



**Washington Municipal Clerks Association  
2019 Annual Conference  
March 13-15, 2019  
Semiahmoo Resort – Blaine, WA**

**EXHIBITOR INFORMATION SHEET**

- WHEN:** March 13-15, 2019 (Wednesday through Friday)  
The first Exhibitor viewing and break is scheduled for Wednesday morning, March 13<sup>th</sup> at 9:45 a.m. All breaks are in the exhibitor area.
- WHERE:** Semiahmoo Resort  
9565 Semiahmoo Parkway, Blaine, WA 98230-9326  
(855) 917-3767      [www.semiahmoo.com](http://www.semiahmoo.com)
- HOTEL:** Room rates are \$134 for a single room or double room plus tax; \$144 for a triple room and \$154 for a quad room. A \$20/night resort fee applies to all room types. A special link has been created for you to go directly to the Semiahmoo reservation page: WA Municipal Clerks – [Vendors](#)
- INFORMATION:** Be sure to let them know you are part of the WMCA Vendor Block.
- FACILITY CONTACT:** Kristina Siebol, Conference Services Manager  
Phone: (360) 318-2066  
[ksiebol@semiahmoo.com](mailto:ksiebol@semiahmoo.com)
- EXHIBITOR SUPPLIES:** Details for shipping supplies for your booth directly to the hotel:
1. All storage needs must be arranged with the Conference Services Department in advance.
  2. Packages cannot be accepted more than 48 hours prior to the conference (do not ship supplies for delivery to hotel prior to March 11<sup>th</sup>).
  3. Package labels must reference your business name and “*WMCA Conference – March 13-15*”. If not properly labeled, the resort will turn them away.
  4. Ship packages to the address listed above (in “Where” section).
  5. You are responsible for packing and labeling any outgoing materials.
  6. The resort and WMCA are not responsible for disposal, storage or mailing of left-over or outgoing materials.
- SET-UP:** Wednesday, March 13, 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 15, 2019 by 12:00 p.m.
- DOOR PRIZE DRAWING:** The Exhibitor Reception will be held on Thursday evening, March 14<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 Exhibitor Contacts:*

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