



Washington Municipal Clerks Association

2020 Annual Conference

March 18-20, 2020

Red Lion Yakima Center /Yakima Convention Center – Yakima, WA

EXHIBITOR INFORMATION SHEET

- WHEN:** March 18-20, 2020 (Wednesday through Friday)
The first Exhibitor viewing and break is scheduled for Wednesday morning, March 18th at 9:45 a.m.
All breaks are in the exhibitor area.
- WHERE:** Yakima Convention Center
10 North 8th Street, Yakima, WA 98901 (shipping address for supplies)
- HOTEL:** Red Lion Yakima Center (adjacent to Convention Center)
607 East Yakima Avenue, Yakima, WA 98901
509-248-5900 ext 1 www.redlion.com
Room rates are \$91 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: [WMCA Vendor/exhibitor block](#)
Be sure to let them know you are part of the “WMCA Vendor/Exhibitor” block. Block closes February 23, 2020.
- FACILITY CONTACT:** Kelly Darybson, 509-573-3089 or 800-221-0754
Phone: (509) 575-3089 or 1-800-221-0754
Kelly@visityakima.com

Contact Anja Mullin (contact info below) for any questions regarding booth set up, etc. Facility Contact is provided for emergencies only. Any special arrangements must be approved by Anja Mullin and the Conference Planning Committee Chairs, who will work directly with the convention center.
- EXHIBITOR** Details for shipping supplies for your booth directly to the Convention Center is provided in the attached
- SUPPLIES:** document provided by the Convention Center.
- SET-UP:** Wednesday, March 18, 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:** Tear down must be completed by Friday, March 20, 2020 by 12:00 p.m. Tear may begin after 5:00 p.m. on March 19th; however, exhibitors must be present for the Exhibitor Reception. Exhibitors who leave the conference early may not be invited back the following year.
- DOOR PRIZE DRAWING** The Exhibitor Reception will be held on Thursday evening, March 19th, 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.
- STAFFING THE BOOTH:** It is expected that vendors will be available at their booths during conference breaks. We value our exhibitors and try to provide times and events during the conference for you to meet with our members - please be respectful of their need to attend trainings during class time and be present and at your booth to meet with them during the breaks.

WMCA Exhibitor Contacts:

Anja Mullin, Conference Planning Committee – 425-587-3191

AMullin@kirklandwa.gov