



**Washington Municipal Clerks Association  
2018 Annual Conference  
Red Lion Hotel - Pasco, WA**

**EXHIBITOR INFORMATION SHEET**

- WHEN:** March 14-16, 2018 (Wednesday through Friday)  
The first Exhibitor viewing and break is scheduled for Wednesday morning, March 14<sup>th</sup> at 9:45 a.m. All breaks are in the exhibitor area.
- WHERE:** Red Lion Hotel  
2525 North 20<sup>th</sup> Avenue, Pasco, WA 99301  
(509) 547-0701
- HOTEL:** Room rates are \$116 for a single room or double room plus tax. A special link has been created for you to go directly to the Red Lion reservation page: WA Municipal Clerks – [Vendors](#)
- INFORMATION:** Be sure to let them know you are part of the WMCA Vendor Block.
- FACILITY CONTACT:** Taylor Morfin, Area Director of Catering  
Phone: (509) 544-3915  
[Taylor.Morfin@redlion.com](mailto:Taylor.Morfin@redlion.com)
- VENDOR SUPPLIES:** Details for shipping supplies for your booth directly to the hotel:  
1. Packages cannot be accepted more than a week out to the conference (do not ship supplies to hotel prior to March 7<sup>th</sup>).  
2. Package labels must reference "WMCA Conference". Otherwise the shipping department will turn them away.  
3. Ship packages to the address listed above (in "Where" section).
- SET-UP:** Wednesday, March 14, 6:30 a.m.  
No early set-up or reservation of spaces. Only Diamond Sponsors are permitted to set up on Tuesday night.
- TEAR DOWN:** Friday, March 16, 2018 by 10:00 a.m.
- DOOR PRIZE DRAWING:** The Exhibitor Reception will be held on Thursday evening, March 15<sup>th</sup>, from 6:00 p.m. to 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.

*WMCA Vendor Contact:*  
Jodi Wycoff, Conference Planning co-chair

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