



July 12, 2023

Dear Prospective Exhibitor:

The Western Manufactured Housing Communities Association (WMA) cordially invites you to participate in the 2023 WMA Convention & Expo, October 23 – 26, with the Expo running October 23 – 26 during the Convention.

Our theme this year is “WMA — Defender of Our Property Rights.”

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 nine 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, 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 desserts and prize drawings closing out the show. We will take a brief 90 minutes away from the Expo on Wednesday, October 25, 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 right after the Annual Meeting and Luncheon. Exhibitors love this concept. Who doesn’t like sweets? This is an excellent sponsorship opportunity — attendees will love you for this!

This year, the Peppermill Resort Spa Casino is the host hotel for the Convention & Expo. It is located at 2707 South Virginia Street, Reno, Nevada 89502.

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. As 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 get our capes on!

Cordially,

Regina A. Sanchez
Director of Communications & Events



WMA – Defender of Our Property Rights

EXHIBIT HALL ACTIVITIES

Monday, October 23, 2023

	Golf Tournament/Optional — Somertsett Golf & Country Club
10:00 a.m.	Golf Tournament Registration
11:00 a.m.	Golf Tournament Shotgun Start
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 24, 2023

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 25, 2023

8:00 a.m.	Registration Opens
7:00 – 9:00 a.m.	Breakfast in Expo
7:30 – 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 26, 2023

8:00 a.m.	Final Breakfast 2023 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 2023 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 pages 4 and 6 (if you are a Major Sponsor) OR pages 5 and 6 listing 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 11 (see Section 19 on the back of the Exhibit Contract for limits).
- Promotional Drawings Form is due by September 11.
- Sponsor Forms are due by September 5 for timely order of signage and merchandise. For guaranteed inclusion in the *October Reporter*, the form must be received by August 26.
- Registration of additional booth personnel and request for extra badges are due September 11. 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 Peppermill directly at 866.821.9996 and use group name AWMHC23 to receive WMA's \$110 or \$160 per night rate.

**Call Regina Sánchez at
916.448.7002, extension 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 kits once your booth is confirmed. Your exhibit fee includes the following:

1. 10' x 10' booth (fully carpeted floor — multi yellow/fuschia colors).
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 \$700 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 for \$425 per person (member) or \$850 per person (non-member).

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 any rigging higher than 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 "WMA — Defender of Our Property Rights!" We are thinking along the lines of your favorite super heroes! The theme should be festive with a party atmosphere. 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 \$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 25. 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 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 on Monday, October 23 from 12:00 p.m. to 5:00 p.m. and Tuesday, October 24 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. 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 closing of the Expo. If you wish to participate, please complete and return the attached "Promotional Drawings" form by September 11.

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 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 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 that you can track all your charges from the various pages. A single charge with the grand total will be entered on Page Eleven (11), which is the Exhibit Contract.

From Pages Five (5) and Six (6)

BOOTH PERSONNEL FORM

Total from Page Five (5) \$ _____

Total from Page Six (6) \$ _____

Total Exhibit Personnel Due \$ _____

From Page Seven (7)

PROMOTIONAL DRAWINGS & OTHER ACTIVITIES

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 Seven (7). 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 Eight (8)

SPONSORSHIP LEVELS AND BENEFITS IF NOT EXHIBITING

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

Patron Event Sponsor — Name of Event: _____

Total Patron Sponsorships Due \$ _____

From Page Ten (10)

EXHIBIT CONTRACT (Return Exhibit Contract with this)

Total Option A Booth(s) Due from EXHIBIT CONTRACT/Add in carrier fee if not using GES \$ _____

Total Option B Booth(s) Due from EXHIBIT CONTRACT/Add in carrier fee if not using GES \$ _____

Personnel for Options A and B (Return page 5 with this) \$ _____

Total Major Sponsor Due from EXHIBIT CONTRACT (Return page 4 with this) \$ _____

Total Option B Booth(s) Major Sponsor Due from EXHIBIT CONTRACT (Return page 4 with this) \$ _____

Additional Personnel for all options (Return page 6 with this) \$ _____

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
455 Capitol Mall, Suite 800 | Sacramento, CA 95814 | 916.448.7085 (fax)

2023 SPONSOR 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 others go to page 5.

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

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

***An Expo exhibitor badge with a full registration will be issued IF sponsor plans to exhibit; otherwise, a regular attendee full registration badge will be issued.**

Cost of these badges are included in the sponsorship cost.

2023 BOOTH PERSONNEL 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 the first two people registered. For additional staffing, see page 6.

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 includes tickets described above.

Firm

Name

City

Email

2. Expo Exhibit-Only Badge includes tickets described above.

Firm

Name

City

Email

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

Email

2. Add'l Exhibit-Only Badge with Welcome Reception
 Add'l Full Expo Reg \$425 Member/\$850 Non-Member

Firm

Name

City

Email

OPTION B ONLY: Person #2 and thereafter Upgrade to Full Registration _____ (quantity) x \$425 per person member or \$ _____
\$850 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.

2023 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.) As designated below.

3. Add'l Exhibit-Only Badge \$100 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$250

Firm

Name

City

Email

4. Add'l Exhibit-Only Badge \$100 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$250

Firm

Name

City

Email

5. Add'l Exhibit-Only Badge \$100 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$250

Firm

Name

City

Email

Option B Booth # _____

Booth Personnel: (Please print as it is to appear on badge.) As designated below.

3. Add'l Exhibit-Only Badge \$100 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$250 **or**
 Add'l Full Expo Reg \$425 Member/\$850 Non-Member

Firm

Name

City

Email

4. Add'l Exhibit-Only Badge \$100 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$250 **or**
 Add'l Full Expo Reg \$425 Member/\$850 Non-Member

Firm

Name

City

Email

5. Add'l Exhibit-Only Badge \$100 **or**
 Add'l Exhibit-Only Badge with Welcome Reception \$250 **or**
 Add'l Full Expo Reg \$425 Member/\$850 Non-Member

Firm

Name

City

Email

OPTION A or B: Additional Exhibit-Only Badges _____ (quantity) x \$100 per person \$ _____

OPTION A or B: Additional Exhibit-Only Badge Only with Welcome Reception Tickets _____ (quantity) x \$250 per person \$ _____

OPTION B ONLY: Additional Upgrade to Full Registration _____ (quantity) x \$425 per person member or \$850 per person non member \$ _____

Transfer this amount to page three (3) of this packet | Total Additional 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.

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 Drawing Seed Money

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

OPTIONAL ACTIVITIES

Golf

Monday, October 23, 2023 • 10:00 a.m. Registration (Shotgun start at 11:00 a.m. Somerset Golf Club) (Fees listed below are per person rates and due by September 11. Space is limited. Reserve EARLY!)

- Golf Tournament \$275 pp x (total #) = \$ OR
Golf Tournament \$1,000 for a foursome = \$

Please note: All golfers must be registered Convention attendees.

- I will provide my own transportation to and from the golf course.
I can drive others to the course. I can take # of people.
I will use shuttle transportation

The golf course is approximately 20 minutes from the Peppermill.

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 — \$6,000

- 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 (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 23 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.
- Two full Convention & Expo registrations.
- Return this page with pages three (3) and four (4). Also, return page five (5) AND booth contract if exhibiting.

Gold Sponsorship — \$5,000

- Includes everything listed under the Platinum Sponsorship marked with an asterisk (*), and the following:
- One standard booth in WMA's Expo for sponsor (cannot be shared with another company or given to another company). Premium space upgrades available at nominal fee.
- Second priority booth selection.
- One full Convention & Expo registration.
- Return this page with pages three (3) and four (4). Also, return page five (5) AND booth contract if exhibiting.

Silver Sponsorship — \$4,000

- Includes everything listed under the Platinum Sponsorship marked with an asterisk (*), and the following:
- Third priority booth selection.
- 4 tickets with reserved seating to the Annual Meeting and Luncheon.
- Return this page with pages three (3), five (5) AND booth contract if exhibiting.

Bronze Sponsorship — \$3,000

- Includes everything listed under the Platinum Sponsorship marked with an asterisk (*), and the following:
- Fourth priority booth selection.
- Return this page with pages three (3), five (5) AND booth contract if exhibiting.

Special Sponsorships (name badges, 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.

Special Sponsorship — 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.

Special Sponsorships — window wraps: Contact Regina Sánchez at regina@wma.org or 916.448.7002, extension 4034, for customized pricing and locations.

Partial Sponsorships — \$1,000 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** \$6,000
- Gold Sponsor** \$5,000
- Silver Sponsor** \$4,000
- Bronze Sponsor** \$3,000

Special

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

Partial Sponsorships

- Convention Market/Tote Bags** \$2,500
- Monday Evening Networking Event** *Sold!* \$2,500
- Tuesday Morning Coffee Service** \$2,000

Four opportunities in each in the following categories:

- Kick Off Lunch** *Three available!* \$1,000
- Expo Opening/Welcome Reception** *Three available!* \$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
- Final Breakfast** \$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 2023 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

Transfer these totals to page three (3) Total Sponsorships \$ _____

Check # _____ Amount \$ _____ (Enclosed)

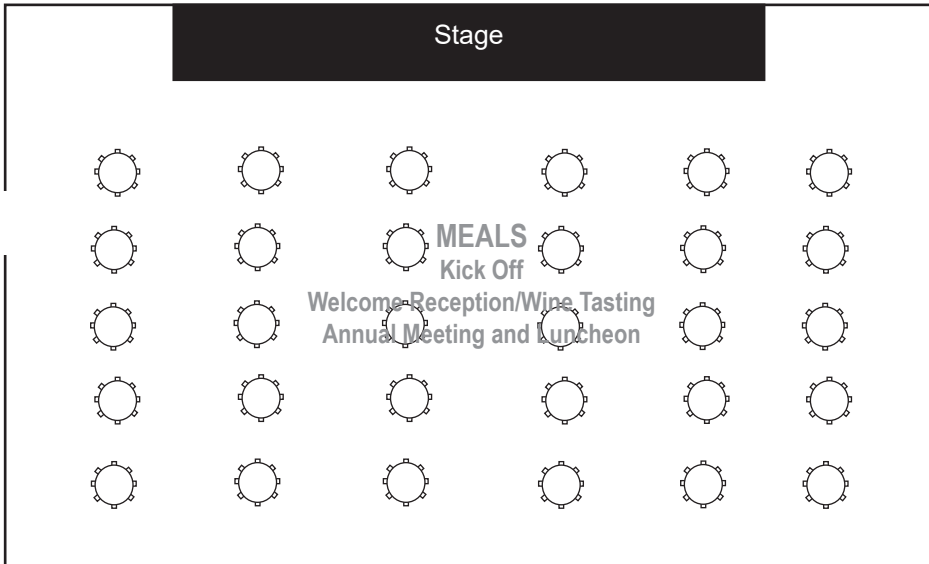
Complete this form and return by US post or fax to Regina Sánchez at

Western Manufactured Housing Communities Association
455 Capitol Mall, Suite 800 • Sacramento, CA 95814
fax 916.448.7085 | regina@wma.org

Thank you for your sponsorship!

2023 WMA Convention & Expo

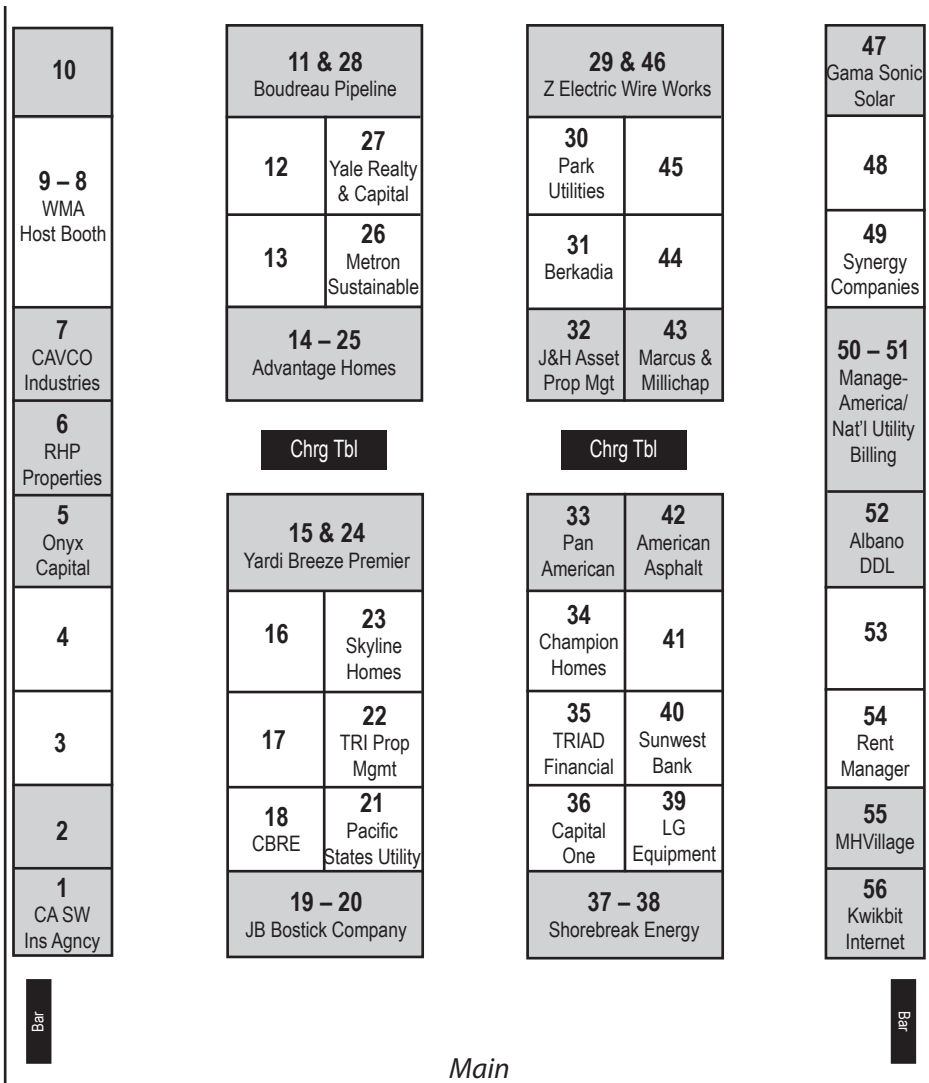
Tuscany Ballroom | Peppermill Hotel Spa Casino | October 24 – 25
(map not to scale)



WMA Gratefully Acknowledges its 2023 MAJOR SPONSORS

PLATINUM

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



GOLD

- American Asphalt
- Capital One
- CAVCO Industries, Inc.
- FollettUSA
- Marcus & Millichap
- MHVillage
- Newport Pacific Capital Company, Inc.
- Onyx Capital
- Triad Financial Services, Inc.

SILVER

BRONZE

- Rent Manager

Grey shaded booths indicate premium spaces.

EXHIBIT CONTRACT

Expo Dates: **October 23 – 26**
The Tuscany Ballroom | The Peppermill, Reno, NV

THIS MEMORANDUM AGREEMENT is made on _____, 2023, between the Western Manufactured Housing Communities Association (WMA) and _____. IN CONSIDERATION OF THE SUM: \$_____, WMA hereby leases _____ space(s) in its 2023 Expo at the Peppermill in Reno, NV, October 24 – 25, 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 2023 WMA Expo, refunds will be made as follows: For cancellations between now and September 4, 2023, 50% refund; on and after September 5, 2023, no refund. A separate kit will be sent for your electricity orders.

PRICING:	Option A (Per Booth)	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"/> \$950 Member <input type="checkbox"/> \$1,900 Non-Member	<input type="checkbox"/> \$1,200 Member <input type="checkbox"/> \$2,400 Non-Member
	Option B (Per Booth)	Standard Space	Premium Space
Package as described above, one (1) full convention registration AND one (1) exhibit-only badge (which includes the meals described under Option A).		<input type="checkbox"/> \$1,400 Member <input type="checkbox"/> \$2,800 Non-Member	<input type="checkbox"/> \$1,650 Member <input type="checkbox"/> \$3,300 Non-Member
	Platinum Sponsor (2 Standard Booths Included)	Standard Space	Premium Space
Package as described above with two (2) full convention registrations and four (4) exhibitor-only badges as in Option A.		<input type="checkbox"/> \$6,000 Member <input type="checkbox"/> One premium booth only →	<input type="checkbox"/> \$6,500 Member <input type="checkbox"/> \$6,000 Member
	Gold Sponsor (1 Standard Booth Included)	Standard Space	Premium Space
Package as described above with one (1) full convention registration and two (2) exhibitor-only badges as in Option A.		<input type="checkbox"/> \$5,000 Member	<input type="checkbox"/> \$5,250 Member

All Exhibitors/Shipping	All Exhibitors	All Exhibitors
We will use GES shipping services for Expo materials. Based on separate contract with GES. This does not apply to Platinum or Gold Sponsors.	<input type="checkbox"/> No, add \$250 to contract	<input type="checkbox"/> Yes, do nothing more

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 _____

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 2023 WMA Convention & Expo for Exhibitors.

Signature _____

INFORMATION, RULES AND REGULATIONS GOVERNING 2023 WMA EXPO EXHIBITORS

1. **RESERVATION FOR BOOTH SPACE** will be made in the order in which signed contracts and payment are received. If an exhibitor's choices are not available, WMA reserves the right to place the exhibitor at its discretion.
2. **RATES AND PAYMENTS:** The price per booth for Service and Industry members of WMA is \$950 and \$1,400 for Options A and B, respectively (\$1,200 and \$1,650 for premium spaces). For non-members, the price per booth is \$1,900 and \$2,800 for Options A and B, respectively (\$2,400 and \$3,300 for premium spaces). Full payment is due upon signing the contract. A separate decorator's kit will be sent to you for your electricity needs. There are also additional fees with WMA on how you ship materials.
3. **BOOTH SHARING:** Additional **firms and/or subsidiaries** sharing the same booth must pay \$750 (member) and \$1,500 (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 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 23 from 12:00 p.m. to 5:00 p.m. or Tuesday, October 24 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 25. 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 24. 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 5. 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 Ray Perez at WMA at 916.448.7002, extension 8612 or by email at 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 11 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. The exhibitor shall indemnify and hold harmless GES, The 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 3. 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 3, 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> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </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 LTR	ADD'L INSRD	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		01/01/23	01/01/24	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		01/01/23	01/01/24	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 AUTO ONLY: EA ACC \$ AGG \$	
		B	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		01/01/23	01/01/24	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		01/01/23	01/01/24
	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 Peppermill Resort Casino 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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