



# CALL FOR EXHIBITORS SPONSORS & ADVERTISERS

34<sup>th</sup> Fall Juvenile Justice Institute

*"What Works: Effectively Intervening With System-Involved Children"*

November 3-4, 2010 • Williamsburg, Virginia

For years, the Virginia Juvenile Justice Association's Fall Institute has been the premier event for spotlighting successful research-based strategies and programs for VA system-involved youth. Following that trend, this year's event, 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, tactical communication, leadership, gangs, LGBT youth and more.

## Who Attends

The event is expected to attract human services professionals including: juvenile justice administrators, probation officers, detention home staff, correctional officers, judges, defense attorneys, prosecutors, law enforcement, child advocates, counselors, mentors, program directors, CSA Coordinators, social workers, school resource officers, educators, interventionists and others who work with or on behalf of system- / 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 Virginia's 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, publishers, drug testing companies, coalitions, research groups and prevention programs.

## Exhibit Package

Includes: Skirted Table; Exhibit Registration for 1 employee; Name Tag Enhancement Ribbon indicating "EXHIBITOR"; Listing in Conference Program in print and on-line; Inclusion in "Booth Bingo" game; Inclusion in Continental Breakfast and Break Service; Invitation to attend Awards Luncheon.

34<sup>th</sup> Annual  
**Exhibitor *Best in Show* Award**

## Advertising Opportunities

|   |                         |
|---|-------------------------|
| VJJA Professional Membership Dues .....           | \$20                    |
| Advertisement in Conference Program .....         | \$25-\$500              |
| Take-1 Resource Table (free for Exhibitors) ..... | \$50                    |
| Advocate Advertisement .....                      | \$200-\$250             |
| Advertising Only Packages (non-Exhibitors).....   | \$25 and up             |
| On-Site Exhibit Packages .....                    | \$400 and up            |
| Sponsorship .....                                 | (see levels & benefits) |

## Door Prizes and Incentives

Each Exhibitor will make a donation for the "Booth Bingo" Prize Lottery. Past prizes have included \$50 gift cards and small electronics. Platinum & Diamond Sponsor booths will be mandatory destinations during the booth bingo game. Exhibitors are also encouraged to provide giveaways as a way to drive traffic to their booth and to attend social activities to maximize their visibility. Incorporation of the conference theme and VJJA logo in giveaways is encouraged. (Obtain logo by e-mailing [ads@vjja.org](mailto:ads@vjja.org)) Typical giveaway items include bags, travel mugs, t-shirts, mouse pads, and office supplies.

## Hotel Accommodations

Lodging is available at the Williamsburg Marriott, 50 Kingsmill Way, Williamsburg, VA, by calling 800.442.3654 or 757.220.2500 or on-line at: [marriott.com](http://marriott.com). Exhibitors are responsible for making their own hotel reservations, by the October 11 priority deadline. Enter code "juvjuva" online or mention "VJJA Conference" for the special conference rate.

## About VJJA

Founded in 1966, VJJA is an organization of nearly 1200 professionals representing court services, the judiciary, detention homes, correctional facilities, halfway houses, group homes, indigent defense, psychiatric hospitals, social services, education and more. The organization is administered by an elected board and is committed to continually elevating practice and advancing the professional interests and competencies of its members. State and local training events are held, with an annual statewide conference. Visit: [VJJA.org](http://VJJA.org)

## Additional Information

An order form should have accompanied this packet. Attachments include: Order Form, Terms & Conditions, VJJA Partners Program (non-Exhibit Advertising Opportunities, Exhibit Packages, Sponsor Benefits). Direct questions to: [www.VJJA.org](http://www.VJJA.org) or [exhibits@vjja.org](mailto:exhibits@vjja.org) or to Katherine Farmer at 804.501.4417 or Amanda Moseley at 434.907.2966.

**Final Deadline: October 15**

# FY'11 VJJA PARTNERS PROGRAM

## PACKAGES

### NON-EXHIBITOR PACKAGES

**Starting @ \$25**

| <u>Pack #</u> | <u>Description</u>   | <u>Members</u> | <u>Non-Members</u> |
|---------------|--|----------------|--------------------|
| NE1           | Take 1 Table: Can't attend in person? Send display literature  | \$50           | \$50               |
| NE2           | Conference Program: 1/16 page conference program advertisement | \$25*          | \$45               |
| NE3           | Conference Program: 1/8 page conference program advertisement  | \$50*          | \$70               |
| NE4           | Conference Program: 1/4 page conference program advertisement  | \$100*         | \$120              |
| NE5           | Conference Program: 1/2 page conference program advertisement  | \$200*         | \$220              |
| NE6           | Conference Program: full page conference program advertisement | \$400*         | \$420              |
| NE9           | Advocate Ad: Ad in 1 issue of the VJJA Advocate                | \$250*         | \$270              |
| NE10          | Advocate Ad: Ad in 2 issues of the VJJA Advocate               | \$400*         | \$420              |
| NE11          | Advocate Ad: Ad in 3 issues of the VJJA Advocate               | \$600*         | \$620              |
| NE12          | Advocate Ad: Ad in 4 issues of the VJJA Advocate               | \$800*         | \$820              |

A Conference Program or *Advocate* advertisement can lead participants directly to your exhibit space or webpage! VJJA's quarterly journal, the *Advocate*, has a readership of nearly 1,200 and is now available in both print and electronic formats. See our website at: [www.VJJA.org](http://www.VJJA.org) for examples of advertisements. Send photo-ready advertisement by October 8 to: [ads@vija.org](mailto:ads@vija.org). Limited design assistance is available. Direct questions to: [ads@vija.org](mailto:ads@vija.org).

### BASIC EXHIBITOR PACKAGES

**Starting @ \$400**

### ENHANCED EXHIBITOR PACKAGES

**Starting @ \$500**

**Exhibitor Package Includes:** Exhibit Table, Invitation to Attend Awards Luncheon, Participation in "Booth Bingo"

**Enhanced Exhibitor Package Includes:** Exhibit Table, Invitation to Awards Luncheon, Booth Bingo and Advertising

| <u>Pack #</u> | <u>Description</u>   | <u>Members</u> | <u>Non-Members</u> |
|---------------|--|----------------|--------------------|
| E1/E2         | Basic Exhibit: exhibit space at Fall Juvenile Justice Institute        | E1 - \$400*    | E2 - \$450         |
| E3/E4         | exhibit + advertising: exhibit, 1/4 page conf program ad               | E3 - \$500*    | E4 - \$550         |
| E5/E6         | exhibit + advertising: exhibit, 1/2 page conf program ad               | E5 - \$600*    | E6 - \$650         |
| E7/E8         | exhibit + advertising: exhibit, 1/4 page conf program ad, Advo 1 issue | E7 - \$700*    | E8 - \$750         |

\*At least 1 exhibit staff must be a member to take advantage of member rates. Member dues (\$20) may accompany order.

### ADD-ONS

|   |   | <u>Members</u> | <u>Non-Members</u> |
|---|---|----------------|--------------------|
| A | Electric: add electric service to your exhibit on Nov 3 & Nov 4 | \$50           | \$50               |
| C | Add'l Exhibit Staff: one staff person included in base rate     | \$50 each      | \$50 each          |
| D | Membership: Join/Renew w/ VJJA; Take advantage of member rates  | \$20 each      | \$20 each          |

### EXHIBITOR WITH SPONSORSHIP PACKAGES

**Starting @ \$1000**

**Includes:** Exhibit Table, Invitation to attend Annual Meeting/Awards Ceremony, Enhanced Advertising and Exclusive Benefits\*\*

|    |                  |          |          |
|----|------------------|----------|----------|
| S1 | BRONZE Partner   | \$1,000  | \$1,000  |
| S2 | SILVER partner   | \$2,000  | \$2,000  |
| S3 | GOLD partner     | \$3,000  | \$3,000  |
| S4 | PLATINUM partner | \$5,000  | \$5,000  |
| S5 | DIAMOND partner  | \$10,000 | \$10,000 |

\*\*Benefits are consistent with level of sponsorship. See "FY'11 Sponsor Benefits" (attached)

# FY'11 VJJA PARTNERS PROGRAM

## Sponsor Benefits

### BRONZE Partner Level Advertising & Benefits (S1)

**\$1,000**

Exhibit Space: Basic Exhibit Table at the VJJA Fall Juvenile Justice Institute  
Booth Bingo: Inclusion of your logo in "Booth Bingo" (remember to provide logo)  
Professional Membership (new or renewing) for 1 professional: Individual Membership for your CEO, President, Director of Marketing or other)  
Special Invite: Invitation to attend the annual Business Meeting and Awards Luncheon  
Mailing List: Inclusion on VJJA mailing list for the *Advocate* and all other publications  
Conference Program: Copy of the Fall Juvenile Justice Institute Conference Program  
Participant List: Hard copy of the Fall Juvenile Justice Institute Participant List  
Program Listing: Acknowledgement on back cover of the Fall Juvenile Justice Institute Conference Program  
VJJA Partners: Website Recognition - name and logo included in "VJJA Partners" section of web-site at: VJJA.org  
Conference Program Advertisement: ¼ page (4 x 5 portrait) print advertisement in the Fall Institute Conference Program  
Registration Desk Signage: Acknowledgement sign at the registration desk at the Fall Juvenile Justice Institute  
Social Activity Signage: "Social Activities Made Possible By These Generous Sponsors ..."  
Booth Signage: "Sponsor" acknowledgement sign to display in exhibit booth during the Fall Juvenile Justice Institute  
Conference Website: Mentioned on conference website and post conference publications (deadlines apply)  
Ribbons: Sponsor Ribbons for ALL company representatives attending or exhibiting at the Institute

### SILVER Partner Level Advertising & Benefits (S2)

**\$2,000**

ALL Bronze Level Advertising and Benefits, plus:  
Premium Location on "Booth Bingo" -- Top Two Rows of Grid  
Professional Membership (new or renewing) for 5 professionals: Individual Memberships for your CEO, President, Marketing Director, etc.)  
Conference Program Advertisement: ½ page (8 x 5 landscape) print advertisement in the Fall Juvenile Justice Institute Conference Program  
*Advocate* Advertising: Advertisement in the *Advocate* and *eAdvocate* for 1 issue  
Ribbons: Silver Sponsor Ribbons for ALL company representatives attending or exhibiting at the Institute

### GOLD Partner Level Advertising & Benefits (S3)

**\$3,000**

ALL Bronze and Silver Level Advertising and Benefits, plus:  
Premium Location on "Booth Bingo" -- Top Row of Grid  
Professional Membership (new or renewing) for 10 professionals: Individual Memberships for your CEO, President, Marketing Director, etc.)  
General Session Recognition: Recognition at General Session during Opening Remarks and Closing Remarks  
Conference Program Advertisement: 2 half page print advertisements in the Fall Juvenile Justice Institute Conference Program  
Web-based Directory Enhanced Hyperlinked Listing (currently being developed)  
Social Activity Literature Display: Opportunity to have literature on display at Social / President's Reception / Leadership Mixer  
Additional Exhibit Staff: No additional charge for extra exhibit personnel (up to 4 total)  
*Advocate* & *eAdvocate* Advertising: Advertisement in the *Advocate* and *eAdvocate* for 2 issues (deadlines apply)  
Ribbons: Gold Sponsor Ribbons for ALL company representatives attending or exhibiting at the Institute

### PLATINUM Partner Level Advertising & Benefits (S4)

**\$5,000**

ALL Bronze, Silver and Gold Level Advertising and Benefits, plus:  
Premium Location on "Booth Bingo" -- Top Row of Grid and your square will be MANDATORY square ... MUST be validated for prize eligibility  
Premium Exhibit Location: Exhibit located in close proximity to registration area at the Fall Juvenile Justice Institute  
Professional Membership (new or renewing) for 15 professionals: Individual Memberships for your CEO, President, Marketing Director, etc.)  
General Session Recognition: Recognition at General Session during Opening Remarks and Closing Remarks  
Enhanced Conference Program Ad: 1 full page inside print advertisements in the Fall Juvenile Justice Institute Conference Program  
Electric Service: No additional charge for electrical hookup for Fall Juvenile Justice Institute exhibit booth (If Requested)  
Additional Exhibit Staff: No additional charge for extra exhibit personnel (up to 6 total)  
Special Invitation: Invitation for 2 company representatives to attend Awards Luncheon and sit at head table with VJJA Board  
*Advocate* & *eAdvocate* Advertising: Recurring Advertisement in the *Advocate* and *eAdvocate* for 3 issues  
*eAdvocate* Advertising: Recurring Advertisement in the *eAdvocate* for 3 issues beginning with pre-conference issue  
District-Level Sponsorship: \$500 donation sent to VJJA Chapter of your choice to use toward local professional development events  
Participant Packet Stuffing: Opportunity to provide literature for registration desk and/or for stuffing into participant packets  
Program Description: Inclusion of Program Description in Conference Program  
Guest Judge Invitation: Invitation for Company CEO or other rep to serve as "celebrity judge" during dance off at the Fall Social  
Ribbons: Platinum Sponsor Ribbons for ALL company representatives attending or exhibiting at the Institute

### DIAMOND Partner Level Advertising & Benefits (S5)

**\$10,000**

ALL Bronze, Silver, Gold, and Platinum Level Advertising and Benefits, plus:  
Professional Membership (new or renewing) for 20 professionals: Individual Memberships for your CEO, President, Marketing Director, etc.)  
Premium Exhibit Location: You'll have the "best seat in the house" -- exhibit located in closest proximity to registration area at the Fall Institute  
Extra Square Footage: Opportunity for a "double-wide" exhibit space or 2 separate tables  
Enhanced Conference Program Advertisement: Two-page spread (16 X 20) or Back Inside Cover Advertisement  
Additional Exhibit Staff: No additional charge for extra exhibit personnel (up to 10 total)  
General Session Recognition: Mention during Opening Remarks AND recognition on General Session slides  
Social Hour Recognition: Verbal recognition during Fall Institute Dance Social -- We'll Even Play Your CEO's Favorite Song!  
Awards Luncheon Mention: Verbal recognition and "shout out" during the Fall Juvenile Justice Institute Business Meeting & Awards Luncheon  
*Advocate*, *eAdvocate* and VJJA.org Premium Location Advertising: Constant Presence -- all venues -- 1 full year beginning with post-conference issue  
Banner Flying: Opportunity to Fly Company Banner or Flag Outside and/or inside Exhibit Hall  
Chair Advertising: Company representative may place brochures on chairs before each general session and workshop  
Guest Room Literature: Opportunity To Provide Company Literature for Guest Hotel Rooms or Hotel Check-in / Welcome Packets  
Mentioned in Annual Mailings: We'll include your logo and a word of thanks in with our next membership mailing (reaches nearly 1200 members)  
Address the Crowd: Opportunity for company representative to say a few words at the Annual Business meeting and Awards Luncheon  
Present to the VJJA Board: Opportunity to make a presentation at an upcoming meeting of the VJJA Board of Directors  
Tidewater Spring Institute: Pre-registered for the Tidewater Chapter's Spring Institute (held annually in March)  
Conference Planning Committee: Opportunity to serve on the planning committee of the next VJJA Fall Institute  
Company in the Spotlight: Company Featured in an upcoming issue of the *eAdvocate* (article about services, programs, staff)  
Direct Mailing/Marketing: You provide a pre-stamped postcard or other literature and we'll affix the labels and drop in the mail to our members  
Ribbons: Diamond Sponsor Ribbons for ALL company representatives attending or exhibiting at the Institute  
Special Guest Ribbon: "Special Guest" ribbon for your CEO or other company representative



# VIRGINIA JUVENILE JUSTICE ASSOCIATION

## 34<sup>th</sup> FALL JUVENILE JUSTICE INSTITUTE

### EXHIBITOR & Sponsorship Order Form

To place Exhibitor order: (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 15, 2010, to: Katherine Farmer, VJJA Director of Corporate Partnerships, c/o 14th District Court Service Unit, PO Box 90775, Henrico, VA 23273 (6) in addition to postal mail, send electronic copy of order to [exhibits@vjja.org](mailto:exhibits@vjja.org). (7) Send any "photo-ready" ads to: [ads@vjja.org](mailto:ads@vjja.org). Direct questions to Katherine Farmer at: [exhibits@vjja.org](mailto:exhibits@vjja.org) or 804.501.4417 or Amanda Moseley at [exhibits@vjja.org](mailto:exhibits@vjja.org) or 434.907.2966. Make all checks payable to: Virginia Juvenile Justice Association (VJJA); Memo Line: VJJA Fall Institute, Ad Pkg # \_\_\_\_\_

### FINAL ORDER DEADLINE: October 15, 2010

#### INFORMATION AS IT SHOULD APPEAR IN THE CONFERENCE PROGRAM

|   |     |                 |        |            |
|---|-----|-----------------|--------|------------|
| <b>COMPANY/AGENCY/ASSOC</b>   |     |                 |        |            |
| <b>EXHIBIT PERSON'S NAME &amp; TITLE</b>  |     |                 |        |            |
| <b>MAILING ADDRESS</b>  |     |                 |        |            |
| <b>DAYTIME PHONE NUMBER &amp; FAX</b>   |     |                 |        |            |
| <b>E-MAIL ADDRESS &amp; WEBSITE</b>   |     |                 |        |            |
| <b>COMPANY / AGENCY DESCRIPTION</b><br>(50 words or fewer – use attachment)   |     |                 |        |            |
| <b>ADDITIONAL PERSONNEL WHO WILL STAFF YOUR EXHIBIT?</b><br>(include Names and Titles)<br><br>One staff member included in fee;<br>additional staff \$50 each<br><br>* At time of exhibit application, at least one person listed must be a VJJA member in order take member rate. New member form and membership dues may be attached to exhibit form. | (2) | NAME:           | TITLE: | add'l \$50 |
|   |     | E-MAIL ADDRESS: | PHONE: |            |
|   | (3) | NAME:           | TITLE: | add'l \$50 |
|   |     | E-MAIL ADDRESS: | PHONE: |            |
|   | (4) | NAME:           | TITLE: | add'l \$50 |
|   |     | E-MAIL ADDRESS: | PHONE: |            |
|   | (5) | NAME:           | TITLE: | add'l \$50 |
|   |     | E-MAIL ADDRESS: | PHONE: |            |

|                        |       |   |
|------------------------|-------|---|
| <b>AWARDS LUNCHEON</b> | _____ | <b>NUMBER OF STAFF LISTED ABOVE WHO WILL ATTEND THE AWARDS LUNCHEON ON 11/4</b> |
|------------------------|-------|---|

|                            |       |  |
|----------------------------|-------|--|
| <b>DOOR PRIZE DONATION</b> | _____ | <b>DOOR PRIZE I WILL DONATE ITEM:</b> _____<br>(Donations typically include \$50 gift cards and small electronics) |
|----------------------------|-------|--|

|   |           |   |
|---|-----------|---|
| <b>VJJA PROFESSIONAL MEMBERSHIP DUES FOR FY11</b> | \$20 each | Provide Member Names Joining or Renewing: _____ |
|---|-----------|---|

|                                 |       |   |
|---------------------------------|-------|---|
| <b>EXHIBIT PACKAGE SELECTED</b> |       |   |
| PACKAGE NUMBER(s)               | _____ | IF CLAIMING MEMBER RATE, INDICATE NAME OF EXHIBIT STAFF MEMBER WHO IS A CURRENT OR NEW MEMBER (can include dues with application): _____<br>SPECIAL REQUESTS / NOTES: _____ |
| PACKAGE COST                    | _____ |   |
| ADDITIONAL EXHIBIT STAFF        | \$50  | Each Additional Person (1 Exhibit Personnel Included in Base Rate)  |
| ELECTRIC OUTLET                 | \$50  | (\$25 Each Day for Nov 3 and 4)   |
|                                 |       |   |

|                                    |                 |
|------------------------------------|-----------------|
| <b>TOTAL AMOUNT DUE / ENCLOSED</b> | <b>\$</b> _____ |
|------------------------------------|-----------------|

|   |  |
|---|--|
| <b>FOR OFFICE USE ONLY</b>  |  |
| <input type="checkbox"/> Program Ad <input type="checkbox"/> Advocate/e-Advocate <input type="checkbox"/> Sponsor <input type="checkbox"/> Exhibitor <input type="checkbox"/> Take 1 & Bag Stuffer <input type="checkbox"/> Website <input type="checkbox"/> Register <input type="checkbox"/> Dues<br><input type="checkbox"/> Logged in Database   Date Received: _____   Amt Received: _____   Received By: _____   Notes: _____ |  |



# VIRGINIA JUVENILE JUSTICE ASSOCIATION

## 34<sup>th</sup> FALL JUVENILE JUSTICE INSTITUTE

### NON-EXHIBITOR Advertising Order Form

To place NON-bitor order: (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 15, 2010, to: Katherine Farmer, VJJA Director of Corporate Partnerships, 14th District Court Service Unit, PO Box 90775, Henrico, VA 23273 (6) in addition to postal mail, send electronic copy of order to [exhibits@vija.org](mailto:exhibits@vija.org). (7) Send any "photo-ready" ads to: [ads@vija.org](mailto:ads@vija.org). Direct questions to Katherine Farmer at: [exhibits@vija.org](mailto:exhibits@vija.org) or 804.501.4417 or Amanda Moseley at [exhibits@vija.org](mailto:exhibits@vija.org) or 434.907.2966. Make all checks payable to: Virginia Juvenile Justice Association (VJJA); Memo Line: VJJA Fall Institute, Ad Pkg #\_\_\_\_

### FINAL ORDER DEADLINE: October 15, 2010

#### INFORMATION AS IT SHOULD APPEAR IN THE CONFERENCE PROGRAM

|                               |  |
|-------------------------------|--|
| COMPANY/AGENCY/ASSOC          |  |
| CONTACT PERSON'S NAME & TITLE |  |
| MAILING ADDRESS               |  |
| DAYTIME PHONE NUMBER & FAX    |  |
| E-MAIL ADDRESS & WEBSITE      |  |

|                     |       |  |
|---------------------|-------|--|
| DOOR PRIZE DONATION | _____ | I WILL DONATE A DOOR PRIZE ITEM: _____ |
|---------------------|-------|--|

|   |           |   |
|---|-----------|---|
| VJJA PROFFESIONAL MEMBERSHIP DUES FOR FY'11 | \$20 each | Provide Member Names Joining or Renewing: _____ |
|---|-----------|---|

|                          |       |                           |
|--------------------------|-------|---------------------------|
| EXHIBIT PACKAGE SELECTED |       |                           |
| PACKAGE NUMBER(s)        | _____ | SPECIAL REQUESTS / NOTES: |
| PACKAGE RATE             | _____ |                           |
|                          |       |                           |
|                          |       |                           |
|                          |       |                           |

## THIS FORM FOR NON-EXHIBITORS ONLY (see additional forms for on-Site EXHIBIT registration)

|                             |          |
|-----------------------------|----------|
| TOTAL AMOUNT DUE / ENCLOSED | \$ _____ |
|-----------------------------|----------|

|   |  |
|---|--|
| <b>FOR OFFICE USE ONLY</b>  |  |
| <input type="checkbox"/> Program Ad <input type="checkbox"/> Advocate/e-Advocate <input type="checkbox"/> Sponsor <input type="checkbox"/> Exhibitor <input type="checkbox"/> Take 1 & Bag Stuffer <input type="checkbox"/> Website <input type="checkbox"/> Register <input type="checkbox"/> Dues |  |
| <input type="checkbox"/> Logged in Database   Date Received: _____   Amt Received: _____   Received By: _____   Notes: _____  |  |



# VIRGINIA JUVENILE JUSTICE ASSOCIATION

## FALL INSTITUTE EXHIBIT TERMS & CONDITIONS

Effective 9-15-2010

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 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 3, between 8:00 am and 9:00 am. Tear-down will be on Thursday, November 4, at 5:00 p.m. 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 3, 2010, 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: Beth Mohler Stinnett, VJJA President, 5738 Creek Mill Way, Glen Allen, VA 23059, and postmarked on or before October 1, 2010, to receive a partial refund or credit and avoid penalty. No cancellations will be accepted or refunds/credits made after October 1, 2010.
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 brand, logo, and photograph in future on-line and print publications.