Due \$ _____

From page 11

EXHIBIT CONTRACT (Return Exhibit Contract with this.)

Total Booth Amount \$ _____

Total Exhibit Contract Due \$ _____

GRAND TOTAL DUE — TOTAL ALL AMOUNTS LISTED ABOVE (IN BLUE) \$ _____

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

Fax or mail to Regina Sánchez at WMA
2295 Gateway Oaks Drive, Suite 240 | Sacramento, CA 95833 | 916.448.7085 (fax)

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.

- Published listing in Convention magazine and Convention Highlights issue of the *Reporter*, and on registration packet materials (prior to deadline).
- Signage for major sponsors 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 (pens, keychains, or brochures that are single-page and not any larger than 8.5" x 11" folded or flat; 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 14 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 500 items.
- Different levels of sponsorship receive booths or full registrations. Booths cannot be shared or given to another company.
- Special announcements during scheduled meal events.
- Additional benefits listed under each level of sponsorship.

Platinum Sponsorship — \$7,500

- Two premium booths in WMA's Expo for sponsor.
- Two full Convention & Expo registrations.
- First priority in booth selections.
- Return pages 5 and 7 (if necessary), and booth contract.

Gold Sponsorship — \$6,000

- One standard booth in WMA's Expo for sponsor.
- Two full Convention & Expo registrations.
- Second priority in booth selections.
- Return pages 5 or 6 and 7 (if necessary), and booth contract.

Silver Sponsorship — \$5,000

- One standard booth in WMA's Expo for sponsor.
- One full Convention & Expo registration.
- Third priority in booth selections.
- Return pages 5 or 6 and 7 (if necessary), and booth contract.

Bronze Sponsorship — \$4,000

- One full Convention & Expo registration.
- Return pages 5 or 6 and 7 (if necessary).

All Special and Partial Sponsorships

- Published listing in Convention magazine and Convention Highlights issue of the *Reporter*.
- Branding/signage at sponsored event or item.

Networking Event: You will be allowed to place a feather-flag-style banner at the bar. You will also get logo cocktail napkins, which will be provided.

Charging Stations: You will be allowed to place pens, note pads, or brochures on tables. You will also be allowed to place a feather-flag-style banner next to the charging station.

Window Wraps: Contact Regina Sánchez at regina@wma.org or 916.288.4034, for customized pricing and locations.

Major sponsors who are NOT exhibiting, please use this form for payment and return page 5 or 6 for registration with payment. Exhibiting major sponsors, use the Exhibit Contract for payment. Exhibiting major sponsors can use this to check off additional Special or Partial Sponsorships.

Major Sponsorship of Events

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

- Platinum Sponsor \$7,500
- Gold Sponsor \$6,000
- Silver Sponsor \$5,000
- Bronze Sponsor \$4,000

Special

- Drink Tickets \$3,500
- Wi-fi Access *Sold!* \$3,000
- Pocket Schedules *Sold!* \$3,000
- Mobile App *Sold!* \$2,500
- Charging Station (each/two opportunities) \$2,000
- Name Badge Holders *Sold!* at cost
- Seminar/Directional Signage \$1,500

Partial Sponsorships

- Monday Evening Networking Event \$4,000
- Tuesday Morning Coffee Service \$2,500
- Thursday Morning Coffee Service \$1,500

Four opportunities in each in the following categories:

- Kick Off Lunch \$1,000
- Expo Opening/Welcome Reception \$1,000
- Expo Breakfast \$1,000
- Pre-Lunch Cocktail Reception \$1,000
- Annual Meeting and Luncheon \$1,000
- Desserts in Expo \$1,000
- Pre-Dinner Cocktail Reception \$1,000
- President's Dinner Dance Wine \$1,000
- President's Dinner Dance Centerpieces \$1,000

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 2024 WMA Convention & 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

Name on Credit Card

Email

Telephone Number

Credit Card Number

Expiration Date and Security Code

Billing Address

City, State & ZIP

Exhibitors transfer these totals to page 3 Total Sponsorships \$ _____

Complete this form and return by US post or fax to Regina Sánchez at
Western Manufactured Housing Communities Association
2295 Gateway Oaks Drive, Suite 240 • Sacramento, CA 95833
fax 916.448.7085 | regina@wma.org

Thank you for your sponsorship!

2024 SPONSOR REGISTRATION FORM

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

These badges (below) are designated for PLATINUM OR GOLD SPONSORS only — all other exhibitors, go to page 7. Platinum and Gold Sponsors may use page 7 for additional personnel for discounted full registrations.

Platinum Sponsor Booth # _____

Full Registration Platinum Person #1

Please print name as it is to appear on badge. These badges include admittance to all scheduled meal events, Expo, and seminars.

1. Expo Exhibitor Badge with Full Registration*

Exhibitor Regular Attendee

Firm

Name

City

Email

Gold Sponsor Booth # _____

Full Registration Gold Person #1

Please print name as it is to appear on badge. These badges include admittance to all scheduled meal events, Expo, and seminars.

1. Expo Exhibitor Badge with Full Registration*

Exhibitor Regular Attendee

Firm

Name

City

Email

Full Registration Platinum Person #2

2. Expo Exhibitor Badge with Full Registration*

Exhibitor Regular Attendee

Firm

Name

City

Email

Full Registration Gold Person #2

2. Expo Exhibitor Badge with Full Registration*

Exhibitor Regular Attendee

Firm

Name

City

Email

This page MUST be returned at the time of sponsorship payment.

***An Expo exhibitor badge with a full registration will be issued IF sponsor is exhibiting; otherwise, a regular attendee full registration badge will be issued for non-exhibiting sponsors.**

The cost of these badges is included in the sponsorship cost.

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

2024 SPONSOR REGISTRATION FORM

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

These badges (below) are designated for SILVER OR BRONZE SPONSORS only — all other exhibitors, go to page 7. Silver and Bronze Sponsors may use page 7 for additional personnel for discounted full registrations.

Silver Sponsor Booth # _____

Full Registration Silver Person #1

Please print name as it is to appear on badge. These badges include admittance to all scheduled meal events, Expo, and seminars.

1. Expo Exhibitor Badge with Full Registration*

Exhibitor Regular Attendee

Firm

Name

City

Email

Bronze Sponsor

Full Registration Bronze Person #1

Please print name as it is to appear on badge. These badges include admittance to all scheduled meal events, Expo, and seminars.

1. Expo Exhibitor Badge with Full Registration*

Exhibitor Regular Attendee

Firm

Name

City

Email

This page MUST be returned at the time of sponsorship payment.

***An Expo exhibitor badge with a full registration will be issued IF sponsor is exhibiting; otherwise, a regular attendee full registration badge will be issued for non-exhibiting sponsors.**

The cost of these badges is included in the sponsorship cost.

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

2024 BOOTH PERSONNEL FORM

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

Booth # _____

Booth Personnel: (Please print as it is to appear on badge.) As designated below. Mark all that apply if not full registration.

1. Full Registration \$500 Member/\$1,000 Non-Member *or*
 Exhibit-Only Badge \$100 Add Kick Off \$60
 Add Welcome Reception \$150 Add Annual Meeting \$75
 Add Expo Breakfast \$75 Add Dinner Dance \$200

Firm

Name

City

Email

2. Full Registration \$500 Member/\$1,000 Non-Member *or*
 Exhibit-Only Badge \$100 Add Kick Off \$60
 Add Welcome Reception \$150 Add Annual Meeting \$75
 Add Expo Breakfast \$75 Add Dinner Dance \$200

Firm

Name

City

Email

3. Full Registration \$500 Member/\$1,000 Non-Member *or*
 Exhibit-Only Badge \$100 Add Kick Off \$60
 Add Welcome Reception \$150 Add Annual Meeting \$75
 Add Expo Breakfast \$75 Add Dinner Dance \$200

Firm

Name

City

Email

Booth # _____

Booth Personnel: (Please print as it is to appear on badge.) As designated below. Mark all that apply if not full registration.

4. Full Registration \$500 Member/\$1,000 Non-Member *or*
 Exhibit-Only Badge \$100 Add Kick Off \$60
 Add Welcome Reception \$150 Add Annual Meeting \$75
 Add Expo Breakfast \$75 Add Dinner Dance \$200

Firm

Name

City

Email

5. Full Registration \$500 Member/\$1,000 Non-Member *or*
 Exhibit-Only Badge \$100 Add Kick Off \$60
 Add Welcome Reception \$150 Add Annual Meeting \$75
 Add Expo Breakfast \$75 Add Dinner Dance \$200

Firm

Name

City

Email

6. Full Registration \$500 Member/\$1,000 Non-Member *or*
 Exhibit-Only Badge \$100 Add Kick Off \$60
 Add Welcome Reception \$150 Add Annual Meeting \$75
 Add Expo Breakfast \$75 Add Dinner Dance \$200

Firm

Name

City

Email

Full Registration _____ (quantity) x \$500 per person member or \$1,000 per person non-member	\$ _____
Exhibit-Only Badges _____ (quantity) x \$100 per person	\$ _____
Kick Off Tickets _____ (quantity) x \$60 per person	\$ _____
Welcome Reception Tickets _____ (quantity) x \$150 per person	\$ _____
Wednesday Expo Breakfast Tickets _____ (quantity) x \$75 per person	\$ _____
Annual Meeting and Luncheon Tickets _____ (quantity) x \$75 per person	\$ _____
Dinner Dance Tickets _____ (quantity) x \$200 per person	\$ _____

Transfer this amount to page 3 of this packet. | Total Personnel Due \$ _____

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

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 Ray Perez (ray@wma.org) or use this form to participate in the drawing at the close of the Expo. Return this form no later than September 13.

NETWORKING COCKTAIL RECEPTION (No cost admission)

- I/We will attend the Networking Cocktail Reception.
Number attending
All attendees must be registered as Convention attendees.

FJE CHARITABLE FOUNDATION

Dinner Dance FJE Cash Drawing Seed Money

- \$100 \$250 \$500 Other \$

OPTIONAL ACTIVITIES

Golf

Monday, October 14, 2024 • 7:00 a.m. Registration (Shotgun start at 8:30 a.m. Revere Golf Club, Lexington Course) (Fees listed below are per person rates and due by September 13. Space is limited. Reserve EARLY!)

- Golf Tournament \$300 pp x (total #) = \$

Please note: All golfers must be registered Convention attendees.

- I will provide my own transportation to and from the golf course.
I will use shuttle transportation being provided. The golf course is approximately 20 minutes from the M Resort.

Fees include boxed lunches and unlimited drink tickets for beverages.

Golfer(s):

- 1.
2.
3.
4.

Total Golf Due \$

Firm

Your Name

Telephone

Please transfer these amounts to page 3.

Please return this form to: Regina Sanchez Western Manufactured Housing Communities Association 2295 Gateway Oaks Drive, Suite 240 Sacramento, CA 95833

2024 WMA Convention & Expo

M Pavilion | M Resort Spa Casino | October 15 – 16
(map not to scale)

WMA Gratefully Acknowledges Its 2024 MAJOR SPONSORS

PLATINUM

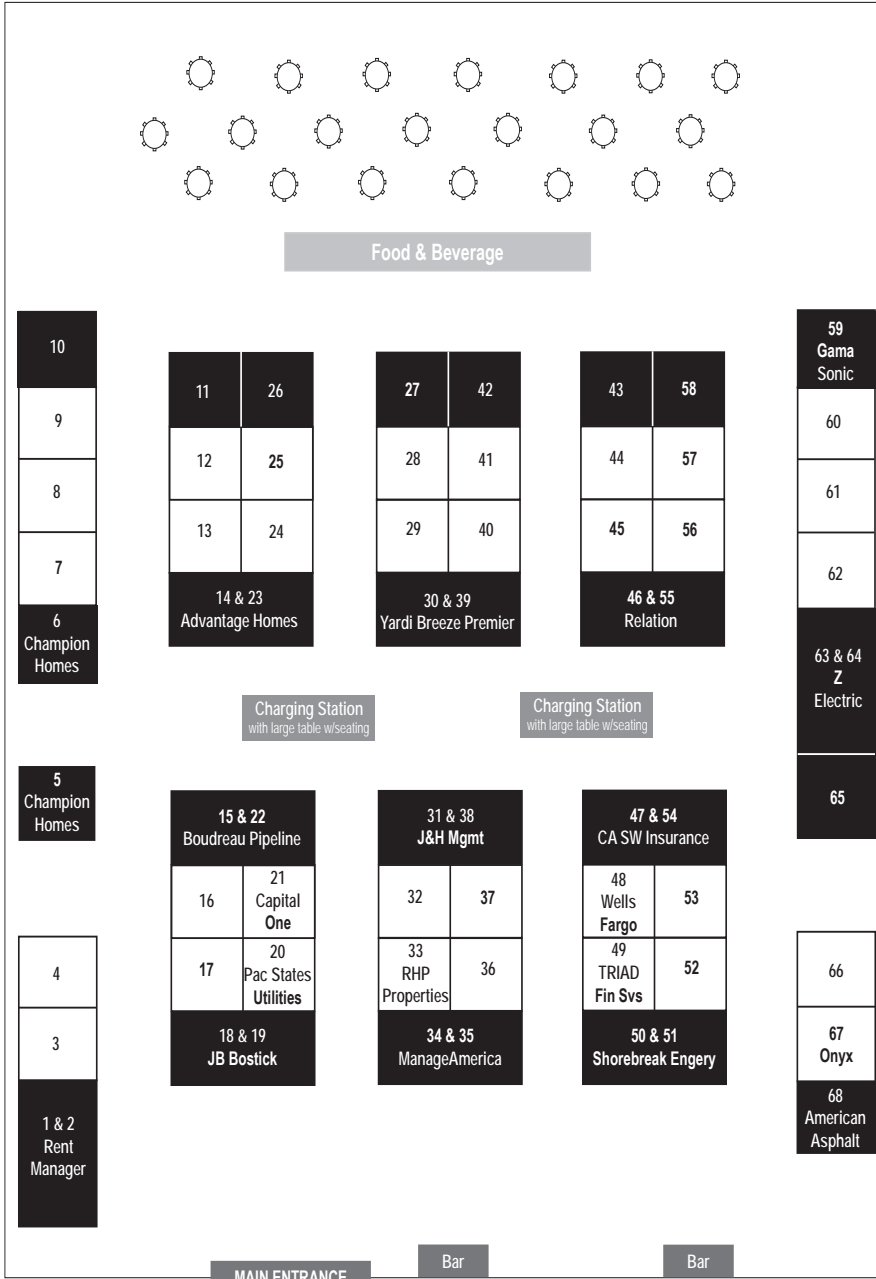
- Advantage Homes
- Boudreau Utility Services
- California Southwestern Insurance Agency
- JB Bostick Company, Inc.
- J&H Asset Property Mgt, Inc.
- ManageAmerica
- Relation Insurance
- Shorebreak Energy Solar/
Shorebreak Utilities
- Skyline Champion Homes
- Yardi Breeze Premier
- Z Electric Wire Works, Inc.

GOLD

- American Asphalt
- Capital One, NA
- Monolith Properties
- Newport Pacific Capital Company, Inc.
- Onyx Capital
- RHP Properties, Inc.
- Triad Financial Services, Inc.

SILVER

BRONZE



KEY
 Black solid booths = Premium booths; \$1,250 each; non-members \$2,500
 White solid booths = Standard booths; \$1,000 each; non-members \$2,000

EXHIBIT CONTRACT

Expo Dates: October 15 – 16

M Pavilion | M Resort Spa Casino, Henderson, NV

THIS MEMORANDUM AGREEMENT is made on _____, 2024, between the Western Manufactured Housing Communities Association (WMA) and _____. IN CONSIDERATION OF THE SUM: \$_____, WMA hereby leases _____ space(s) in its 2024 Expo at the M Resort in Henderson, NV, October 15 – 16, 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 diagrammed; 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: _____

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 2024 WMA Expo, refunds will be made as follows: For cancellations between now and September 2, 2024, 50% refund; on and after September 3, 2024, no refund. A separate kit will be sent for your electricity orders.

Table with 3 columns: PRICING, Booth Only (Per Booth), Standard Space, Premium Space. Rows include Platinum Sponsor, Gold Sponsor, Silver Sponsor, and Bronze Sponsor with various pricing options and checkboxes.

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 (Person who will be attending the Convention/Expo)

Company Member #

Name on Card

Email 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 2024 WMA Convention & Expo for Exhibitors.

Signature

INFORMATION, RULES, AND REGULATIONS GOVERNING 2024 WMA EXPO EXHIBITORS

1. **RESERVATIONS FOR BOOTH SPACES** 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 WMA Service and Industry members of WMA is \$1,000 (standard) and \$1,250 (premium) respectively. For non-members, the price per booth is \$2,000 (standard) and \$2,500 (premium) respectively. Full payment is due upon signing the contract. A separate decorator's kit will be sent to you for your electricity needs.
3. **BOOTH SHARING:** Additional **firms and/or subsidiaries** sharing the same booth must pay \$750 (member) and \$1,500 (non-member) per additional firm.
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 have no height 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 14 from 12:00 to 5:00 p.m. or Tuesday, October 15 from 8:00 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 16. 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 15. Any booth that 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 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 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 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 \$100 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 contact Ray Perez at WMA at 916.288.8612 or ray@wma.org.)
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 13 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 M Resort. The exhibitor shall indemnify and hold harmless GES, M Resort 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 6, 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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INSURER D:													
INSURER E:													

COVERAGES

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

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		01/01/24	01/01/25	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
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		01/01/24	01/01/25	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		01/01/24	01/01/25	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below		01/01/24	01/01/25	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
		OTHER				

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

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

CERTIFICATE HOLDER

Western Manufactured Housing Communities Association
Attention: Regina Sánchez
2295 Gateway Oaks Drive, Suite 240
Sacramento, CA 95833

CANCELLATION

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