



Washington Municipal Clerks Association
c/o Jodi Wycoff, City Clerk
City of Duvall
PO BOX 1300
Duvall, WA 98019

December 2017

Dear Exhibitor/Sponsor:

WMCA invites you to participate in the Washington Municipal Clerks Association (WMCA) 2018 Annual Conference at the Red Lion Hotel in Pasco, WA, March 14-16, 2018. We are excited about this outstanding opportunity for exhibitors and sponsors with over 125 municipal clerks, county clerks, single-purpose district clerks, and clerk-treasurers from the Northwest expected to attend.

Exhibitors play a key role in our Annual Conference. Not only do you provide support to our 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 \$550 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. This year 16 vendor registrations will be allowed in the spaces available in the main vendor area with 4 additional spaces in the hallway. Additional information about our sponsorship programs is attached.

This year, the Exhibitor Reception will be held on Thursday night, March 15th from 6:00 p.m. – 7:00 p.m. prior to our annual banquet. 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 at 9:45 a.m. and we have continued the extended 30-minute break on Wednesday afternoon. Refreshments for breaks will be located in the exhibitor area.

Accommodations for vendors: Rooms for vendors are at a rate of \$116 per night for single/double, the reservation block is open until February 10, 2018.

We have 20 spaces available this year, and exhibitors are limited to a 6-foot display, so early registration is encouraged to secure your space and participation. You are encouraged to pre-pay for meal tickets with your registration, a limited amount may be available for purchase at the registration desk, however there is no guarantee. Please mail the attached registration forms to Jodi Wycoff, City Clerk, City of Duvall, PO BOX 1300, Duvall, WA 98019, by **February 12, 2018. Payment is due in full with your registration forms.** Your registration form will become a contract upon acceptance by Jodi Wycoff of the Conference Planning Committee. Receipt of your registration will be confirmed via email.

In addition, please see the enclosed information regarding our Diamond and Platinum level sponsorship program to receive special recognition for your business. If you are unable to participate in the program this year, please consider budgeting for a sponsorship at next year's conference in Blaine at the Semiahmoo Resort and at future WMCA conferences.

If you have any questions, please contact Jodi Wycoff at **425-788-1185; jodi.wycoff@duvallwa.gov**. If you are not the appropriate person to receive this information, please forward it to the right person. Thank you for your consideration and support of WMCA.

Sincerely,

Jodi Wycoff, CMC, City Clerk, City of Duvall
WMCA Conference Planning Committee, *Co-chair*

*Please return this form if you would like to make a donation or participate as a Sponsor,
or add your donation to your vendor registration form.*

Washington Municipal Clerks Association Conference Committee

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 (see attached) Diamond _____ Platinum _____

Items or product to be donated to the conference:

Can be items for silent auction or door prizes - proceeds used for scholarships for the conference attendees.

Sponsorship Guidelines:

- All contributions received prior to February 12, 2018 will be acknowledged in the conference program.
- 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/contributions to:

WMCA

c/o Jodi Wycoff, CMC, City Clerk
City of Duvall
PO BOX 1300
Duvall, WA 98019

Phone: (425) 788-1185

Email: jodi.wycoff@duvallwa.gov

Company: _____

Address: _____

Contact: _____

Phone: _____

Email: _____