

CALL FOR EXHIBITORS, SPONSORS & ADVERTISERS

Celebrating the Past, Embracing the Present & Envisioning the Future



Fall Juvenile Justice Institute & VJJA 40th Anniversary Celebration November 1-3, 2006 • Richmond, Virginia

Conference Theme

For years, the Virginia Juvenile Justice Association's Fall Institute has been the premier event for spotlighting successful research-based strategies and programs for Virginia's youth. Following that trend, this year's event, "***Celebrating the Past, Embracing the Present and Envisioning the Future***", promises to be an event you will not want to miss. Participants will hear from nationally recognized speakers in the areas of evidence-based practice, motivational interviewing, re-entry and more.

Who Attends

The event attracts more than 400 human services professionals. Anticipated participants include: juvenile justice administrators, probation officers, detention home staff, correctional officers, judges, defense attorneys, prosecutors, law enforcement, child advocates, counselors, mentors, managers, program directors, CSA coordinators, social workers, educators, interventionists and others who work with court-involved children. All seek timely information on programs, resources, emerging technologies and best practices -- that's where exhibitors come in!

Who Advertises & Exhibits

Don't miss this opportunity to maximize your exposure, introduce new services, reach key decision makers, and meet face to face with more than 400 juvenile justice professionals. VJJA's Fall Juvenile Justice Institute attracts advertisers and exhibitors offering products, programs, services and resources aimed at delinquency prevention and intervention and/or geared toward professionals who work with court-involved youth. Exhibitors include state and local government agencies, non-profits, funding entities, youth-serving organizations, institutions of higher learning, community based providers, residential providers, treatment centers, curriculum developers, training companies, prevention publishers, drug testing companies, prevention coalitions, research groups, prevention programs, educational media & film companies, prevention product promotion companies and educational software designers.

Exhibit Package

Includes: Skirted Table; Exhibit Registration for 1 employee; Name Tag Enhancement Ribbon indicating "EXHIBITOR"; Copy of Conference Program; Copy of Participant List (includes names and addresses); Listing in Conference Program in print and on-line; Inclusion in "Booth Bingo" game; Inclusion in Continental Breakfast and Break Service; Boxed lunch in the Exhibit area

Advertising Opportunities

Advertisement in Conference Program	\$25-\$500
Trick or Treat (during pre-registration on Oct 31).....	\$50
Ad on VJJA Website (VJJA.org)	\$50-\$250
Pre-Conf Advocate ("Sign" Virtual Bday Card)	\$100
Take-One Table	\$100
Portfolio / Bag Stuffer	\$200-\$250
Exhibit Booth	\$400-\$450
Sponsorship (see levels & benefits)	\$500-\$5000

Door Prizes and Incentives

Individuals and companies are encouraged to sponsor events, donate door prizes and participate in giveaways as a way to maximize their visibility. In addition to using their own logos, exhibitors participating in giveaways are encouraged to incorporate the conference theme and use the VJJA logo. The VJJA logo is available in electronic format by e-mailing ads@vjja.org.

Hotel Accommodations

The conference site will be the Sheraton Richmond West, 6624 West Broad Street, Richmond, VA, (804) 285-2000. All exhibitors are responsible for making their own hotel reservations. A limited number of rooms are available at reduced rates when mentioning your affiliation with VJJA.

Shipping & Storage

Exhibit materials may be shipped directly to the conference venue. Materials should be addressed to: Sheraton Richmond West, Hold for: [Attending Exhibitor's Name & Company], VJJA Conference, 6624 West Broad Street, Richmond, VA, 23230. For additional details, phone the hotel at: (804) 285-2000.

About VJJA

Founded in 1966, VJJA is an organization of more than 1000 professionals representing court services, the judiciary, detention homes, correctional facilities, halfway houses, group homes, indigent defense, psychiatric hospitals, social services, education, law enforcement and other groups with an interest in youth and family services. The organization is administered by an elected board and is committed to child advocacy and advancing the professionals interests and competencies of its members. State and local training events are held, with conferences in March and November. Visit: www.VJJA.org

Additional Information

An advertising & exhibit order form should have accompanied this packet. Additional attachments include: Terms & Conditions, Advertising Opportunities Defined, and Conference Program Advertising Examples. Download copies at: www.VJJA.org

Early Bird Registration Deadline: September 8th
Extended Registration Deadline: October 1st



VIRGINIA JUVENILE JUSTICE ASSOCIATION

2006 FALL JUVENILE JUSTICE INSTITUTE

EXHIBIT, SPONSORSHIP & ADVERTISING OPPORTUNITIES DEFINED

“TRICK OR TREAT” WITH THE VENDORS (October 31).....\$0-\$50

On the eve of the conference we'll hold an opening reception, conduct pre-registration and host a “meet & greet” for our out of town guests (Duration: 2 hours). Get a jump on networking by setting up your exhibit early. Fill each registrant's “treat” bag with literature about your product/service/program/company, as well as Halloween goodies. Note that pre-registration will be held in a different part of the hotel than regular registration, so exhibitors who choose to set up their full display for the “trick or treat” exhibit on 10/31, will need to tear down their display following pre-registration and rebuild their display to participate in the larger exhibit on 11/1-11/3. Exhibitors may also choose to use a smaller or partial display during pre-registration. Submit order form and payment to: VJJA Exhibits, Sponsorships, & Advertising, 5738 Creek Mill Way, Richmond, VA 23059. NOTE: There is no charge to participate in the “trick or treat” area exhibit for groups registered to exhibit 11/1-11/3. The \$50 fee applies only to groups exhibiting during pre-registration exclusively.

CONFERENCE PROGRAM ADVERTISEMENTS

\$25-\$500

A program advertisement can lead participants directly to your exhibit or webpage. Place an advertisement in our conference program, to be given to every conference participant and later posted to our website. Page size for publication is 8 ½ x 11. Select from the following: 1/8 page (business card size); 1/4 page; 1/2 page; full page. See attachment for example advertisements. Conference exhibitors and sponsors are eligible for discounted fees. Submit order form and payment to: VJJA Exhibits, Sponsorships, & Advertising, 5738 Creek Mill Way, Richmond, VA 23059. Send photo-ready advertisement to: ads@vija.org. Some limited design assistance is available. Questions should be directed to: Neil Bramlette, *Advocate* Ad Manager, at (276) 669-0818 or ads@vija.org.

“SIGN” VIRTUAL BDAY CARD TO APPEAR IN *ADVOCATE* (to appear in late Sept)

\$0-\$100

VJJA's quarterly journal, the *Advocate*, has a readership of more than 1000! The Fall 2006 *Advocate* will be mailed in late September, just prior to the Fall Institute. In lieu of traditional advertisements, one large “Happy Birthday VJJA” advertisement will appear. Companies are invited to “sign” the virtual greeting card marking VJJA's 40th birthday. Submit order form and payment, by **September 8th** publication deadline to: VJJA Exhibits, Sponsorships, & Advertising, 5738 Creek Mill Way, Richmond, VA 23059. Questions should be directed to: Neil Bramlette, *Advocate* Ad Manager, at (276) 669-0818 or ads@vija.org.

TAKE-ONE TABLE

\$0-\$100

The *Take-One Table* is a resource table featuring books, journal articles, brochures, video tapes, etc. Participants will be invited to “take one” of each item. Paid exhibitors, non-profit organizations and government agencies may place items on the take-one table at no charge. This option is also for individuals and groups who are unable to attend as exhibitors, but who would like to have their items displayed on a common table in the exhibit area. The \$50 fee applies only to for-profit organizations advertising exclusively on the “Take One” table. Submit order form and payment to: VJJA Exhibits, Sponsorships, & Advertising, 5738 Creek Mill Way, Richmond, VA 23059. Mail materials (200-400 copies) to arrive no later than October 1, to: Katherine Farmer, VJJA Fall Institute Planning Chair, c/o Henrico CSU, PO Box 27032, Richmond, VA 23273. Questions should be directed to: Katherine at (804) 501-4417 or instituteplanning@vija.org.

BAG STUFFER

\$200-250

Exhibitors may send brochures/flyers in advance to be “stuffed” into participant's individual conference packets to be distributed at registration on November 1. See attachment for fee schedule. Conference exhibitors and sponsors are eligible for discounted fees. Submit order form and payment to: VJJA Exhibits, Sponsorships, & Advertising. Mail materials (minimum 400 copies) no later than October 1 to: Katherine Farmer, VJJA Fall Institute Planning Chair, c/o Henrico CSU, PO Box 27032, Richmond, VA 23273. Questions should be directed to: Katherine at: (804) 501-4417 or instituteplanning@vija.org.

WEB-BASED ADVERTISEMENTS

\$50-250

VJJA has an on-line presence, www.VJJA.org, and receives considerable traffic (2,400 visits in July!). Don't miss out on the opportunity to reach thousands of juvenile justice professionals. See attachment for fee schedule. Conference exhibitors and sponsors are eligible for discounted fees. Submit order form & payment to: VJJA Exhibits, Sponsorships, & Ads, 5738 Creek Mill Way, Richmond, VA 23059. Send photo-ready ad to ads@vija.org. Some limited design assistance is available. Questions should be directed to: Neil Bramlette, *Advocate* Ad Manager, at: (276) 669-0818 or ads@vija.org.

EXHIBIT BOOTH

\$400-\$450

Take advantage of face to face contact with over 400 attendees! VJJA welcomes govt agencies, non-profits, funding entities, youth-serving organizations, institutions of higher learning, community based & residential treatment providers, curriculum developers, training companies, prevention publishers, drug testing companies, prevention coalitions, research groups, prevention programs, educational media & film companies, and prevention product promotion companies to exhibit during our 3 day conference. Exhibit space includes, 1 - 6' x 2' skirted table, 1 chair, exhibit registration for 1 employee, continental breakfast, boxed lunch and break service for 1 employee on November 1 and 2, copy of conference program, “Exhibitor” name tag enhancement ribbon, copy of participant list and listing in conference program (print and on-line versions). Every effort will be made to direct traffic to exhibit halls. Exhibitors are also encouraged to participate in door prizes, giveaways. All exhibitors will be included in a “Booth Bingo” game. Also, continental breakfast and break service will be located in the exhibit hall. Exhibit orders placed by the early bird deadline (Sept 8) and those placed by VJJA members will be discounted. Submit order form and payment to: VJJA Exhibits, Sponsorships, & Advertising, 5738 Creek Mill Way, Richmond, VA 23059. Direct questions to: Sheila Hightower, Director of Conference Exhibits, at: vendorrelations@vija.org or (757) 426-5602

EVENT SPONSORSHIP

\$500-\$5000

Individuals and groups are invited to maximize their visibility by making monetary contributions towards workshops and activities (e.g. speakers, continental breakfast, break service, president's reception, leadership mixer, social). Sponsors will be recognized and rewarded consistent with level of giving (see attached list of sponsorship levels and benefits). Additionally, every employee in your group (whether an organization of 2 or 200) who attends the conference as an exhibitor or attendee will be given a sponsor ribbon to affix to his or her name tag. Submit order form and donation to: VJJA Exhibits, Sponsorships, & Advertising, 5738 Creek Mill Way, Richmond, VA 23059. Direct questions to: Scott Warner, VJJA Sponsorship Chair at: scott.warner@fairfaxcounty.gov or (703) 435-7593.



VIRGINIA JUVENILE JUSTICE ASSOCIATION

2006 FALL JUVENILE JUSTICE INSTITUTE

Sponsorship Levels & Benefits

CONTRIBUTOR/SPONSOR	BRONZE SPONSOR
\$500-\$999	\$1000-\$1999
ACKNOWLEDGEMENT SIGN IN EXHIBIT BOOTH COMP. ELECTRICAL & INTERNET FOR EXHIBIT (if requested) COPY OF PARTICIPANT LIST AND CONFERENCE PROGRAM LISTED AS SPONSOR IN CONF PROGRAM W/ DESCRIPTION BUSINESS CARD SIZED AD IN CONFERENCE PROGRAM MENTION IN PRE- & POST-CONFERENCE PUBLICATIONS ACKNOWLEDGEMENT & AD ON VJJA.ORG OPP TO PARTICIPATE IN TRICK OR TREAT RECEPTION ACKNOWLEDGEMENT SIGN DURING PRE-REGISTRATION ACKNOWLEDGEMENT SIGN DURING REGISTRATION 10% DISCOUNT ON EXHIBIT BOOTH (\$360) 30% OFF 2007 <i>ADVOCATE</i> ADS (\$175)	ALL CONTRIBUTOR/SPONSOR BENEFITS, <i>PLUS</i> : SPONSOR RIBBON FOR ALL COMP. REPS ATTENDING CONF 1/4 PAGE ADVERTISEMENT IN CONF PROGRAM ADVERTISEMENT ON VJJA.ORG THROUGH MAR'06 RECOGNITION ON GENERAL SESSION SLIDE SHOW VERBAL RECOGNITION DURING SOCIAL VERBAL RECOGNITION DURING OPENING SESSION VERBAL RECOGNITION AWARDS LUNCHEON ACKNOWLEDGEMENT SIGN AT SPONSORED EVENTS VERBAL RECOGNITION DURING LEADERSHIP MIXER 20% OFF EXHIBIT BOOTH (\$320) 40% OFF 2007 <i>ADVOCATE</i> ADS (\$150)
SILVER SPONSOR	GOLD SPONSOR
\$2000-\$2999	\$3000-\$4999
ALL BRONZE SPONSOR BENEFITS, <i>PLUS</i> : HALF PAGE ADVERTISEMENT IN CONF PROGRAM ADVERTISEMENT ON VJJA.ORG THROUGH JUN'07 30% OFF EXHIBIT BOOTH (\$280) 60% OFF 2007 <i>ADVOCATE</i> ADS (\$100) SIGNATURE ON VJJA's "VIRTUAL BIRTHDAY CARD"	ALL SILVER SPONSOR BENEFITS, <i>PLUS</i> FULL PAGE ADVERTISEMENT IN CONF PROGRAM ADVERTISEMENT ON VJJA.ORG THROUGH SEP'07 50% OFF BOOTH (\$200) & 2 FREE <i>ADVOCATE</i> ADS IN '07 COMPANY MAY PROVIDE MATERIALS TO BE STUFFED IN REG PACKETS OR AVAILABLE AT REGISTRATION DESK OPPORTUNITY TO FLY COMPANY BANNER IN EXHIBIT HALL INVITATION FOR 1 COMPANY REP TO ATTEND AWARD LUNCHEON AND SIT AT HEAD TABLE WITH VJJA BOARD
PLATINUM SPONSOR	
\$5000 and up	
<u>ALL</u> BRONZE, SILVER & GOLD SPONSOR BENEFITS, <i>PLUS</i>	
COMPANY MAY PROVIDE MATERIALS TO BE STUFFED IN REG. PACKETS OR AVAILABLE AT REG DESK (\$250 VALUE) EXHIBIT BOOTH (\$400 VALUE) PREMIUM EXHIBIT LOCATION (NEXT TO REGISTRATION) FEATURED ON LARGE SIGN IN EXHIBIT AREA COMPANY MAY PLACE BROCHURES ON CHAIRS BEFORE EACH GENERAL SESSION AND WORKSHOP "SPECIAL GUEST" RIBBONS FOR COMPANY REPRESENTATIVES RECURRING AD IN THE <i>ADVOCATE</i> FOR 1 FULL YR (4 ISSUES - \$1000 VALUE) INCREASED NAME RECOGNITION AMONG PRIMARY REFERRAL BASE (PRICELESS!)	INVITATION FOR 2 REPS TO ATTEND AWARD LUNCHEON <u>AND</u> SIT AT HEAD TABLE WITH VJJA BOARD MULTIPLE ADVERTISEMENTS ON VJJA.ORG FOR 1 YEAR PREMIUM AD PLACEMENT ON VJJA.ORG (\$1000 VALUE) 2 FULL PAGE ADS IN CONF PROGRAM (\$1000 VALUE) OPPORTUNITY TO FLY COMPANY BANNER OUTSIDE <u>AND/OR</u> IN EXHIBIT HALL SPECIAL RECOGNITION AND INTRODUCTION DURING AWARDS LUNCHEON VJJA MEMBERSHIP FOR COMPANY CEO, PRESIDENT, VICE PRESIDENT & DIRECTOR OF OPERATIONS OR OTHER



VIRGINIA JUVENILE JUSTICE ASSOCIATION

2006 FALL JUVENILE JUSTICE INSTITUTE

Exhibitor, Sponsorship & Advertising Order Form – Page 1 of 3

To reserve a space: (1) Review the "Call for Exhibitors, Sponsors, & Advertisers" prospectus and select advertising categories to best meet your needs (2) thoroughly read the "Terms & Conditions" (3) complete the order form below (4) enclose payment (5) mail order form and payment postmarked on or before October 1, 2006 (before September 8th for some options), to: VJJA Exhibits, Sponsorships, & Advertising, 5738 Creek Mill Way, Glen Allen, VA 23059 (6) Mail materials for "Take 1 Table" and "Bag Stuffer" options to: K. Farmer, c/o 14th District CSU, P.O. Box 27032, Richmond, VA 23273 (7) Mail electronic copy of "photo-ready" ad to: ads@vjja.org. Direct questions to: (804) 786-0486 or exhibits@vjja.org.

PRIORITY DEADLINE: September 8, 2006 FINAL ORDER DEADLINE: October 1, 2006

COMPANY/AGENCY/ASSOC			
CONTACT PERSON'S NAME & TITLE			
		(as it should appear in conference program – can be different name than attending Exhibitor)	
MAILING ADDRESS			
DAYTIME PHONE NUMBER & FAX			
E-MAIL ADDRESS & WEBSITE			
COMPANY/EXHIBIT DESCRIPTION (50 WORDS OR FEWER)			
CATEGORY (CHECK ALL THAT APPLY)		<input type="checkbox"/> STATE GOVT AGENCY	<input type="checkbox"/> RESIDENTIAL PROGRAM
		<input type="checkbox"/> LOCAL GOVT AGENCY	<input type="checkbox"/> PROFESSIONAL ASSOC.
		<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> DRUG TESTING COMPANY
		<input type="checkbox"/> CURRICULUM DEVELOPER	<input type="checkbox"/> PREVENTION COALITION
		<input type="checkbox"/> COMM.-BASED PROG.	<input type="checkbox"/> COLLEGE / UNIVERSITY
		<input type="checkbox"/> FUNDING ENTITY	<input type="checkbox"/> OTHER
<input type="checkbox"/> SPONSORSHIP	SPONSOR / CONTRIBUTOR <input type="checkbox"/> \$500-\$999	BRONZE SPONSOR <input type="checkbox"/> \$1000-1999	SILVER SPONSOR <input type="checkbox"/> \$2000-2999
	GOLD SPONSOR <input type="checkbox"/> \$3000-4999	PLATINUM SPONSOR <input type="checkbox"/> \$5000 and up	See attachment for more on Sponsor Levels & Benefits
<input type="checkbox"/> EXHIBIT	VJJA MEMBER* RATE <input type="checkbox"/> \$400 – Early Bird (on or before Sept 8) <input type="checkbox"/> \$425 – Reg Registration (after Sept 8)	NON-MEMBER RATE <input type="checkbox"/> \$425 – Early Bird (on or before Sept 8) <input type="checkbox"/> \$450 – Reg Registration (after Sept 8)	BRONZE SPONSOR RATE <input type="checkbox"/> \$320 (20% discount applied)
<input type="checkbox"/> Electric Outlet Needed – add \$20 (no additional charge for sponsors)	SPONSOR / CONTRIBUTOR RATE <input type="checkbox"/> \$360 (10% discount applied)	GOLD SPONSOR RATE <input type="checkbox"/> \$200 (50% discount applied)	PLATINUM SPONSOR RATE <input type="checkbox"/> \$0 (exhibit booth included at no additional charge)
<input type="checkbox"/> Internet Access Needed – add \$95 (no additional charge for sponsors)			
WHO WILL STAFF YOUR EXHIBIT? (include Name and Title) one staff member included in fee additional staff \$50 each	(1)		(included in exhibit fee)
	(2)		(add'l \$50; except sponsors)
	(3)		(add'l \$50; except sponsors)
	(4)		(add'l \$50; except sponsors)
* At least one person listed above must be a VJJA member in good standing at time of exhibit application in order to take advantage of member rate. New member form and membership dues may be attached to exhibit order form.			



VIRGINIA JUVENILE JUSTICE ASSOCIATION

2006 FALL JUVENILE JUSTICE INSTITUTE

Exhibitor, Sponsorship & Advertising Order Form – Page 2 of 3

<input type="checkbox"/> VJJA MEMBERSHIP	<input type="checkbox"/> \$15	Membership Dues for 1 individual (attach membership form)
	<input type="checkbox"/> \$30	Membership Dues for 2 individuals (attach membership forms)
	<input type="checkbox"/> \$45	Membership Dues for 3 individuals (attach membership forms)
	<input type="checkbox"/> \$60	Membership Dues for 4 individuals (attach membership forms)
	<input type="checkbox"/> \$75	Membership Dues for 5 individuals (attach membership forms)

<input type="checkbox"/> CONF. ATTENDANCE	<input type="checkbox"/> \$100	Conference Registration for 1 participant (attach registration form)
	<input type="checkbox"/> \$200	Conference Registration for 2 (attach registration form – available on-line)
	<input type="checkbox"/> \$300	Conference Registration for 3 (attach registration form – available on-line)
	<input type="checkbox"/> \$400	Conference Registration for 4 (attach registration form – available on-line)
	<input type="checkbox"/> \$500	Conference Registration for 5 (attach registration form – available on-line)
	<input type="checkbox"/> \$600	Conference Registration for 6 (attach registration form – available on-line)

<input type="checkbox"/> "TAKE" ONE TABLE	<input type="checkbox"/> \$100	Non-Exhibitors
	<input type="checkbox"/> \$0	Exhibitors
	<input type="checkbox"/> \$0	Govt Agencies and Non-Profit Organizations Providing Resource Materials

<input type="checkbox"/> BAG STUFFER	<input type="checkbox"/> \$250	Non-Exhibitors
	<input type="checkbox"/> \$200	Exhibitors
	<input type="checkbox"/> \$0	Gold & Platinum Sponsors

<input type="checkbox"/> TRICK OR TREAT	<input type="checkbox"/> \$50	Exhibiting During Pre-Registration Exclusively; Not Registered for Nov 1-3
	<input type="checkbox"/> \$0	Included when registered to exhibit on Nov 1-3

<input type="checkbox"/> CONF PROGRAM AD	1/8 PAGE AD (BUSINESS CARD SIZE)		1/4 PAGE ADVERTISEMENT	
	<input type="checkbox"/> \$25	Exhibitor Rate	<input type="checkbox"/> \$50	Exhibitor Rate
	<input type="checkbox"/> \$50	Non-Exhibitor	<input type="checkbox"/> \$100	Non-Exhibitor
	<input type="checkbox"/> \$0	Included with Sponsorship	<input type="checkbox"/> \$0	Silver Level Sponsor
	1/2 PAGE ADVERTISEMENT		FULL PAGE ADVERTISEMENT	
	<input type="checkbox"/> \$200	Exhibitor Rate	<input type="checkbox"/> \$400	Exhibitor Rate
	<input type="checkbox"/> \$300	Non-Exhibitor	<input type="checkbox"/> \$500	Non-Exhibitor
	<input type="checkbox"/> \$0	Silver Level Sponsor	<input type="checkbox"/> \$0	Gold or Platinum Level Sponsor

<input type="checkbox"/> WEB-BASED AD www.VJJA.org Business Card Sized Ad	1 QUARTER (thru March 2007)		2 QUARTERS (thru June 2007)	
	<input type="checkbox"/> \$100	Non-Exhibitor	<input type="checkbox"/> \$200	Non-Exhibitor
	<input type="checkbox"/> \$50	Exhibitor	<input type="checkbox"/> \$100	Exhibitor
	<input type="checkbox"/> \$0	Bronze Sponsor	<input type="checkbox"/> \$0	Silver Sponsor
	3 QUARTERS (thru Sept 2007)		4 QUARTERS (thru Dec 2007)	
	<input type="checkbox"/> \$300	Non-Exhibitor	<input type="checkbox"/> \$400	Non-Exhibitor
	<input type="checkbox"/> \$200	Exhibitor	<input type="checkbox"/> \$300	Exhibitor
	<input type="checkbox"/> \$0	Gold Sponsor	<input type="checkbox"/> \$0	Plat Sponsor / Prem. Location



VIRGINIA JUVENILE JUSTICE ASSOCIATION

2006 FALL JUVENILE JUSTICE INSTITUTE

Exhibitor, Sponsorship & Advertising Order Form – Page 3 of 3

<input type="checkbox"/> "SIGN" VJJAs VIRTUAL BIRTHDAY DAY CARD	<input type="checkbox"/> \$100 1 Name / Signature	<input type="checkbox"/> \$400 6 Names / Signatures
	<input type="checkbox"/> \$200 2 Names / Signatures	<input type="checkbox"/> \$500 8 Names / Signatures
	<input type="checkbox"/> \$300 4 Names / Signatures	<input type="checkbox"/> \$600 10 Names / Signatures
	<input type="checkbox"/> \$0 Silver, Gold & Plat Sponsors	
	Company or individual names to appear: _____ _____ _____ _____ _____	

<input type="checkbox"/> 2007 ADVOCATE ADS Save big by pre-ordering! Size: ¼ of 8 ½ x 11 pg	1 ISSUE (Ad to Appear Winter 2007)	2 ISSUES (Winter & Spring '07)
	<input type="checkbox"/> \$200 Non-Exhibitor	<input type="checkbox"/> \$400 Non-Exhibitor
	<input type="checkbox"/> \$150 Exhibitor	<input type="checkbox"/> \$300 Exhibitor
	<input type="checkbox"/> \$0 Gold Sponsors	<input type="checkbox"/> \$0 Gold Sponsors
	3 ISSUES (Winter, Spring, & Summer '07)	4 ISSUES (Winter, Spring, Sum, & Fall '07)
<input type="checkbox"/> \$600 Non-Exhibitor	<input type="checkbox"/> \$800 Non-Exhibitor	
<input type="checkbox"/> \$450 Exhibitor	<input type="checkbox"/> \$600 Exhibitor	
<input type="checkbox"/> \$0 Platinum Sponsors	<input type="checkbox"/> \$0 Platinum Sponsors	

<input type="checkbox"/> DOOR PRIZE	<input type="checkbox"/> I WILL DONATE AN ITEM FOR THE DOOR PRIZE/RAFFLE ITEM TO BE DONATED: _____
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TOTAL AMOUNT DUE / ENCLOSED	\$ _____
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FOR OFFICE USE ONLY	
<input type="checkbox"/> Program <input type="checkbox"/> Advocate <input type="checkbox"/> Sponsor <input type="checkbox"/> Exhibit <input type="checkbox"/> Take 1 & Bag Stuffer <input type="checkbox"/> Website <input type="checkbox"/> Register <input type="checkbox"/> Membership	
Notes: _____ _____	
Date Received: _____	<input type="checkbox"/> Logged Received By: _____



VIRGINIA JUVENILE JUSTICE ASSOCIATION

2006 FALL INSTITUTE EXHIBIT TERMS & CONDITIONS

1. Approval: VJJA reserves the right to accept or reject exhibitor, sponsor and/or advertising applications based upon space limitations, relevance, appropriateness, timeliness, or other similar criteria. Participation in the program implies acceptance of the terms and conditions listed herein.
2. Space Rental: Each exhibit space is provided 1 - 6' x 2' skirted table and 1 chair. Requests for other items (e.g. additional chairs, electrical and/or internet access) may be available at an additional cost and must be requested and paid for at the time of original application. The availability of electrical, internet and other special requests is not guaranteed.
3. Booth Assignment: VJJA does not guarantee any particular booth selection and reserves the right to (a) decline or prohibit any exhibit, product or service for any reason, with or without cause, which, in their sole judgment, is not suitable to or in keeping with the character of the exhibition, or (b) relocate booth assignment, with prior notice to the exhibitor, for any reason, with or without cause. Final assignment of booths will be determined by VJJA at their sole discretion.
4. Registration: Exhibitors shall be required to check-in at the registration desk. Exhibitor badges will be issued and must be worn at all times. Staffing allowance is for 1 exhibitor per table. Additional staff may be added for a charge.
5. Regulations and Standards: (a) Solicitation by non-registered exhibitors is strictly prohibited. Firms and representatives not assigned exhibit space are prohibited from soliciting business in any form in the Exhibit Hall area. Violators will be required to leave the Exhibit Hall. (b) Subletting space is prohibited: An exhibitor may not assign, sublet or share any space allocated without the written consent of VJJA. Companies shall not exhibit nor permit to be exhibited any merchandise not a part of regular company-products unless granted permission from VJJA. An exhibitor may not permit any representative of any firm not exhibiting to solicit business or take orders in the exhibitor's space. All business activities of the exhibitor must be confined to the booth space. Conducting business activities in aisles, lobbies or other areas is strictly prohibited. Exhibitors in violation of rule will suffer sanctions affecting their ability to exhibit at future VJJA meetings. (c) Samples of products, catalogs, pamphlets, publications and souvenirs may be distributed in the Exhibit Hall provided it is done in a dignified manner, does not create a nuisance and does not interfere with adjoining exhibits. (d) Loudspeaker displays or other devices, that in the sole judgment of VJJA may be generally disruptive, are not permitted. If objections arise, the offending exhibitor may be reassigned to another booth or required to discontinue the activity altogether. (e) No exhibit may be dismantled before the official close of the conference, nor may any part of the exhibit or equipment be prematurely removed, once it has been set up, except with the permission of VJJA. (f) Exhibitors may not offer or serve food and/or beverages to conference attendees. Compliance failure with regulations may result in termination of exhibit privileges
6. Setup & Tear-Down Information: Set-up will be on Wednesday, November 1, between 7:00 am and 8:30 am. Tear-down will be on Friday, November 3, at 12:00 noon. All exhibit booth/table materials, particularly drapes, curtains, table covers, etc. must be flameproof and comply with federal, state and municipal fire laws, insurance underwriter and hotel safety regulations. All packing materials and similar materials must be removed from the exhibition area upon completion of the booth installation. VJJA will review exhibit setup to ensure compliance with exhibit rules before the Exhibit hall opens.
7. Failure to Occupy Space: Any exhibit space that is not set up and occupied by 8:30 am on Wednesday, November 1, 2006, will be forfeited by the exhibitor, unless arrangements for delayed occupancy have been made in advance. Unless prior approval is granted, the rental payment for the unoccupied exhibit will be forfeited.
8. Liability and Security: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising from personal injury, injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the hotel. The exhibitor shall indemnify and hold harmless VJJA, the hotel site, its agents and employees from any and all losses, damages, and claims. VJJA will not insure or indemnify exhibitors of damages of any kind. It is the exhibitor's responsibility to secure exhibit and other property during the exhibit hall hours. The exhibit hall will be locked following the close of functions.
9. Cancellation of Space: Cancellation of exhibit space must be in writing to: Katherine Farmer, VJJA Institute Planning Chair, c/o 14th District CSU, P.O. Box 27032, Richmond, VA 23273-7032, and postmarked on or before September 15, 2006, to receive a refund and avoid penalty. No cancellations will be accepted or refunds made after September 15, 2006.
10. Cancellation of Exhibition: In the event the exhibition must be cancelled, postponed or relocated because of fire, strike, govt, regulations, casualties, acts of God or other causes beyond the reasonable control of VJJA, the exhibitor waives any and all damages/claims for damages. The exhibitor agrees the sole liability of VJJA will be to return rental payments.
11. Amendment to Rules: Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Virginia Juvenile Justice Association (VJJA) Board of Directors.
12. Photographs: Photographs will be taken during the event. By attending/exhibiting, you are authorizing VJJA to use your photograph in future on-line and print publications.