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EXHIBITOR & SPONSORSHIP INFORMATION

Association of Paroling Authorities International

2020 Annual Training Conference

April 5–8, 2020 / Nashville, Tennessee



2020 APAI Annual Training Conference Exhibitor Contract

Loews Vanderbilt Hotel / Nashville, Tennessee / April 5 – April 8, 2020

Instructions: Complete all information blanks. Sign, date, and mail with check made payable to the Association of Paroling Authorities International, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296, or e-mail koonce@shsu.edu or call 936-294-1706 for more information.

The Association of Paroling Authorities International, referred to hereinafter as "APAI," and the undersigned firm or individual, referred to hereinafter as "Exhibitor," and the Loews Vanderbilt Hotel, 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 will 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 attendee for the Welcome Reception on Sunday, April 5, 2020, 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 February 1, 2020, they will be available to all exhibitors.

Exhibitor accepts APAI's offer and requests the following booth(s) according to the enclosed diagram:

1st Preference # _____ 2nd Preference # _____ 3rd Preference # _____

4. Full Conference Exhibitors (\$950) will be entitled to all concessions mentioned above (#2) for two attendees and also be able to place an advertisement on the APAI website**, as well as be acknowledged in promotional e-blasts, and signage at the conference. Display Conference Exhibitors (\$750) will be entitled to all concessions mentioned above #2) for one attendee and will display only at the conference. Additional representatives from the company may register for \$150 per attendee.

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

Please note: any Sponsor fees are in addition to the Exhibit Fee outlined above.

Signed contract and fee must be received by February 1, 2020, in order to reserve exhibit space. If you need to discuss booth locations, special sponsorships, or special needs such as large equipment, please contact Ashley Koonce at koonce@shsu.edu or 936-294-1706.

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

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 Loews Vanderbilt Hotel 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 \$100, if written request is received by March 1, 2020. If notification is not received prior to March 1, 2020, 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 what you wish to sponsor and your commitment level.

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

Yes No

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

Yes No

Signature _____ **Title** _____

Date _____

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

Please send form, along with payment to:

APAI
George J. Beto Criminal Justice Center
Sam Houston State University
Huntsville, TX 77341-2296

**For advertisements to be placed in the Program Book, it must be received in High Resolution PDF format by February 1, 2020. The dimensions of the quarter page advertisement should be 4.25in x 5.5in. The dimensions of the half page advertisement should be 8.5in x 5.5in.*

***If you will have an advertisement on the website, it will be placed on the APAI Conference website during the conference and remain on the website until the next year's Annual Training Conference. If you would like to use the same advertisement for both the program book and the website, please indicate that preference when returning the form.*

CONFERENCE EXHIBIT & SPONSORSHIP OPPORTUNITIES

EXHIBITS

Exhibiting at the conference is a great way to expose conference participants to your products and services. All conference exhibitors receive two (2) complimentary beverage tickets per attendee for the Welcome Reception on Sunday, April 5, 2020, an electronic version of participant list following the conference, and a quarter page ad in the program book. Additional representatives from the company may register for \$150 per attendee.

FULL CONFERENCE EXHIBITORS — \$950

Exhibitors are entitled to all concessions mentioned above for two attendees and will also have an advertisement placed on the APAI website, as well as be acknowledged in promotional e-blasts and signage at the conference.

DISPLAY CONFERENCE EXHIBITORS — \$750

Exhibitors are entitled to all concessions mentioned above for one attendee and will display only at the conference.

SPONSORSHIP OPPORTUNITIES

Sponsorship of conference activities is an excellent way to show your support for the Association of Paroling Authorities International. Your sponsorships allow the Association to provide more educational activities across the world.

WELCOME RECEPTION — \$2500 / AWARDS LUNCHEON — \$2500

Our Welcome Reception and Awards Luncheon are the best opportunities to reach almost all of our participants. Sponsorship of either of these popular events will provide the sponsor an opportunity to speak to the entire group during the Awards Luncheon. We will also be happy to waive the Exhibitor Fee for sponsors of either of these activities.

CHAIRS' AND EXECUTIVE DIRECTORS' BREAKFAST — \$2,000

This is an exclusive breakfast, which welcomes close to 50 appointed chairs and paroling authorities. This breakfast precedes an all-day meeting that is held specifically for decision-makers within the agencies in attendance. Sponsoring this breakfast will give the company exclusive exhibit time on Sunday with the meeting attendees and allow your brand to be featured in several ways, including custom drinkware.

TECH PACKAGE — \$2,000

Upon participants' arrival, they will be given a key card to their hotel room with your logo. This package will also provide complimentary Wi-Fi to all conference participants within the meeting rooms. The Wi-Fi connection will be named after your company and your logo will be featured on screen splashes in each of the meeting rooms.

WELCOME PACKAGE — \$1,500

This is an excellent way to welcome our conference participants. Guests will be provided lanyards with your company's name and your company's logo will be featured on all name badges. Your sponsorship will also provide a welcome treat to each conference participant at registration.

CONFERENCE BAGS — \$1,500

This is a great opportunity to have your logo printed on the conference bags for all the conference participants. We welcome you to include any promotional materials or handouts in the bag as well.

FLASH DRIVES — \$1,500

Each conference participant is given a flash drive with all presentation material pre-loaded. The company's logo will be placed on the flash drive, in addition to having any promotional information pre-loaded on to each flash drive.

FOOD AND BEVERAGE — \$750 (EACH)

Monday Morning Break / Monday Afternoon Break / Tuesday Morning Break / Tuesday Afternoon Break



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All sponsorship packages include: pre- and post-conference attendee lists, signage, individual recognition, a full-page ad in conference book, acknowledgement in promotional e-blasts, beverage tickets for the Welcome Reception.

Sponsorships DO NOT include exhibit space, unless otherwise noted.

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. Please consider sponsoring/co-sponsoring one of the following events for our attendees. If you'd prefer to co-sponsor an event, please specify the amount in the corresponding blank.

Sponsorship	#	Full Sponsor	#	Partial Sponsor
Welcome Reception		\$2,500		\$ _____
Awards Luncheon		\$2,500		\$ _____
Chairs/Exe. Director Breakfast		\$2,000		\$ _____
Tech Package		\$2,000		\$ _____
Welcome Package		\$1,500		\$ _____
Conference Bags		\$1,500		\$ _____
Flash Drives		\$1,500		\$ _____
Monday Morning Break		\$750		\$ _____
Monday Afternoon Break		\$750		\$ _____
Tuesday Morning Break		\$750		\$ _____
Tuesday Afternoon Break		\$750		\$ _____

Company Name (to be listed) _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Email** _____

Signature _____ **Title** _____

Date _____

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

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

***For ads to be placed in the Program Book, the ad must be received in a PDF format by February 1, 2020. The dimensions should be 5.5in x 8.5in.*



We hope that you are making plans to join us in 2020 in Nashville to take advantage of 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 at the incredible Loews Vanderbilt Hotel in Nashville, Tennessee, from April 5-8, 2020. This conference brings together over 200 field experts. 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 both the federal and state levels. Past participants from our international community have included representatives from New Zealand, Canada, Malaysia, South Africa, Australia, Ireland and the Caribbean, 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 and services 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 in our conference and will have ample opportunity to interface with conference participants. Please complete the appropriate exhibitor and/or sponsorship paperwork.

Dates: April 5-8, 2020

Exhibit Dates and Times: Monday, April 6, 2020, 7:30 am through Tuesday, April 7, 2020 at 3:30 pm *

Set Up: Sunday, April 5, 2020, Times to be determined

Breakdown: Tuesday, April 7, 2020 at 5:00 pm

Location: Loews Vanderbilt Hotel, Nashville, Tennessee

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

We look forward to seeing you in Nashville!

Ashley Koonce

Executive Director, APAI

**Exhibit Dates and Times subject to change based on final agenda and meeting space availability*