



Washington Municipal Clerks Association

2023 Conference

March 15-17, 2023

Skamania Lodge – Stevenson, WA

EXHIBITOR INFORMATION SHEET

- WHEN:** March 15-17, 2023 (Wednesday through Friday)
The first Exhibitor viewing and break is scheduled for Wednesday morning, March 15th at 9:45 a.m. All breaks are in the exhibitor area.
- WHERE:** Skamania Lodge
1131 SW Skamania Lodge Way, Stevenson, WA 98648 (shipping address for supplies)
- HOTEL:** Skamania Lodge
1131 SW Skamania Lodge Way, Stevenson, WA 98648
(844) 432-4748 [General hotel information](#)
Room rates are \$199 for a single room or double room plus tax and an additional \$29 per night resort fee. A special link has been created for you to go directly to the Skamania Lodge reservation page: [WMCA Vendor/exhibitor block](#)
Or you can call 844-432-4748 –and let them know you are part of the “WMCA Vendor” block (group block code 1YL3L2). Block closes February 20, 2022. Room cancellations must be made 5 days in advance of arrival date.
- FACILITY CONTACT:** Skamania Lodge Main Line – 800-221-7117
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 lodge.
- EXHIBITOR SUPPLIES:** Details for shipping supplies for your booth directly to the hotel:
1. The hotel has limited capability for receiving, handling and storage of convention materials. Packages cannot be accepted more than three (3) days prior to the conference (March 12th)
 2. All packages sent to the lodge should include the name of Group (WMCA), date of program (March 15, 2023), name of person that will claim package(s), date of arrival, and number of items.
 3. Ship packages to the address listed above (in “Where” section).
 4. There will be a fee for vendor boxes sent to the hotel.
\$5 handling fee per box (plus 25% service charge and 7.7% state tax)
\$100 handling fee per pallet (plus 25% service charge and 7.7% state tax)
- SET-UP:** Wednesday, March 16, 6:30 a.m.
No early set-up or reservation of spaces. Only Diamond Sponsors are permitted to set up on Tuesday night.
- There are only two loading/unloading locations at Skamania Lodge:
- Conference center main entrance. There is no loading dock here; a lift gate or ramp is required. Notice must be given in advance if assistance is required for loading/unloading using lodge employees.
 - The second location is at the end of the conference center near the golf pro shop. This area does not have a loading dock or ramp access but does have double doors.

WMCA Exhibitor Contact:

Anja Mullin, Conference Planning Committee
425-587-3191 or amullin@kirklandwa.gov



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TEAR DOWN: Tear down must be completed by Thursday, March 16th by 9:00 p.m. Tear down may begin after 5:00 p.m. on March 17th; 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 The Exhibitor Reception will be held on Thursday evening, March 16th, from 6:00 p.m. to 7:00 p.m.

DRAWING 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 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.

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