

FALL 2018 CONFERENCE

October 29-31, 2018

VENDOR REGISTRATION



**Maryland
Criminal
Justice
Association**

www.MdCJA.com

SEEKING VENDOR SUPPORT FOR THE MCJA FALL TRAINING CONFERENCE

The Maryland Criminal Justice Association (MCJA) will be hosting its 30th Annual Fall Training Conference October 29-31, 2018 at the Clarion Resort-Fontainebleau Hotel, located in Ocean City Maryland. The Maryland Criminal Justice Association (MCJA) is a non-profit professional organization that supports the corrections profession within the State of Maryland. We are seeking vendor sponsorships for our conference and believe that this is an opportunity for your company to market to a large group of local and state correctional professionals.

It is our hope that the MCJA can foster and support an ongoing relationship with your company so that through conference participation and/or advertising you can assist us with our training initiatives. Vendor support is invaluable to the success of our organization, as your sponsorship offsets the high costs associated with a conference. The MCJA is a non-profit organization fostering professionalism and providing opportunities for career development within the field of criminal justice.

The MCJA is extending to you an invitation to join us as a vendor. You will have various options to provide information regarding your company to a large group of participants comprising of line staff on up to executive level criminal justice professionals (correctional and public safety) working in agencies who represent both state and local programs.

The MCJA Conference Committee has worked hard to provide a program to ensure our vendors receive maximum exposure and interaction with the attendees. Attached is a vendor sponsorship form for your convenience. The sponsorship form may be used to sponsor and support our training endeavors.

We thank you for your future interest in our upcoming fall conference.

Sincerely,
Ivonne Gutiérrez
MCJA President

GENERAL INFORMATION

IMPORTANT DATES

06/04/18: Vendor Registration Opens

09/28/18: Vendor Registration Closes

09/21/18: All vendor inserts, camera ready logo, ad and/or banner for inclusion in the program/conference are due.

REGISTRATION INFORMATION

Visit www.MdCJA.com and click Events, Conferences, Vendor Form and Information to obtain all necessary forms. Vendors must complete a Vendor Sponsorship Form, and Exhibitor Service Order Form (if needed which goes directly to the Clarion). Forms must be faxed with credit card information OR mailed with a check prior to 09/28/18.

PAYMENTS

Credit card and checks are accepted. *Checks must be postmarked by 09/28/18.*

FOR MORE INFORMATION CONTACT

Ben Stevenson:
Ben.Stevenson@montgomerycountymd.gov
301-793-4603

Dawn Downing:
Dawn.Downing@montgomerycountymd.gov
240-777-9981



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VENDOR EXHIBIT & AD INFORMATION



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Vendor Booth Fees and Information

Vendor Booth	Fee
One Booth Space* Plus Registration Fee: 8 ft. space with one 6 ft. table and two chairs. Two (2) Meal Tickets for DATE/MEAL.	\$500**
Two Booth Spaces* Plus Registration Fee: 16 ft. space with two 6 ft. tables and two chairs. Two (2) Meal tickets for DATE/MEAL.	\$950**

*Each Vendor will have to provide his/her own materials such as extension cords, electrical bars, tape etc. Any Vendor requiring special shipping arrangements and/or telephone line are required to work through the Clarion directly by completing their "Exhibitor Service Order Form," can be located on-line on the MCJA Website under Events, Conferences, Vendor Form and Information. The Clarion will not accept vendor materials delivered sooner than one (1) week prior to the Conference date.

**Cancellation Policy: Vendors may cancel this agreement by written notice to the MCJA. Cancellations made prior to 08/31/18 will be subject to a 50% cancellation fee. No refunds will be made on cancellations after 09/28/18.

Vendor Conference Advertising

The Conference Program Booklet is a standard 8 ½ x 11. Various advertising options are available. For additional information, please contact Ivonne Gutiérrez, President directly at 240-506-2996.

Advertising and Sponsorship Options*	Fee
Vendor Insert or Giveaway in Participant Bag	\$250
Business Card in Program – Color	\$350
Front Inside Cover Vendor Ad – Color	\$400
Back Inside Cover Vendor Ad – Color	\$400
Back Outside Cover Vendor Ad - Color	\$450
½ Page Vendor Ad – Color	\$500
Full Page Vendor Ad – Color	\$600
Link from MCJA Website to Vendor Website – remains on website for 4 months after conference.	\$150
Vendor Recognition as Luncheon Sponsor – Vendor Booth, Banner , Full-Page Ad and Link to Vendor Website	\$2000
Vendor Recognition as Dinner Sponsor – Vendor Booth, Banner, Full Page Ad and Link to Vendor Website	\$3000

* All inserts, giveaways, banners, camera ready ads and logos for inclusion in program/conference must be received by 09/21/18. No refunds after 08/31/18. NOTE: Company banner for lunch or dinner will be displayed during meal time. Email ads and logos to ivonne.gutierrez@montgomerycountymd.gov and mail inserts, giveaways and/or banner to Ivonne Gutierrez, DOCR HR Manager, 22880 Whelan Lane, Boyds MD 20841.

Vendor Extra Meals

Meal tickets can be purchased for additional staff or family members attending with the vendor representative(s). MCJA always welcomes vendors having an opportunity to mingle with conference attendees to discuss products and services.

Meal	Fee
Welcome Reception – Monday, October 29 th	\$15
Lunch – Tuesday, October 30 th	\$25
Seafood Dinner – Tuesday, October 30 th	\$60



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