



ASSOCIATION OF PAROLING AUTHORITIES INTERNATIONAL

2024 Annual
TRAINING CONFERENCE

• **May 5 – 8, 2024** • **Bellevue, WA** •



**EXHIBITOR & SPONSORSHIP
INFORMATION**

We hope that you are making plans to join us in 2024 in Bellevue, Washington to take advantage of seeing old friends and colleagues and making new contacts with many of the world's leading experts on parole and criminal justice issues. The Association of Paroling Authorities International Annual Training Conference will be held at the Hyatt Regency Bellevue, from May 5 to May 8, 2024. This conference brings together over 200 field experts and attendance in 2024 is anticipated to be record-breaking. These experts include Parole and Releasing Authority Chairs, Parole Board Members, Administrators, decision-makers in community corrections, academicians, students, practitioners, and staff from criminal justice funding entities and organizations at the federal, state, and international levels. Past participants from our global community have included representatives from New Zealand, Canada, Malaysia, South Africa, Australia, Ireland, and the Caribbean, just to name a few.

APAI, the only organization dedicated exclusively to parole and releasing authorities, serves as a national and international resource and discussion network for the exchange of information within all areas impacting parole. Its mission is to enhance public safety and the recognition of victim rights by being involved with the development of national and international research-based parole policy. While members may have different parole legislation, policies and regulations, we all share the fundamental value in the belief of a person's ability to change and the conviction that gradual, supervised reintegration into our communities is an effective protection of public safety.

This conference is the perfect opportunity for your businesses and/or organizations to highlight its products, services, and missions to the decision-makers in different spheres of the criminal justice arena. Please take a few minutes to visit our website, apaintl.org and discover who we are. Exhibitors and sponsors play a key role not only in our conference, but our association as a whole, and will have ample opportunity to network with conference participants. Please complete the appropriate sponsorship and/or exhibitor paperwork.

Conference Dates: May 5–May 8, 2024

Exhibit Dates and Times: Monday, May 6, 2024, 7:30 am through Tuesday, May 7, 2024 at 3:30 pm*

Set Up: Sunday, May 5, 2024, prior to the Welcome Reception, times to be determined based on hotel availability

Breakdown: Tuesday, May 7, 2024 by 5:00 pm

Location: Hyatt Regency Bellevue – Bellevue, Washington

Anticipated Attendance: 200+ parole and release decision-makers with international representation

We look forward to seeing you in Bellevue!



Ashley Koonce
Executive Director, APAI



Kecia Rongen
Chair, Washington Host Committee
Chair, Washington Indeterminate Sentence Review Board

*Exhibit dates and times subject to change based on final agenda and meeting space availability from hotel

2024 APAI ANNUAL TRAINING CONFERENCE EXHIBITOR CONTRACT

Hyatt Regency Bellevue / Bellevue, Washington / May 5 - May 8, 2024

Instructions: Complete all information blanks. Sign, date, and mail with check made payable to the Association of Paroling Authorities International, PO Box 8841, Huntsville, TX 77340, or e-mail koonce@apaintl.org or call/text 936-344-1377 for more information.

The Association of Paroling Authorities International, referred to hereinafter as "APAI," and the under-signed firm or individual, referred to hereinafter as "Exhibitor," and the Hyatt Regency Bellevue, referred to hereinafter as "Exhibit Site," agree to the following:

Date _____ Company Name (to be listed) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

1. APAI will provide exhibit space in accordance with items listed below. All exhibit spaces include a 6 ft. draped table with two (2) chairs and a wastebasket and is expected to be in the same location as the general sessions throughout the conference.
2. All conference exhibitors receive the following: two (2) complimentary beverage tickets per paid attendee for the Welcome Reception on Sunday, May 5, 2024, an electronic version of participant list following the conference, and a quarter page ad* in the program book.
3. Space will be provided on a first-come, first-serve basis for the area of choice. Preferential booths space will be given to Sponsors (see Sponsorship Contract for details). If the preferential booths are not declared by April 8, 2024, they will be available to all exhibitors.

Booth diagram is expected to be sent one month prior to conference for booth selection.

4. **Full Conference Exhibitors (\$950)** will be entitled to all concessions mentioned above (#2) for two attendees and also be able to place logo on the APAI website, as well as be acknowledged in promotional e-blasts, and signage at the conference. **Display Conference Exhibitors (\$850)** will be entitled to all concessions mentioned above #2) for one attendee. Additional representatives from the company may register for \$150 per attendee.

The total for your exhibit will be \$_____, payable upon return of signed contract returned to APAI.

Please note: Any Sponsor fees are in addition to the Exhibit Fee outlined above. The fee for exhibit space may be reduced or waived if company is also a sponsor.

Signed contract and fee must be received by April 8, 2024, in order to reserve exhibit space. If you need to discuss booth locations, special sponsorships, or special needs such as large equipment, please contact APAI at koonce@apaintl.org or 936-344-1377.

Conference activities are subject to hotel, local, and health official guidelines. APAI will communicate information to all sponsors and exhibitors.

5. Names of firm representative(s) attending booth. Please print or type name(s) and title(s):

(Please notify of name changes/substitutions prior to the conference.)

6. Exhibitor understands there could be other charges for electrical power, internet access, telephone, skirting, special decorations, shipping and storage/handling. If you need any of these items, please contact Hyatt Regency Bellevue or request Exhibitor Services Order Form from Ashley Koonce.

7. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$200, if written request is received by April 8, 2024. If notification is not received prior to April 8, 2024, APAI reserves the right to retain (if paid) or invoice and collect (if unpaid). Exhibitor is agreeing to pay the full amount if canceling after above date.

8. APAI reserves the right to refuse any exhibit or exhibitor and further reserves the right to shut down any exhibit or exhibitor for breach of this agreement, or for cause.

9. Exhibitor declares: a) Value of Exhibit at: \$ _____ b) Net Weight of Exhibit: _____

10. If the exhibitor would like to sponsor/co-sponsor an event or item at the conference, please complete the Sponsorship Contract indicating desired sponsorship.

11. Will the exhibitor provide a door prize(s) to be given away during the conference at their booth?

Yes No

12. Will the exhibitor provide an item to be included in the conference materials?

(Please note: items must be mailed prior to April 8, 2024 to be included in conference materials)

Yes No

Signature _____ Title _____

Date _____

I have enclosed a check in the amount of \$ _____

Please send form, along with payment to: APAI / PO Box 8841 / Huntsville, TX 77340

I am requesting an invoice which will include an online payment link

**For ads to be placed in the Program Book, the ad must be received in a PDF format by April 8, 2024. See the Advertisement Specifications Page for dimensions.*

CONFERENCE SPONSORSHIP OPPORTUNITIES

Hyatt Regency Bellevue / Bellevue, Washington / May 5 - May 8, 2024

This year we are excited to have updated and more useful offerings to our potential sponsors. These redesigned levels maximize exposure to each of our sponsors, while providing more opportunities for connections, not only with attendees, but also with association members through the year.

All sponsorship levels include an exhibit table at the conference for up to two (2) attendees and a pre-and post-conference attendee list. All sponsorships also allow for advertisements in the conference book, as well as feature on APAI social media pages (Facebook, LinkedIn, Twitter), as indicated below.

INTERNATIONAL SPONSORSHIP LEVEL

Our International Sponsorship Level is the ultimate opportunity to gain global recognition at this year's Annual Awards Luncheon and Business Meeting. This exclusive sponsorship offers a wide array of benefits that will significantly elevate your brand's presence and impact.

Full Page Ad

Secure a premium full-page advertisement in our event program, ensuring that your brand is prominently showcased to our diverse and international audience.

Individual Email Blast and Individual Social Media Recognition and Links

Your organization will receive personalized posts on our social media channels and email blasts to members, underscoring your invaluable support and including direct links to your website, amplifying your online reach.

Address the Group at the Event

Take center stage and address the diverse and influential audience during the opening of the Annual Luncheon, providing you with a unique platform to convey your message and network on a global scale.

Logos on Conference Pre-Session Show

Your logos will be prominently featured on general session show screen, ensuring your brand receives maximum exposure and recognition throughout the event.

Don't miss this exclusive opportunity to become the International Sponsor, gaining unparalleled exposure and engagement with our diverse, global audience. Your support not only enhances your brand's visibility but also helps to make our event a resounding success on the international stage.

NATIONAL SPONSORSHIP LEVEL

Our National Sponsorship Level is the pinnacle of event sponsorship, offering unparalleled visibility and recognition at this year's Welcome Reception. This exclusive sponsorship is a one-of-a-kind opportunity for your organization to maximize its exposure and make a lasting impact.

Full Page Ad

Enjoy a prominent full-page advertisement in our event program, ensuring that your brand gets noticed by all attendees.

Individual Social Media Recognition and Links

Your organization will receive dedicated posts on our social media platforms, highlighting your support and linking to your website, driving traffic and engagement to your online presence.

Address Reception Attendees

Step into the spotlight with an opportunity to speak directly to the Welcome Reception attendees, granting you an exclusive platform to express your message and connect with attendees on a global level.

Logos on Conference Pre-Session Show

Your logos will be prominently displayed on breakout session screens, ensuring your brand remains visible and recognizable throughout the event.

Don't miss the opportunity to become the exclusive National Sponsor, securing unmatched exposure and engagement with our event attendees. Your support will not only boost your brand's visibility but also help make the reception an even greater success.

REGIONAL SPONSORSHIP LEVEL

Our Regional Sponsorship Level provides exceptional opportunities for your organization to make a significant impact at the conference. With three distinct packages available, you can choose the sponsorship that aligns best with your goals and target audience. Each package offers a unique combination of benefits to enhance your brand's presence and engagement.

Half Page Ad

Secure a prominent half-page advertisement in our event program, ensuring that your brand receives visibility and recognition among your desired audience.

Group Social Media Recognition

Your organization will be acknowledged on our social media platforms, reaching a wide regional audience and highlighting your support for the event.

Conference Recognition of the Sponsorship

Your sponsorship will be formally recognized at the event, underlining your commitment and support for the regional aspect of the conference.

Choose from one of these three Regional Sponsorship Packages tailored to your specific objectives, and maximize your presence at our event. These packages offer an excellent opportunity to build meaningful connections and enhance your brand's recognition within the region.

- Chairs and Administrators Meeting Sponsorship
- Monday Evening Social Sponsorship
- Conference Wifi Sponsorship

These packages are the ideal way to deepen your connections and enhance your brand's recognition. Secure your Regional Sponsorship today and enjoy a unique platform to strengthen your presence at this year's conference.

EXECUTIVE LEVEL SPONSORSHIP

Our Executive Level Sponsorships offer an exceptional opportunity for your organization to be at the forefront of our event. With five distinct packages available, you can strategically position your brand as an industry leader. Each Executive Level Sponsorship provides a blend of premium benefits, ensuring your organization's prominence.

Quarter Page Ad

Secure a quarter-page advertisement in our event program, showcasing your brand and demonstrating your commitment to the event.

Group Social Media Recognition

Enjoy recognition across our social media platforms, connecting with a vast audience and highlighting your valuable support for the event.

Logos Displayed on Breakout Session Screens

Your logos will be featured on screens during breakout sessions, ensuring that your brand enjoys high visibility throughout the event.

Choose from one of the five Executive Level Sponsorship Packages, each tailored to a specific aspect of the event:

- Lanyards Sponsorship
- Badges Sponsorship
- Monday Refreshments Sponsorship
- Tuesday Refreshments Sponsorship
- Wednesday Refreshments Sponsorship

These packages are your gateway to making a lasting impression and establishing your organization as a key player within the event community. Secure your Executive Level Sponsorship today to enjoy exclusive recognition and benefits throughout the conference, setting your brand apart as a true industry leader.

SPONSORSHIP LEVEL	INTERNATIONAL	NATIONAL	REGIONAL	EXECUTIVE
Package Options Available	Awards Luncheon	Welcome Reception	Chairs & Administrators Meeting Monday Evening Social Conference WiFi	Lanyards Namebadges Monday Refreshments Tuesday Refreshments Wednesday Refreshments
Amount (per package)	\$15,000	\$10,000	\$5,000	\$2,500
SPONSORSHIP PERKS				
Recognition via Email and Conference Website	YES (Featured)	YES (Featured)	YES	YES
Advertisement in Conference Workbook	Full Page	Full Page	Half Page	Quarter Page
Logo on Conference Pre-Session Show Screen	General Sessions (Featured)	Breakouts (Featured)	Breakouts	Breakouts
Opportunity to Address Conference Group	YES	YES	YES	—
Linked Advertisement Posted on APAI Social Media	YES	YES	—	—
Marketing Material Inclusion in Conference Bags	YES	YES	YES	YES
Exhibit Space	Complimentary	Complimentary	\$500	\$750

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All sponsorship packages include pre- and post-attendee lists, signage* and recognition, advertisement in conference workbook, marketing material inclusion in conference bags, and recognition on association social media posts (Facebook, Twitter, LinkedIn).**

Sponsorships will be assigned on a first-come, first-serve basis. Indicate choice by placing a number in the corresponding blank with #1 being first choice. If you'd prefer to co-sponsor an event, please reach out to Ashley Koonce at koonce@apaintl.org.

Sponsorship Level	Package	#	Full Sponsor
International	Awards Luncheon		\$15,000
National	Welcome Reception		\$10,000
Regional	Chairs & Administrators Meeting		\$5,000
Regional	Monday Evening Social		\$5,000
Regional	Conference WiFi		\$5,000
Executive	Lanyards		\$2,500
Executive	Namebadges		\$2,500
Executive	Monday Refreshments		\$2,500
Executive	Tuesday Refreshments		\$2,500
Executive	Wednesday Refreshments		\$2,500

Company Name (to be listed) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Signature _____ Title _____

Date _____

I have enclosed a check in the amount of \$ _____

Please send form, along with payment to: APAI / PO Box 8841 / Huntsville, TX 77340

I am requesting an invoice which will include an online payment link

***In order to be recognized on signage, a logo must be received in High Resolution PDF, EPS, or AI format, by April 8, 2024.**

****For ads to be placed in the Program Book, the ad must be received in a PDF format by April 8, 2024. See the Advertisement Specifications Page for dimensions.**

ADVERTISEMENT SPECIFICATIONS

FOR BEST RESULTS

Ads should be submitted in high resolution in either .ai, .eps, .tiff, or .pdf format. CMYK format.

Logos should be submitted as a pure vector in .ai, .eps, or .svg format. High-resolution .png or .jpg accepted.

FULL PAGE

PORTRAIT

8.625" x 11.125"
[8.5" x 11" with .125" bleeds]

HALF PAGE

LANDSCAPE

8.625" x 5.625"
[8.5" x 5.5" with .125" bleeds]

QUARTER PAGE

PORTRAIT

4.375" x 5.625"
[4.25" x 5.5" with
.125" bleeds]