We are very excited to have you join us at 2020 Wildland Urban Interface Conference at the Peppermill Resort & Spa in Reno, NV! These emails contain critical notices, helpful hints, and planning tips designed to make your WUI experience stress-free.

In the show management forms, you will find:

- Upcoming Due Dates
- Vehicle Move-In Instructions
- Liability Insurance Information
- myWUI-Exhibitor Login
- Exhibitor Details
- Registration and Housing Information

**Due Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, 2020</td>
<td>Vehicle Move-In Form</td>
</tr>
<tr>
<td>March 2, 2020</td>
<td>myWUI-Exhibitor Login-Company Profile Due</td>
</tr>
<tr>
<td>March 2, 2020</td>
<td>Liability Insurance</td>
</tr>
<tr>
<td>March 8, 2019</td>
<td>Work Authorization Form (EAC)</td>
</tr>
</tbody>
</table>

**Vehicle Move-In**

If you plan on displaying a vehicle at WUI 2020, please complete the Vehicle Move-In Form. The form is located in the Show Management section of the Exhibitor Kit.

**Liability Insurance**

The IAFC requires each exhibiting company to provide proof of liability insurance by March 2, 2020. This is a safeguard measure in the event an accident occurs within your booth. The regular liability insurance carried for your day-to-day operations typically is sufficient. Check with your insurance company. The exhibitor shall also provide workmen’s compensation and general liability insurance in an amount not less than $1 million per occurrence. The insurance certificate must clearly state the name of the exhibiting company, and must list IAFC, 4795 Meadow Wood Lane, Chantilly, VA 20151 and the Peppermill Resort as an additional insured. Please email the insurance certificate to cblake@iafc.org. If you need to purchase liability insurance, you can do so through RainProtection.
myWUI- Exhibitor Login
Directory Listings. Update Contact Information. Online Payments. Need a Receipt? With a click of a button, you can manage your online and print company presence. Don't miss out on this important marketing tool. This is how your company will be featured before, during, and after the show online and in the WUI Onsite Guide. The link can be found on the iafc.org/WUI under Already an Exhibitor. Please update the company profile no later than March 2, 2020.

Exhibitor Details
Exhibits will be held at the Peppermill Resort & Spa. The Exhibitor Service Kit is available and located on Already An Exhibitor page. Booth installation is Tuesday, March 24, 2020 from 11:00 AM to 4:00 PM. The exhibit hours are as follows:

- Tuesday, March 24, 2019 4:30 PM - 6:30 PM
- Wednesday, March 25, 2019 10:00 AM - 2:00 PM

Booth dismantle begins at the close of the show on Wednesday, March 25, 2020 at 2:00 pm. Exhibitors are not to dismantle their booths until the close of the show.

Exhibitor Registration and Housing
All personnel who are representatives of the exhibiting company must register as an exhibitor. Please visit exhibitor registration and use your company password to register everyone who will need access to the exhibit hall. Avoid hassle and save time by doing it prior to arriving onsite.

Need to retrieve your company password? Contact cblake@iafc.org

Conference Headquarters Hotel is Peppermill Resort.
Peppermill Resort
2707 South Virginia Street
Reno, NV 89502
Phone: 1-800-282-2444
Rates
Peppermill Tower - $89.00/night
Tuscany Tower - $109.00/night – Limited availability. Book early to take advantage of this rate.
A $2 tourism fee and 13% tax per room, per night will also added.

Reservations must be made by February 18, 2020. After February 18, 2020, reservations will be based on availability and current rate. Please make your reservations early to ensure availability.

Thanks again for being such an important team member for the WUI Conference. Please let me know if you have any questions planning your conference experience.

Chelsea Blake
Exhibit Operations Manager

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