

Ride the Risk



43RD



parma

public agency risk management association

Conference & Expo

FEBRUARY 12 - 15, 2017

DISNEYLAND® HOTEL • ANAHEIM, CA

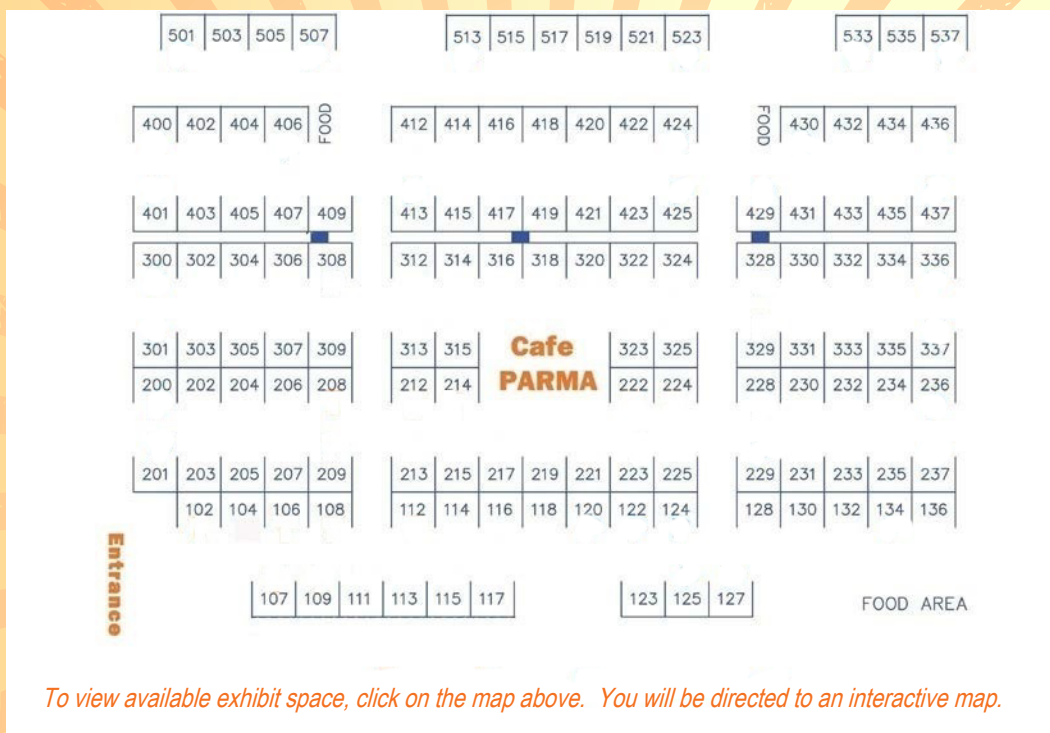
Ride the Risk

43RD **parma** public agency risk management association

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FEBRUARY 12 - 15, 2017 • DISNEYLAND® HOTEL • ANAHEIM, CA

Exhibitor Information



Exhibitor Pricing for 2017

PARMA Members: After 12/1/16

Standard Booth \$2000

Premium Booth \$2500

Non-Members: After 12/1/16

Standard Booth \$3300

Premium Booth \$3500

Additional Personnel for Exhibitors & Sponsors

\$425 pre-registered \$525 onsite

Included in Booth Fee

- 10' deep by 10' wide by 8' high draped booth
- One 6' draped table
- Two Chairs
- One waste basket
- 3' high draped side rails
- Standard one-line company sign
- Two full conference registrations for booth personnel

Insurance

If you exhibit, you will need to provide a certificate of insurance to PARMA. Public Agency Risk Managers Association (PARMA)
One Capitol Mall, Suite 800, Sacramento, CA 95814

How to Register

All registration forms and the exhibitor rules and regulations are online at www.PARMA.com

Important Dates and Deadlines

Early December 2016: Decorator Show Kits emailed from Tricord

December 1, 2016: Exhibitor Booth fees increase

All items ordered through TriCord are the responsibility of the exhibiting company. Order forms for all items will be found in the exhibitor kits.

Exhibitor kits will be sent out via email beginning in December 2016 from TriCord Tradeshow Services.

Shipping of materials and installation fees are not included in the exhibit booth fee. Arrangements for shipping and storage of displays and materials must be made through TriCord. The necessary forms will be emailed to you.

January 5, 2017: Sponsors submit high resolution logo.

Please send to info@parma.com.

Sponsorship Levels

Sponsorship Level	Titanium \$18,500	Platinum \$14,000	Gold \$10,000	Silver \$5,500	Bronze \$3,500	Patron \$1,500 - \$3,499
Recognition in Marketing Materials	LOGO	LOGO	LOGO	LOGO	LOGO	LOGO
Recognition on Conference Signage	LOGO	LOGO	LOGO	LOGO	LOGO	LOGO
Name as Sponsor Special Event	Combination of sponsor items up to \$15,000 \$15,000 Value	Combination of sponsor items up to \$10,000 \$10,000 Value	Combination of sponsor items up to \$7,500 \$7,500 Value	Combination of sponsor items up to \$5,000 \$5,000 Value	Combination of sponsor items up to \$3,500 \$3,500 Value	Combination of sponsor items up to \$1,500 \$1,500 Value
Electronic Conference Attendee List	✓	✓	✓	✓	✓	✓
Recognition at Awards Luncheon	Announcement & LOGO	Announcement & LOGO	Announcement & LOGO	Announcement & LOGO	Announcement & LOGO	Announcement & LOGO
Banner in Exhibit Hall	✓	✓	✓	✓	✓	✓
PARMA Electronic Newsletter	Placement of banner ad in quarterly e-newsletter with Company Logo & Link to Company Website for 1 year + 1 x Article placement.	Premium Placement of Company Logo & Link to Company Website on the side bar of the quarterly e-newsletter for 1 year + 1 x Article placement.	Premium Placement of Company Logo & Link to Company Website on the side bar of the quarterly e-newsletter for 1 year	Company Logo & Link to Company Website at the bottom of the e-newsletter for 1 year		
Website Sponsor Listing	Premium Placement of Logo, Contact Info, with Live Link for 1 Year. Banner Ad on Home Page with: Logo, Contact Info, Live Link, & Description for 2 months. \$2,000 Value	Premium Placement of Logo, Contact Info, Live Link, & Description for 1 Year	On Supporting Vendor tab, Logo, Contact Info, Live Link, & Description for 1 Year	Sponsorship Acknowledgement on Event Homepage with Company Logo		
Complimentary Registration for Annual Conference.	6 additional registrations up to \$2,550 Value	6 OR x 1 Standard Booth up to \$2,550 Value	4 \$1,700 Value	3 \$1275 Value		
Conference Booth	1x Premium Booth + 1x Booth (Includes 4 Conference registrations) \$4,100 Value	Premium Booth (Includes 2 Conference Registrations) \$2,300 Value	Standard Booth (Includes 2 Conference Registrations) \$1,800 Value			
Full Page Ad in Advertisement Supplement	1 \$1,500 Value	1 \$1,500 Value				
Associate Membership in PARMA for 1-year	\$350 Value	\$350 Value				
Golf Tournament Foursome	1 - \$600 Value	1 - \$600 Value				
Conference Mobile App Banner Ad	1 - \$2,500 Value	1 - \$2,500 Value				
Company Marketing Material in All New Member Welcome Packets	✓	✓				
Reserve Tables at Conference hosted meal functions, including banquet	✓	✓				
Promotion of Sponsor's Educational Opportunities to PARMA members.	✓	✓				
Company Name & Contact Information in All Potential Member Recruitment Packets	✓					
Press Release to all PARMA Members	✓					
Company Logo with Link to Company Web Site Used in All Conference Email Marketing Pieces	✓					



2017 Conference Sponsorship Opportunities

An Unforgettable Reception - \$15,000

A favorite of conference attendees, this signature conference event is held at a venue representative of the conference host city and is included in the cost of full registration. The sponsoring company will be prominently recognized in marketing materials, onsite signage and at the event.

Banquet Sponsor - \$15,000

The banquet is the premier social event of the PARMA conference. A themed event that features fine dining, hosted reception, live music and dancing. The band will mention your company name between sets. Your company will also receive a reserved table at event.

Relaxation Station - \$12,500

The Relaxation Station is a place for attendees to relax and unplug for a few minutes. This sponsorship includes chairs, tables, fresh water, and couches. A great opportunity to combine networking and relaxing!

Lanyards with your company logo - \$10,000

Your company name and logo on the official lanyard which is included in the conference tote bag provided to all attendees.

Keynote Speaker - \$10,000

In addition to recognition during the event, a representative from your company will introduce the keynote speaker and be given a photo opportunity with the speaker.

Lunch Sponsor (Two Available) - \$10,000

The sponsoring company will be prominently recognized in marketing materials, onsite signage and at the event and an opportunity for brief remarks.

Conference Bags - \$10,000

Prominently display your company logo while providing a helpful hand to attendees. Sponsors of the conference tote-bags will have their company logo displayed prominently on the bags given to all conference attendees.

Daily Conference Video - \$10,000

Company name and logo at the beginning of every video seen by all attendees and kept on PARMA.com for one year. The videos are also promoted through push notifications in the PARMA Mobile App.

Conference Luggage Tags - \$7,500

Gain additional visibility long after the conference with this handy travel helper. Sponsorship commitment must be made no later than December 15, 2016.

Conference Padfolio - \$7,500

Conference attendees loved this giveaway at the PARMA Annual Conference, giving them the ability to make and save quick notes and stick them securely in their conference program, on their handouts, etc.! Sponsorship commitment must be made no later than December 15, 2016.

Cyber PARMA Kiosk - \$7,500

Set near conference registration, the Cyber PARMA kiosk is equipped with laptop computers, seating and power strips. It offers conference attendees a place to relax and recharge during the busy conference. The sponsoring company will be recognized in marketing materials, event signage and in the kiosk area.

Café PARMA - \$7,500

Café PARMA is a welcome treat in the exhibit hall for all attendees. The Café features a barista making pick me up beverages. Sponsorship includes beverage sleeves with company name and logo and an opportunity for a company liaison to walk around the area, put out promotional material and discuss the company.

Daily Pocket Schedule - \$7,500

Attendees love the pocket schedule and use it throughout the event as their guide to Conference activities. Your company name and logo will be displayed prominently on the daily pocket schedule.

Breakfast (Three Available) - \$7,500

PARMA will offer a continental breakfast before the general sessions each morning. The sponsor company will receive recognition in all marketing materials and event signage.

Conference AM Break (Three Opportunities) - \$5,000

Your company name and logo on signage near break stations.

Conference PM Break (Two Opportunities) - \$5,000

Your company name and logo on signage near break stations.

Conference T-Shirts - \$5,000

Have your company logo worn by all conference attendees for years to come. This stylish T is an annual hit with attendees. The t-shirt sponsor will be a part of the design process for the t-shirt.

Closing Speaker - \$5,000

Sponsor will be given five minutes to address attendees and will introduce the closing speaker.

Conference Pens - \$5,000

Pens for attendees will be placed in the tote bags for all attendees.

Conference Highlighters - \$5,000

Highlighters for attendees will be placed in the tote bags for all to use.

Dessert Reception in Exhibit Hall - \$5,000

After the luncheon on Monday or Tuesday take this opportunity to sweeten conference attendees toward your company by sponsoring the Dessert Reception in the exhibit hall.

2017 Conference Sponsorship Opportunities

Conference Prizes - \$5,000

Recognition as conference awards sponsor during banquet as well as introduction by Emcee of one staff member to pull the winning card and special thank you by Emcee.

Conference Signs - \$5,000

Company name and logo on all session signage throughout the conference.

Registration Area Sponsor - \$5,000

Sign recognizing sponsorship at registration desk and in the Conference program.

Massage Station (Two Available) - \$3,500

A very popular PARMA conference feature that allows attendees to receive special treatment. Your sponsorship includes recognition throughout one day of the Conference that includes signage at massage station, massage therapists will wear your company's shirt (if provided), and the ability to place your company's materials on the station table.

AV Sponsor Monday or Tuesday (Two Available) - \$3,500

Recognition on signage and the Conference Program.

Promotional Item in Tote Bag (Three available) - \$2,500

You provide promotional items with your logo on them and we will add them in the conference tote bag.

Morning Walk Sponsor - \$2,500

Sponsor the morning walk. Participants will receive T-shirts with your company logo showing your support.

AV Sponsor Wednesday - \$1,500

Recognition on signage and the Conference Program.

Advertising Opportunities

Banner Ad on PARMA.com - \$1000 per month

Full page ad in conference Advertising Brochure - \$1500

Ad will be 8.5 x 11 and full color

Half Page Ad in Advertising Brochure - \$750

Ad will be 8.5 x 5.5 and full color

Quarter Page Ad in Advertising Brochure - \$375

Ad will be 4.25 x 5.5 and full color



Hotel details

Upon full payment of your exhibit booth you will receive a link to make your hotel reservations. The PARMA group rate and room block are guaranteed until the cut-off date of Wednesday, January 18, 2017, or until our block is full, whichever comes first. The special rate for the PARMA conference is \$169.00, \$189.00 and \$249.00 based on the Disneyland® Resort Hotel you choose. Parking is \$10.00 per night for self-parking or \$22.00 for Valet parking. Last but not least you will also receive a link for Discounted Special Group Theme Park Tickets.

PARMA Conference Smart Phone App Sponsorship Opportunities

1x Opportunity - \$5,000

- Overall application sponsorship:
- Sponsorship includes logo at startup, logo in watermark for schedule, one banner ad with video and green package.

3x Opportunity - \$2,500

- Exhibitor Multimedia Package – located in landing page for exhibitor:
- Includes a rotating banner ad linked to a full page ad or exhibitor detail information page with video.

3x Opportunity - \$2,000

- Exhibitor Banner advertisement with landing page
- Includes rotating banner ad into full--page ad or exhibitor detail information page.

5x per day suggested opportunity - \$1,000

- Trade Show Alerts
- Alerts of text messages sent out by show personnel can be sold. Typically these are limited to a max of 5 per day.

official app for the parma annual conferences

Continue to use the PARMA app throughout the year to refer back to sessions you attended and find handouts that were downloaded. Our app is not just a "once a year" tool for you!



2017 PARMA Annual Golf Tournament

Date: February 12, 2017

Location: Coyote Hills Golf Course

1440 E. Bastanchury Road, Fullerton, CA 92385

Time: 8:00 A.M. Registration/9:00 A.M. Shotgun Start

Cost: \$150.00 per Golfer/\$600.00 per foursome

Includes: Green Fees, Cart, Range Balls, Food & Drink Golf

Sponsorships: Title Sponsor: \$1,500.00

- Includes 15' Banner with Company Name at Registration and at Reception.
- 4 Company representatives working registration.
- A golf cart during the tournament so two company representatives can act as tournament ambassadors.
- Recognition on PARMA Website and at Awards Reception.

Awards Reception Sponsor: \$750.00 (2 Available)

Includes signage at Registration and Awards Reception and recognition at Awards Reception.

Specialty Tee Box Sponsor: \$750.00 (6 Available)

- Able to display company tent and have two representatives at assigned tee box.
- Able to greet golfers, offer soft drinks, water, beer and/or wine drinks as well as marketing material.
- Will be placed at closest to the pin or longest drive holes.

Tee Box Sponsorship: \$500.00 (12 Available)

- Able to display company Tent and two representatives at assigned tee box.
- Able to greet golfers, offer soft drinks, water and snacks as well as marketing material. No alcohol.

Breakfast Sponsor: \$500.00 (2 Available)

- Includes signage at Registration and Awards Reception and recognition at Awards Reception

Lunch Sponsor: \$500.00 (2 Available)

- Includes company logo on boxed lunches, signage and recognition at Awards Reception.

Putting Contest Sponsor: \$500.00

- Table and Chair at Putting Green.
- Signage at Putting Green and Awards Reception.
- Two company representatives will monitor contest and greet golfers and will be able to hand out marketing materials and refreshments.

Cash Award Sponsor: \$400.00 (2 Available)

- Signage at Registration and Awards Reception and recognition at Awards Reception.
- You will be able to provide your company envelopes, we will add the cash award and a representative from your company will be able to hand the envelopes to a winning foursome at the reception.

Cart Sponsor: \$350.00

- One Company representative will be assigned a golf cart and will be asked to support tee box sponsors with rides to restroom, delivering ice and delivering water to golfers.

Driving Range Sponsor: \$350.00

- Signage at Driving Range and Awards Reception and recognition at Awards Reception. John Ruiz, Email: John@claimseducationpanel.com, Work: 909-882-5559, Mobile: 951-830-8825

Exhibitor Rules and Regulations

Contract for Space

The exhibit contract and booth space request, the formal notice of space assignment, and the full payment of rental charges together constitute a contract between PARMA and the exhibitor for the right to use the assigned booth space in compliance with these rules and regulations. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by PARMA.

Space Assignment

Space assignment is made on a first-come basis for exhibitors, and is confirmed when the firm sends in their contract and booth space payment. PARMA will make every effort to place exhibitors in the areas of their choice and, once a space is paid for, confirm that space to that exhibitor. However, PARMA does reserve the right to place, move or relocate any exhibitor in cases of necessity for the total benefit and operation of the conference.

Cancellation

If an exhibitor cancels a booth space contract prior to December 1, 2016, all fees paid with the exception of 25% will be returned. If an exhibitor rents a booth, pays in full, but does not attend the conference, no refund of the booth rental will be allowed. In addition, cancellation of a booth after December 1, 2016, will result in a full forfeiture of monies collected as of that date.

Exhibitor Admission

Admission shall be by badge. Identification badges shall not be transferable. Rights of an exhibitor shall not be assignable to any other firm or person. Security will be monitoring the door for badges.

Care of Exhibit Space

The exhibit floor, and each booth space occupied by exhibitors, will be cleaned daily. Exhibitors, however, must cooperate by not throwing refuse on the floor, or any other material which will endanger public safety or inconvenience other exhibitors during exhibition hours. Exhibits must be put in proper shape and in order before the opening hours of the show day. Booths not in order before the opening hour may be straightened by PARMA at the expense of the exhibitor.

Booth Decoration

PARMA will supply standard booth equipment consisting of a rear background of curtains on a frame not to exceed eight feet in height, two side dividers of curtains on frames not to exceed three feet and one one-line name sign, with booth number, unless exhibitor has more than one booth and requests to have additional signs. Also included is a draped table, two chairs and a waste basket. All other booth equipment and decorations will either be supplied by the individual exhibitor or may be rented from the official PARMA decorator.

Exhibitor Solicitations

Exhibitors must limit their activities to within the confines of their booth space. Exhibitor activities must be conducted in a manner consistent with non-interference of activities legitimately exercised by other exhibitors. The distribution of exhibitor's products, catalogues, pamphlets, printed materials, souvenirs, etc., must remain within the confined area of the booth space and at no time should protrude into the exhibit hall aisles. No exhibitor's promotional activities will be permitted outside the confines of the exhibitor's booth space. Any firm or organization without an assigned booth space will not be permitted to solicit business within the trade show area.

Installation/Dismantling of Exhibits

Installation of exhibits may begin at 1:00 pm, Sunday, February 12, 2017, and all exhibits must be erected and completely arranged by 6:00 pm, Sunday, February 12, 2017. PARMA will not allow any installation of exhibits after the opening of the show unless permission is received from PARMA management. Dismantling and removal of material by exhibitors may begin after 2:00 pm, Tuesday, February 14, 2017. All exhibit material must be removed by 5:00 pm, Tuesday, February 14, 2017.

Electrical, Drayage & Transportation -

PARMA has contracted with TriCord Tradeshow Services to provide electrical and drayage needs for the 2017 PARMA Conference. Exhibitors are responsible for their own electrical, drayage, and the transportation of materials to and from the exhibit hall.

Hold Harmless & Indemnity

The exhibitor assumes all responsibility for any loss, theft, or damage to exhibitor's displays, equipment, and all other property while on Disneyland® Resort premises for the PARMA 2017 Conference and hereby waives any and all claims and/or demands it may have against the Public Agency Risk Management Association, its Officers, Board Members and Consultants and the Disneyland® Resort. In addition, the Exhibitor agrees to defend, indemnify and Hold Harmless the Public Agency Risk Management Association, its Officers, Board Members and Consultants and the Disneyland® Resort from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation all attorney fees and costs, arising from directly or indirectly and/or in connection with the exhibitor's occupancy and/or use of the exhibition premises or any part thereof and/or any act, error and/or omission of the exhibitor or its employees, subcontractors and/or agents. Exhibitor shall provide to Public Agency Risk Management Association (PARMA) a certificate of Insurance with General Liability, Auto, Workers Compensation (if there are employees) and an Additional Insured Endorsement by **December 31, 2016**. The certificate and endorsement should be issued to: Public Agency Risk Managers Association, c/o PARMA Executive Director, 1 Capitol Mall, Suite 800, Sacramento, CA 95814 and must name PARMA, its Officers, Directors and Consultants as additional insureds. Coverage limits shall be \$1,000,000 per occurrence/\$1,000,000 aggregate for GL, \$1,000,000 for Auto and Statutory limits for Workers' Compensation. All coverage limits and insurers must be acceptable to PARMA.

Labor

Exhibitors are required to comply with the labor regulations as determined between PARMA, the local unions, and the Disneyland® Resort.

Security

PARMA will provide security service for the exhibit area of the Disneyland® Resort during non-show hours. As further protection, PARMA management encourages each exhibitor to have at least one employee in their booth during the hours of move-in and particularly during the hours of move-out, so that each exhibitor will assist in the security of their individual materials. PARMA management also encourages that the exhibit booth should be staffed at all times during the regular show hours by qualified regular employees of the exhibitor. However, in all cases, the ultimate responsibility of security lies with the exhibitor at all times, and PARMA will not be held liable for the loss or theft of any or all items from an exhibit booth.

Hospitality Suites

It is strictly forbidden for any exhibitor or non-exhibitor to establish a hospitality suite for promotional purposes or for direct sales. Any exhibitor observing a non-exhibitor promoting products or a hospitality suite should notify PARMA management immediately.

Non-Compliance to Rules & Regulations

Each exhibitor, and all employees, agree to abide by the rules and regulations given herein and by subsequent amendments and additions, considered by PARMA management to be in the best interest of all exhibitors. Upon non-compliance with the rules formulated, PARMA management reserves the right to prohibit, reject, or eject an exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, PARMA's liability shall not exceed the return to the exhibiting company of the rental unearned at the time of ejection. If an exhibitor is ejected for violation of these rules, or for any other reason, no return of rental money shall be made. The first exhibitor to phone the PARMA office and mention that they read these rules and regulations will receive a complimentary 1/4 page ad in the 2017 conference advertisement supplement.

Amendment to Rules

These rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated, attractive and successful exposition. Any and all matters, or questions, not specifically covered by the preceding rules and regulations shall be subject solely to the decision of PARMA management. In an effort to provide the greatest good to the greatest number, PARMA management shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire exposition and all amendments of the foregoing rules shall bind the exhibitors.

2017 PARMA Conference Sponsor/Exhibitor Contract

February 12-15, 2017, Disneyland® Conference Center, Anaheim, CA

All booths come with two conference registrations. Booths are reserved on a first in, first assigned basis and payment in full must be received before confirmation is sent out. This is your contract for the booth ONLY. **You MUST still register your attendees on the PARMA website at www.parma.com under Events. Registration will be available by August 15 for your attendees.**

Sponsoring/Exhibiting Company Information (will appear as entered throughout the conference)

Company Name: _____ URL: _____

Sponsor/Booth Contact: _____ Title: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____ Email: _____

Company description - Please email your 50 word company profile to: exhibit@parma.com

Sponsors - Please fill out this section

Level of Sponsorship

- ☐ Titanium \$18,500 ☐ Platinum \$14,000 ☐ Gold \$10,000
- ☐ Silver \$5,500 ☐ Bronze \$3,500 ☐ Patron \$ _____

Event Sponsored: _____

Sponsorship Amount: \$ _____

TOTAL DUE \$ _____

Donate to your local Chapters

- Sacramento ☐ \$500 ☐ Other \$ _____
- Bay Area ☐ \$500 ☐ Other \$ _____
- Central Valley ☐ \$500 ☐ Other \$ _____
- Gold Coast ☐ \$500 ☐ Other \$ _____
- Southern California ☐ \$500 ☐ Other \$ _____

TOTAL DUE \$ _____

Exhibitors - Please fill out this section

Company classification for conference program - please check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Claims | <input type="checkbox"/> Copy Services | <input type="checkbox"/> Dental/Vision |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Health Care | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Ergonomics | <input type="checkbox"/> Investment | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Investigation | <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> RM Services |
| <input type="checkbox"/> Managed Care | <input type="checkbox"/> TPA | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Software | <input type="checkbox"/> Restoration | <input type="checkbox"/> Safety |

Other (please specify) _____

Exhibit Booth Preference: 1st: ☐ 2nd: ☐ 3rd: ☐

Are you giving away a prize at your booth? Yes No

List any booth location requests: _____

Contract Signature(Required): _____

PARMA RULES/REGULATIONS AND ALL UNION RULES/REGULATIONS ARE AGREED TO BE A PART OF THIS CONTRACT

Exhibitor Fees and Payment Information

Exhibit booth space will not be reserved until payment is received.

Booth Fees - Premium Booths are all booths denoted with a "Star" on the exhibitor floor plan.

Member Pricing:

Standard Booth: \$2000 (12/01/16 and after)

_____ x _____ = \$ _____

Premium Booth: \$2500 (12/01/16 and after)

_____ x _____ = \$ _____

Non-Member Pricing

Standard Booth: \$3300 (12/01/16 and after)

_____ x _____ = \$ _____

Premium Booth: \$3500 (12/01/16 and after)

_____ x _____ = \$ _____

TOTAL DUE \$ _____

PAYMENT INFORMATION

Checks, American Express, Discover Card, Master Card and Visa accepted.

Amount Due: \$ _____

☐ Credit Card Number: _____ Expiration Date: _____ Security Code: _____

Name on Card: _____

Billing Address (include postal code): _____

Signature: _____

☐ Check Number: _____ in the amount of \$ _____

Sponsors, please send a high resolution copy of your logo to info@parma.com no later than January 5, 2017.

Questions - contact Brenda Johnson at (888)907-2762 X548. Submit signed Sponsor/Exhibitor Contract with Payment (check/credit card) to:

PARMA - 1 Capitol Mall, Suite 800, Sacramento, CA 95814 / phone: (888)907-2762 X548 / fax: (209)832-6964 / email: exhibit@parma.com.