



Washington Municipal Clerks Association

c/o Anja Mullin

City of Kirkland

123 Fifth Avenue

Kirkland, WA 98033

December 2019

Dear Exhibitor/Sponsor:

WMCA invites you to participate in the Washington Municipal Clerks Association (WMCA) 2020 Annual Conference at the Red Lion Yakima Center / Yakima Convention Center in Yakima, Washington, March 18-20, 2020. 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 \$600 per eight-foot (8') 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, 20 exhibitor registrations will be allowed in the spaces available in the main exhibitor area. Additional information about our sponsorship programs is attached.

This year, the Exhibitor Reception will be held on Thursday night, March 19th 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 exhibitors: Rooms for exhibitors are at a rate of \$91 for a single room or double room plus tax. The reservation block is open until February 23, 2020. Businesses exhibiting at the conference must book in the **"WMCA vendor/exhibitor"** block with the host hotel. A special link has been created for you to go directly to the Red Lion reservation page: [WA Municipal Clerks – Vendors](#)

We have 20 spaces available this year, and exhibitors are limited to an 8-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, tickets will not be available for purchase at conference. Please mail the attached registration forms to Anja Mullin, City of Kirkland, 123 Fifth Avenue, Kirkland, WA 98033, by **February 10, 2020. Payment is due in full with your registration forms.** Your registration form will become a contract upon acceptance by Anja Mullin 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 Ocean Shores at the Shilo Inn Suites Ocean Shores and at future WMCA conferences.

If you have any questions, please contact **Anja Mullin** at **425-587-3191**; **AMullin@kirklandwa.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,

Anja Mullin

WMCA Conference Planning Committee

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

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 10, 2020 will be acknowledged in the conference program app.
- Persons or organizations participating as a Diamond or Platinum level sponsor will receive additional recognition through announcements on signs and program apps, etc. Please see enclosed Sponsorship Opportunities information.

Please send donations/contributions to:

WMCA
c/o Anja Mullin
City of Kirkland
123 Fifth Avenue
Kirkland, WA 98033

Phone: Anja – 425-587-3191
Email: AMullin@kirklandwa.gov

Company: _____

Address: _____

Contact: _____

Phone: _____

Email: _____