



Justice Reinvestment Summit 2019

EXHIBITOR PROSPECTUS

Salem Convention Center
February 13th - 15th, 2019 | Oregon

To help maximize your investment in the Summit, we are offering an extensive selection of sponsorship opportunities and exhibitor options.

These opportunities are designed to help you capture the attention of stakeholders and practitioners **before, during, and after** the biannual Summit.

BOOTH REGISTRATION

The Justice Reinvestment Summit is Oregon's largest gathering of Public Safety Stakeholders with nearly 1,000 attendees in 2017 from across Oregon and the United States. A strong presence at the Summit will ensure name recognition going forward after the event ends. By exhibiting at the Summit, you have the opportunity to leave memorable impressions with new and existing contacts, discover nuances about your target audience/market, build strong business connections, and display new product, technologies, and services.

Justice Reinvestment Summit attendees are interested in organizations whose products and services relate to a variety of public safety programs, products, and services. Only exhibitors whose materials promote this interest will be allowed to maintain displays. CJC reserves the right to determine whether an Exhibitor's materials are related to this interest and the overall goals of Justice Reinvestment.

Summit Structure

The event will begin Thursday, February 13th with pre-Summit statewide workshops. Thursday, February 14th, will be the official kickoff with all-day sessions followed by a reception. Friday, February 15th will be a half-day session. The exhibit hall is available on Wednesday, Thursday, and Friday.

Sponsors and exhibitors are invited to participate in breaks, meals, and Summit sessions.

Exhibit booths can be set up starting Wednesday morning at 10:00am and will be open until 6:00pm on Wednesday night, as well as all day Thursday and until noon on Friday. All exhibitors must have their booths taken down by 3:00pm on Friday evening.

The Summit schedule is generally busy from 8:30am to 4:30pm, but attendees are given breaks throughout the day to ensure time to visit the exhibit booths and visit with attending vendors.

CRITICAL DEADLINES

Description	Deadline
Exhibitor Applications Due	November 1, 2018
Hotel* and Conference Registration, Advertisement, & Logos Due	December 1, 2018

**Hotel Reservations are on first-come, first-serve basis – reserve early to ensure space . If booking in Summit room block, send confirmation information to CJC.Summit@Oregon.gov by December 1, 2018.*

BOOTH REGISTRATION

Exhibit Space

Vendors wishing to exhibit should fill out the application that can be found at the end of this document.

Pricing for Commercial Business: \$600

Pricing for Not-for-Profit Organizations: To assist small organizations and associations, CJC will grant a 50% discount of the exhibit space cost for those organizations classified as a nonprofit organization – 501(c)(3) or 501(c)(6).

Exhibitors will be provided with:

- Registration and meals for one exhibitor
- One 6' x 6' booth space with draped back wall and side rails
- Identification sign
- One table for you to display and/or demonstrate your program or products
- Two chairs
- Conference facility wi-fi
- Electricity
- Small garbage can
- Recognition in the program book exhibitor's section

Morning and afternoon break refreshments will be located near the exhibit area to promote traffic to the booths.

A page in the Program Book will be reserved for the logos of Exhibitors. Logo information must be provided by the deadline found later in this prospectus.

Vendor Selection

All materials sold or presented in the vendor booths must relate to public safety. Selection will be made based on the benefit of the program, product, and services to Justice Reinvestment as determined by the Summit Conference Committee. Priority selection will be given to vendors that are also sponsoring the Summit.

Booth Assignments

Booth assignments will be determined on a first-come, first-serve basis as determined by the CJC. All booth space is the same dimension. We will do everything possible to address any additional needs and requests by each vendor.

Limited Number of Booths

Because of limited space, we cannot invite all vendors who would like to be a part of our conference. The Booth Registration enclosed will be used to determine which vendors will be invited. **In order to be considered, full payment must be included with the application** and will be returned if vendor is not selected.

Vendor Registration

Each exhibition booth will include one registration. Additional vendor registrations (meals included) may be purchased for \$100, up to 3 representatives per booth.

Meals

Exhibitor registrations include the following meals:

- Thursday: Breakfast, Lunch, Reception
- Friday: Breakfast, Lunch

Set-up and Operating Hours

All vendors are welcome to begin setting up Wednesday, February 13th at 10:00am. **All vendors should be set up and ready for business no later than 2pm on Wednesday, February 13th.**

Vendor operating hours will be as follows: Wednesday Noon – 6:00pm; Thursday 7:00am – 6:00pm; and Friday 7:00am – 1:00pm.

Security

CJC shall assume no liability for loss or damage to the property of exhibitors. Exhibitors should take precautions to ensure the safety and security of their equipment.

Combustible or explosive materials are prohibited at the facility.

Vendor Policies

- All vendors must remain in their allocated space. Aisle space is not usable space due to fire code restrictions.
- All vendors must be registered through the official Summit registration and display their official Summit badges at all times.
- Vendors displaying audio materials must be considerate of other vendors. If your audio materials become a nuisance to others around you, you will be asked to stop playing them.
- Vendors must be respectful of other vendors, the Summit Staff, and Attendees. Summit Staff has the right to ask that you vacate your space if you are determined to be disruptive.

Hotels with Summit Blocks

The Grand Hotel in Salem (503) 540-7800 is part of the Summit area. These rooms fill up quickly. October 1st is the first day that reservations will be open. If booking in Summit Block, provide reservation conformation information to CJC.Summit@Oregon.gov by December 1st. Vendors must pay for their own hotel accommodations. There are many other hotels that are within 10 miles.

BOOTH REGISTRATION

Remember: Reserving Exhibit Space

This exhibition will take place at the Salem Convention Center, February 13th, 14th, 15th, 2019. Exhibit space is limited and will be awarded first-come, first-serve. However, CJC reserves the right to determine whether an Exhibitor's materials are related to this interest and the overall goals of Justice Reinvestment. Complete and sign the Booth Reservation contract at the end of this prospectus and send to the Criminal Justice Commission via mail with full payment for the booth space. Space is nontransferable and nonrefundable. Upon receipt of your contract and payment, CJC will send a letter by email acknowledging receipt. A copy of the booth reservation contract with space confirmation by CJC will be returned to you electronically upon booth assignment.

NOTE: *Exhibit booths are not transferable and cannot be shared, sold, rented or given gratis to another company without written approval from CJC.*

ADVERTISING

Advertising space is available in the Summit program in color for half or quarter page sizes and must be provided by the deadline found under "critical deadlines" on the first page of this prospectus. *All advertising must be pre-approved by CJC.*

Pricing:

- Half Page \$400
- Quarter Page \$200

LOGOS

Logos are to be submitted in digital format to CJC.Summit@Oregon.gov in .jpg, .gif, or .png format.

Graphics must be at least 750 dpi and must be submitted by **December 1**.

PROGRAM ARTWORK

Program Artwork/Information must be submitted in a high resolution .jpeg file in "ready to print" format to CJC.Summit@Oregon.gov.

Artwork must be submitted by **December 1** at appropriate document size. Instructions for program pages will be released upon sponsorship commitment.

For questions about logo files or artwork, please contact Courtney Riggs at 503-378-6291.

SPONSORSHIP PACKAGES

Vendors applying to be sponsors are highly encouraged to partner with a public safety stakeholder association to be given preference for sponsorship openings.

View additional exhibition information in the Sponsorship Prospectus.

For more information about Sponsorship Packages, please contact Tiffany Quintero at CJC.Summit@Oregon.gov.

BOOTH REGISTRATION



Application and payment is due by November 1st, 2018.

Company Name: _____ ☐ Not-for-Profit ☐ Association
Contact Name: _____ Email: _____
Phone: _____ On-Site Phone: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Website: _____
Registration name (if different than above): _____

Additional Registrations (up to 3 @ \$100 each):

1. _____
2. _____
3. _____

TOTAL BOOTH REGISTRATION

Booth Registration (\$600, 50% off if Not-for-profit or Association)	\$
Vendor Registration and Meals	Included
Add'l Vendor Registration and Meals (up to 3, \$100 each)	\$
Total Special Equipment Request (Detailed Selection below)	\$
Program Book Advertisement (Detailed Selection below)	\$
TOTAL AMOUNT OF BOOTH REGISTRATION	\$

Signature of Authorized Representative

Date

Special Equipment Request (50% discount does NOT apply)

- | | |
|---|---|
| <input type="checkbox"/> Laptop Computer (\$225/day) | <input checked="" type="checkbox"/> 256K Wireless Internet (Complimentary) |
| <input type="checkbox"/> Computer Speakers (\$40/day) | <input type="checkbox"/> 256K Wired Internet (\$50/computer/day) |
| <input type="checkbox"/> Extension Cord (\$30/day) | <input type="checkbox"/> 768K Wireless or Wired Internet (\$100/computer/day) |
| <input type="checkbox"/> 32" LCD Monitor (\$250/day) | |

Total Amount of Special Equipment Request \$ _____

Program Book Advertisement (50% discount does NOT apply)

- | | |
|---|--|
| <input type="checkbox"/> Half Page Ad (\$400) | <input type="checkbox"/> Quarter Page Ad (\$200) |
|---|--|

Make checks payable to "Criminal Justice Commission JR Summit" and mail to 885 Summer St NE Salem, Oregon 97301. Payment must accompany the 2019 Justice Reinvestment Booth Reservation Contract. All applications, payments, and advertising materials must be received by the dates outlined in Critical Deadlines on page 1 of this prospectus.