



## Washington Municipal Clerks Association

c/o City of Mountlake Terrace

PO BOX 72

Mountlake Terrace, WA 98043

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November 25, 2008

Dear Exhibitor:

WMCA invites you to participate again in the Washington Municipal Clerks Association (WMCA) 2009 Annual Conference in Ocean Shores at the Quinault Beach Resort and Casino, March 18 - 20. We are excited about this outstanding opportunity for exhibitors with over 125 municipal clerks, county clerks, single-purpose district clerks, and clerk-treasurers from the Northwest expected to attend. The Quinault Beach Resort offers beautiful ocean view rooms with on-site spa, casino and restaurants.

Exhibitors play a very important role in our Annual Conference. Not only do you provide support to the Conference, your attendance allows your business the opportunity to meet one on one with attendees to demonstrate your latest technology. As you know, clerks are always looking for more efficient ways to serve in their organizations and communities.

The exhibitor fee is \$500 per six-foot skirted table. In addition to exhibiting at the conference, you may choose to participate further through sponsorship opportunities. Exhibitor tables are on a first-come, first-serve basis, taking into consideration the level of sponsorship. Please note that the Quinault has limited space available with only eleven standard exhibitor spaces and a few premium sponsor spaces that will be located in the break room. Additional information about our sponsorship programs is attached.

This year, the Exhibitor Reception will be held on Thursday night, March 19, from 6:00 – 7:00 p.m. There will be an Exhibitor door prize drawing during the reception. If you are having a gift drawing at your individual booth, we ask that you do your drawing during the reception when we do ours. Attendees must be present to win. The first Exhibitor viewing and break is scheduled for Wednesday morning and in response to your feedback last year, we have planned an extended 30 minute break on Wednesday afternoon. Refreshments for breaks will be located in the Diamond & Platinum Sponsor Room that is located next to the classrooms and main exhibitor hall.

**Due to the limited number of spaces, early registration is encouraged, as we anticipate selling out our exhibitor spaces.** If you would like to join us for meals, tickets are available for purchase at the registration desk or pre-pay with your registration. Please mail the attached registration forms to Virginia Olsen, PO BOX 72, Mountlake Terrace, WA 98043 by February 13, 2009 (however early registration to ensure your space). **Payment is due in full with your registration forms.** Your registration form will become a contract upon acceptance by Virginia Olsen of the Conference Planning Committee. Receipt of your registration will be confirmed via email.

If you have any questions, please contact me at (425) 744-6206 or [volsen@ci.mlt.wa.us](mailto:volsen@ci.mlt.wa.us). If you are not the appropriate person to receive this information, please forward it to the right person. Thank you for your time and consideration.

Sincerely,

Virginia V. Olsen, CMC  
City Clerk/Community Relations Director  
WMCA Conference Planning Committee



## WMCA ANNUAL CONFERENCE SPONSORSHIP FORM

*Please return this form if you would like to make a donation or participate as a sponsor.*

This letter is to **acknowledge** our willingness to support the WMCA Conference with funds or products designated for:

**General Conference Fund Donation**

Amount \$ \_\_\_\_\_

**Specific Sponsorship**

Diamond \_\_\_\_ Platinum \_\_\_\_

**Items or product to be donated to the conference:**

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*Can be items for silent auction or door prizes - proceeds used for scholarships, OR items such as portfolios, mugs, t-shirts, pens or pencils, etc. for the conference attendees.*

### **Sponsorship Guidelines:**

- For donations of \$50 or more, WMCA will display business cards and materials at the conference. Please mail your donation to the address below.
- For donations above \$500, we will apply your donation toward a break and provide written acknowledgement at the event.
- All contributions will be acknowledged in the conference program and identified by signage at the event the contribution helped support.
- Persons or organizations participating as a Diamond or Platinum level sponsor will receive additional recognition through announcements on signs and programs, etc. Please see enclosed program information.

Please send donations to:

### **WMCA**

c/o Virginia Olsen  
City of Mountlake Terrace  
PO BOX 72  
Mountlake Terrace, WA 98043

Phone: (425) 744-6206  
Email: [volsen@ci.mlt.wa.us](mailto:volsen@ci.mlt.wa.us)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_