



## WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

711 Capitol Way South, Suite 707  
Olympia, WA 98501

October 2, 2018

Dear WACD Members, District Staff, and Friends of Conservation,

It is with excitement that I extend this invitation to attend and participate in our 2018 Annual Conference & Meeting of the Washington Association of Conservation Districts. It will be held November 26 – 28, 2018, at the Three River's Convention Center in Kennewick, WA.

This year's conference theme is "Embracing Change, Thriving through Partnerships." Our mission cannot be achieved acting in isolation, it requires partnerships to put conservation into practice – cooperating landowners, communities, various agencies, and others. Tuesday's agenda will focus on how CDs across the state create and maintain successful relationships with panels on CD and county/city partnerships, state agency partnerships, public/private partnerships, and tribal and NGO partnerships.

Partnerships are also necessary within conservation districts. Conservation districts are at their most effective when supervisors and staff work with confidence and clarity in their respective roles. The Aspen Group, with their model of "Coherent Governance", have worked with several of our conservation districts and new successes followed from those workshops. The Aspen Group will spend half a day with conference attendees sharing their decades of experience on the key to creating healthy, well-functioning organizations.

We are enclosing sponsorship and exhibitor information for you to distribute to anyone who you think may be interested in sponsoring or participating. We offer a Sponsors' Appreciation Dinner to show our appreciation for their contribution to WACD and provide them an opportunity to reach the membership in several ways. Please contact staff by October 26, 2018, if you know of any potential sponsors or exhibitors who may be interested in participating in our meeting.

To secure your attendance, please complete the enclosed registration form and mail it to WACD by November 9, 2018. If you would like more information or have any questions after reading through these materials, please contact Lori McLaughlin at [wacd@ncia.com](mailto:wacd@ncia.com) (360-757-1094) or Ryan Baye at [RBaye@wadistricts.org](mailto:RBaye@wadistricts.org) (360-999-0361).

Thanks so much for the commitment that you bring and the critically important work that you do. I truly hope to see you in Kennewick in November!

Sincerely,

Tom Miller  
WACD President  
Supervisor, Spokane CD

# Agenda

*Program is currently under development. Times are subject to minor changes.*

## **Monday, November 26, 2018**

8:30 am - 9:30 am	WACD Executive Committee Meeting
10:00 am - 2:30 pm	WACD Board of Directors Meeting
3:00 pm - 6:00 pm	WACD Committee Meetings
6:00 pm - 7:30 pm	Dinner (on your own)
6:00 pm - 7:00 pm	New Supervisor Training
6:00 pm - 7:15 pm	Annual Business Meeting of the Washington Conservation Society
7:30 pm - 9:00 pm	SCC Annual Budget

## **Monday, November 26, 2018 – Supplemental Program Notes**

11:00 am - 7:00 pm	Registration open
1:00 pm - 10:00 pm	Exhibiter set-up
1:00 pm - 5:00 pm	WSSC Regional Managers Meeting

## **Tuesday, November 27, 2018**

7:00 am - 8:00 am	Breakfast (on your own)
8:00 am - 8:45 am	Opening Session and Welcome Message
8:45 am - 9:45 am	WACD's Legislative Agenda and Strategy
10:00 am - 11:00 am	General Session I – Building Partnerships: CD, Counties and Cities
11:00 am - Noon	General Session 2 – Building Partnerships: CD and State Agencies
12:15 pm - 1:30 pm	WACD Awards Luncheon
1:45 pm - 2:30 pm	Keynote: Ag Industry and WSU
2:45 pm - 4:00 pm	General Session 3 - Building Partnerships: Private and Public Partnerships
4:00 pm - 5:00 pm	General Session 4 - Building Partnerships: CD, Tribal and NGO Partnerships
5:00 pm - 6:00 pm	WACD Strategic Planning Report
6:15 pm - 7:45 pm	Sponsorship Appreciation Dinner
8:00 pm - 9:15 pm	Annual Auction for Envirothon
9:30 pm - Midnight	No-host Hospitality Suite

## **Wednesday, November 28, 2018**

7:00 am - 8:00 am	Breakfast (on your own)
8:00 am - 12:15 pm	General Session – The Aspen Group
12:30 pm - 1:45 pm	Luncheon: Invited Keynote - Commissioner of Public Lands Hilary Franz
2:00 pm - 5:30 pm	WACD Business Meeting
5:30 pm - 6:15 pm	WSSC – Election of WACD Eastern WA Region Representative (3-year term)
6:30 pm - 7:00 pm	Partnership Reception
7:00 pm - 9:00 pm	WACD Closing Banquet
9:30 pm - Midnight	No-host Hospitality Suite

## **Thursday, November 29, 2018**

7:30 am - 8:30 am	WACD Executive Committee Meeting
9:00 am - 3:00 pm	Washington State Conservation Commission Meeting



# 2018 WACD Annual Meeting

Three Rivers Convention Center– Kennewick, WA  
November 26 – November 28, 2018



## “Embracing Change, Thriving through Partnerships”

The Washington Association of Conservation Districts would like to welcome all conservation leaders from around Washington State to attend this year’s annual meeting in Kennewick, WA.

**Meeting Registration:** The registration cost is \$300 (**received by November 9th**) plus the costs of meals. Please note that registration costs are waived for all new supervisors.

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**Hotel Accommodations:** WACD has reserved rooms reserved at the following hotels:

### **SPRINGHILL SUITES®** MARRIOTT

The Springhill Suites by Marriott / Tri-Cities (509-820-3026 - 7048 W. Grandridge Blvd, Kennewick). Room rates are **\$96/night + tax for single or double occupancy**. Attendees are responsible for making their own room reservations. The room block will be held under the group code **WCDR** and will expire on **October 26th, 2018**. The room rate and availability cannot be guaranteed after **October 26th, 2018**, so it is important to call immediately for your reservation. **Rooms must be guaranteed with a credit card.**

**Book your group rate for Washington Association of Conservation Districts** or use the group code **WADR** when booking over the phone. To make a reservation, check off how many rooms and guests per room that you need, and click Check Availability. Our rates will show up and you can continue to book your room. Reservations may also be made by calling the central reservation number at 1-888-236-2427. Please tell them to use the group code **WADR** so you will receive the discounted room rate. The cutoff date is **Friday, October 26th, 2018**.

The Springhill Suites by Marriott / Tri-Cities offers complimentary self-parking and breakfast buffet.

**Check-in:** Check-in begins at 3 PM and guests must check out by 12 PM on departure day. If you would like a later check-out time, please check with the front desk staff on the departure day. For additional information about the Springhill Suites by Marriott / Tri-Cities and services available, please check out [www.marriott.com/kwchsh](http://www.marriott.com/kwchsh).

#### **Driving Directions (from the Tri-Cities Airport, PSC):**

- Get on I-182 W / US-12 W from W Argent Rd and N 20th Ave.
- Take US-395 S and WA-240 W to N Columbia Center Blvd.
- Take the N Columbia Center Blvd exit.
- Turn left onto N Columbia Center Blvd and continue straight.
- Turn left on W Grandridge Blvd.
- Continue straight through the roundabout.
- Your destination is on your left.



**Hotel Accommodations:** The Hilton Garden Inn (509-735-4600 - 710 North Young Street, Kennewick). Room rates are **\$96/night + tax for single or double occupancy**. Attendees are responsible for making their own room reservations. The room block will be held under the group code **CODIS8 at the Hilton Garden Inn** and will expire on **October 26, 2018**. The room rate and availability cannot be guaranteed after **October 26<sup>th</sup>**, so it is important to call immediately for your reservation. **Rooms must be guaranteed with a credit card.**

[Book your group rate for WA Association of Conservation Districts](#) or use the group code **CODIS8** when booking over the phone.

Reservations may also be made by calling the central reservation number at **1-877-637-5510**. Please use the group code – **CODIS8**, so you will receive the discounted room rate. The cutoff date is **Friday, October 26<sup>th</sup>**.

The Hilton Garden Inn offers complimentary overnight self-parking. Please note the Hilton Garden Inn does not offer complimentary breakfast, WACD will be providing breakfast options at our Tuesday and Wednesday morning sessions.

Check-in: Check-in begins at 3pm and guests must check out by 12 PM on departure day. If you would like a later check-out time, please check with the front desk staff. For additional information about the Hilton Garden Inn Kennewick and services available, please check out its website:

<http://hiltongardeninn3.hilton.com/en/hotels/washington/hilton-garden-inn-tri-cities-kennewick-PSCKEGI/index.html>.

**Driving Directions (from airport):**

- Get on I-182 W / US-12 W from W Argent Rd and N 20th Ave.
- Take US-395 S and WA-240 W to N Columbia Center Blvd.
- Take the N Columbia Center Blvd exit.
- Turn left onto N Columbia Center Blvd and continue straight.
- Turn left on W Grandridge Blvd.
- Continue straight through the roundabout.
- Your destination is on your right.

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For more information, please contact Lori McLaughlin at [wacd@ncia.com](mailto:wacd@ncia.com) (360-757-1094) or Ryan Baye at [RBaye@wadistricts.org](mailto:RBaye@wadistricts.org) (360-357-2425).

**Registration is due by November 9, 2018**

**Contact Information** *(please print)*

**Name** \_\_\_\_\_

**Spouse/Guest Name** \_\_\_\_\_

*(if attending)*

**District / Affiliation** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Special Dietary Needs** \_\_\_\_\_

If you or another conference attendee has special requirements to participate fully, please contact us so every guest has a comparable experience. Examples - assistive listening devices or interpreters.

**Registration Options:**

- \$300 Conference Registration (before November 9<sup>th</sup>)
- \$150 Conference Registration (1/2 off **one** registration for attending 2018 WACD Legislative Days)
- \$350 Late Conference Registration (after November 9<sup>th</sup>)
- New Supervisor (no registration fee)

**Meals:**

Tuesday, November 27, 2018

Quantity

- \$35 – Awards Luncheon \_\_\_\_\_
- \$45 – Sponsorship Appreciation Dinner \_\_\_\_\_

Wednesday, November 28, 2018

Quantity

- \$35 – Special Luncheon \_\_\_\_\_
- \$60 – WACD Closing Banquet \_\_\_\_\_

Total Registration and Meals \$ \_\_\_\_\_

**Mail payment and completed forms to:**

WACD Plant Materials Center • Attn: Lori McLaughlin • 16564 Bradley Road • Bow, WA 98232

WACD is offering one **FREE** registration to any district who provides **\$2,000** worth of Sponsorships. We strongly encourage you to make contacts with as many potential sponsors as possible. **And, most importantly, to follow up with those that you do contact**, to answer any questions they may have and to explain the benefits of their sponsorships. Please make your best effort to find sponsorships. It is important to contact the people who benefit from conservation assistance your district provides. Let your customers and cooperators know that we depend just as much on their support.

For more information, please contact Lori McLaughlin at [wacd@ncia.com](mailto:wacd@ncia.com) (360-757-1094)

**PLEASE NOTE: THERE WILL BE A \$50 cancellation fee for cancellations through Nov. 9<sup>th</sup>. No cancellations will be accepted after Nov. 10<sup>th</sup> - NO EXCEPTIONS.** Contact Lori if you must cancel. Registration must be paid in advance or at the registration desk.

**NEW THIS YEAR - we can accept CREDIT CARDS for payment.** If you would like to pay by credit card, please contact Lori McLaughlin at [wacd@ncia.com](mailto:wacd@ncia.com).

# Sponsorship Opportunities

## PARTNER - \$2,000

- Recognition as a Partner and your logo included on all printed materials/signage and hyperlinked on WACD's website
- Speaker at Sponsors Appreciation Dinner (15 Minutes)
- Recognition in meeting packet (2 pages)
- Booth with 6' table for product display
- 2 nights at Springhill Suites (1 room)
- Invitation to the Partnership Reception
- Two Banquet Tickets (11/28/18) and two complimentary meeting registrations

## LEADER - \$1,000

- Speaker at Sponsors Appreciation Dinner (5 minutes)
- Logo on printed materials/signage and hyperlinked on WACD's website
- Recognition in meeting packet (1 page)
- Booth with 6' table for product display
- One night at the Springhill Suites
- Invitation to the Partnership Reception
- One Banquet Ticket (11/28/18) and one complimentary meeting registration

## SUPPORTER - \$500

- Speaker at Sponsors Appreciation Dinner (2 minutes)
- Logo on printed materials/signage and recognition as a Meeting Room Sponsor
- Recognition in meeting packet (1/2 page)
- Invitation to the Partnership Reception
- One ticket to *either* the Special Luncheon or Awards Luncheon and one complimentary meeting registration

## CONSERVATION FRIEND - \$250

- Logo on printed materials/signage and recognition as a Coffee Break Sponsor
- Recognition in meeting packet (1/2 page)
- Invitation to Partnership Reception
- One ticket to *either* the Special Luncheon or Awards Luncheon

**All Sponsors are invited to attend the Sponsor Appreciation Dinner as our guests on Tuesday, November 27<sup>th</sup>**



### **WANT TO BE A SPONSOR?**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_ Email address \_\_\_\_\_

Mail form and payment to: Lori McLaughlin c/o WACD, 16564 Bradley Road, Bow, WA, 98232. Please also **email your logo** to Lori at [wacd@ncia.com](mailto:wacd@ncia.com). **Please let Lori know if you would like to pay with a credit card.**

# WACD EXHIBITOR CONTRACT

*Space is limited so reserve now!*

The WACD Annual Meeting will be held November 26 –28, 2018 at the River Convention Center in Kennewick, WA. To reserve your space, mail the completed WACD Exhibitor Contract along with a **check** payable to WACD. **We are unable to accept credit card payments.** Exhibitors may set up on **Monday, November 26<sup>th</sup> between Noon and 10:00 PM** and shall promptly remove all materials at the end of the scheduled time, which is **5:00 PM on Wednesday, November 28<sup>th</sup>.**

## **MAIL TO:**

WACD Plant Materials Center  
16564 Bradley Road, Bow, WA 98232  
Phone: (360) 757-1094  
wacd@ncia.com

## **SPACE SIZES AND PRICES:**

All spaces include a standard covered and skirted 6' table. Rates are as follows:

- Commercial Exhibit.....\$125
- Education / Public Service.....\$100
- District / State Association.....\$100

## **EXHIBITOR INFORMATION & AGREEMENT:**

(Please print)

\_\_\_\_\_  
Company or Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

Please reserve the number of booth spaces filled in below:

\_\_\_\_\_ Spaces

## **IN ORDER TO VALIDATE THIS CONTRACT:**

Attach a **check payable to WACD** along with this signed contract. All contracts must be received by **Friday, November 9, 2018. We also accept credit cards.**

The terms and conditions printed on the reverse side of this agreement and printed in the brochure are hereby incorporated by reference, and Exhibitor agrees to be bound thereby.

Space assigned to Exhibitor will be final.

Exhibitor designates the products or services listed on this page as those to be displayed or demonstrated and agrees to notify WACD in writing of any changes prior to the Exposition.

## **Products and/or services to be exhibited:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Competitors from whom we desire space separation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(For WACD Use Only)*

TOTAL DUE \$ \_\_\_\_\_

TOTAL PAID \$ \_\_\_\_\_

CHECK DATE/NUMBER \_\_\_\_\_

SPACE(S) ASSIGNED \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

## "EXHIBITOR RULES AND REGULATIONS"

**Codes & Agreement:** Exhibitor hereby agrees to be bound by the "Rules and Regulations of the Exposition." Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations; (ii) any rules or regulations of the facility where the Exposition is held; (iii) the terms of all leases and agreements between WACD and the managers or owners of said facility; and (iv) the terms of any and all leases and agreements between WACD and any other party relating to the Exposition. Exhibitor shall not, nor shall Exhibitor permit others to do anything to the Space or do anything in the facility which would cause a difference in conditions from those previously approved by the insurance carriers of WACD or the owners or managers of said facility which would in any way increase premiums payable by any of said parties or any such increase resulting from a violation of this section.

**Space Assignments:** WACD shall make its best efforts to provide physical separation of the Space from those competitors from whom Exhibitor has requested such separation. Notwithstanding the above, WACD reserves the right to change location assignments at any time, as it may in its sole discretion deem necessary.

**Equipment:** Exhibitor shall provide all equipment at his or her own expense. All draping and decorative materials shall be in keeping with and consistent with all rules, codes, and regulations referred to under Codes & Agreements above. All demonstrations and displays shall be confined to the Exhibitor's Space.

**Exclusion:** WACD shall have the right to exclude or to require modification of any display or demonstration, which in its sole discretion, it considers unsuitable to or not in keeping with the character of the Exposition. WACD shall have the right to prohibit the use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. WACD shall have the right to demand modification of the appearance of dress of persons or mannequins used in connection with displays or demonstrations.

**Assignment and Sublease:** Exhibitor shall not sublet the Space or any equipment provided by WACD, nor shall Exhibitor assign this Lease in whole or in part without written notice to and approval from WACD.

**Liability:** This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between WACD and Exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless and defend WACD from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including, but not limited to costs, interest and attorney's fees) which WACD may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or any of its employees, servants, or agents.

Exhibitor further agrees that WACD and its respective agents and employees and the exhibit facility shall not be responsible in any way for (i) damage, loss, or destruction of any property of Exhibitor or (ii) injury to Exhibitor or its representatives, agency, employees, licensees, or invitees.

**Cancellation or Postponement of Exposition:** In the event that the Exposition is postponed due to any occurrence not occasioned by the conduct of WACD or Exhibitor, whether such occurrence be an Act of God or a common enemy or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effect thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Exposition, the obligations of the parties under this agreement shall be automatically terminated, and all rental payments made under this Lease shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by WACD in connection with the Exposition.

**Handling and Storage:** WACD and the owners or managers of the facility where the Exposition is held shall not accept nor store display materials or empty crates; Exhibitor shall make its own arrangements for shipment, delivery, receipt, and storage of such materials and empty crates. Such arrangements may be made through an official drayer if desired, and Exhibitor shall in any event provide the official drayer with copies of all bills of lading. All shipments and deliveries to the Exposition shall be prepaid. Exhibitor shall not incur any obligation to an official drayer merely by reason of providing copies of any bills of lading hereunder. Exhibitor shall promptly remove all Exhibitor's materials at the end of the scheduled time, which is 10 a.m. on Tuesday, December 1.

**Cancellation of Lease:** Exhibitor shall have the right to cancel this Agreement at any time by written notice to WACD. No refunds will be made on cancellations received after the **November 9, 2018** contract deadline. Under all circumstances, WACD retains the right to re-sell any Space cancelled by Exhibitor.

**Security:** The Exhibition area will remain open as shown on the Exhibit Information page. WACD, the show facility, or any officer or staff member will not be responsible for the safety of the property or Exhibitor, his agents, or employees, from theft, damage by fire, accident, or any other cause. Exhibitor is required to provide all insurance and/or policy riders to cover all Space contents.

**Arrangements of Exhibits:** A standard 6' table will be provided to Exhibitor for each Space. In the rear background area of each Space, display material may be placed up to a height not exceeding ten feet from the building floor. Tables will be covered with linen and skirted. Some tables will be free standing, not against a wall. Electrical service is available, but cords are not provided. Exhibits not conforming to these specifications, or which, in design, operation, or otherwise, are objectionable in the opinion of the facility, will be prohibited.