

**International Association of Correctional  
Training Personnel**

**25<sup>th</sup> Annual Trainers' Conference  
International Plaza Resort and Spa  
Orlando, FL**

[www.intlplazaresort.com](http://www.intlplazaresort.com)

**October 25 through 28, 2009**

**Exhibit Hall Opens: Sunday, Oct. 25, 5:00 pm**

**Closes: Tuesday, Oct. 27, 5:30 pm**

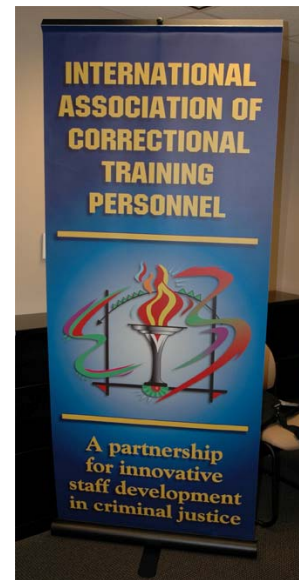
**IACTP – Exhibitor Coordinator, Ed Wolahan**

**PO Box 473254, Aurora, CO 80047**

**Phone/Fax: IACTP (toll free 877/884-2287) or 303/485-9005**

or

Email: [IACTP@correctionsmail.com](mailto:IACTP@correctionsmail.com)



## *2009 Exhibitor Prospectus*

**You are invited to exhibit** at the 25<sup>th</sup> Annual Trainers' Conference to be held at the **International Plaza Resort and Spa in Orlando, FL (407/354-5077)** from October 25-28, 2009.

### **About Us**

**IACTP is** a small criminal justice trainers' association that includes members of the training professions from state, local and federal corrections agencies, community corrections, juvenile justice, higher education, academies and commissions, and private corrections. We expect attendance to be from **100-150 participants**. The smaller size of this conference affords exhibitors more personal contact with the conference attendees, all focused on criminal justice training.

**IACTP Mission:** The IACTP enhances public safety and the fair and humane treatment of offenders by promoting organizational and individual excellence in the profession of training.

### **Exhibitor Schedule**

Exhibits may be set up from 1:00 pm until 5:00 pm on Sunday. Exhibits will be open from 5:00 pm – 7:00 pm. with a cash bar & reception with hors d'oeuvres (consider sponsoring all or a portion of the reception). Breaks are offered in the Exhibit area throughout the conference to allow for more face to face time.

## Exhibitor Highlights

- Exhibits – October 25– 27, 2009
  - **Exhibit Hall opens at 5:00 pm on the 25<sup>th</sup>**
- Exhibits open with a cash bar and reception
- Breaks will be offered in the Exhibit area daily
- Internet access provided
- Fee includes **full conference registration for one exhibitor** (additional exhibitors are \$100 a day and/or \$25 for Sunday night reception)
  - Attend available workshops
  - Attend special events and meals
- **Mailing list** of all conference attendees
- **Free ½ page advertisement** in the Conference Program (must be submitted 45 days prior to conference dates)
- You will receive **free recognition in the Winter issue of the IACTP quarterly journal, *The Correctional Trainer***
- **Exhibitor presentation workshop** may be available (This is a first come, first serve basis, depending upon space availability.)
- Access to training administrators and trainers from the field of criminal justice
- Additional recognition and exposure available by sponsoring a break, a meal or a special event
- **Listing for one year on the IACTP website Buyer's Guide**
- Opportunities are available to sponsor additional conference events
- Conference hotel room rates are available 2 days before and after conference for your vacation pleasure. (You must let them know you are with IACTP.)

***Exhibit space is limited, please return exhibitor contract or sponsor contract as soon as possible to reserve your space.***

### **Payment should be made to International Association of Correctional Training Personnel (IACTP)**

And send to:

**Attention:** IACTP Exhibitor Coordinator, Ed Wolahan  
PO Box 473254  
Aurora, CO 80047  
Phone/fax: **(toll free 877/884-2287) or 303/485-9005**  
Email: [IACTP@correctionsmail.com](mailto:IACTP@correctionsmail.com)

The **Exhibitor Contract** is attached to this document. If you have any questions, please contact Ed Wolahan at the number above. We hope you realize the potential our conference may offer your company.

Please check out our website at [www.iactp.org](http://www.iactp.org) for more information about us and the conference.

## Exhibit Information

**Exhibit Hours:** The exhibit area is open to attendees Sunday evening **5:00 p.m. to 7:00 p.m.** and on **Monday -- 7:30 a.m. to 5:00** and **Tuesday 7:30 a.m. to 5:30 p.m.** These times are tentative and subject to change.

**Exhibit Space:** All exhibit spaces will include a draped table (6' x 30") and 2 chairs. Tables are assigned on a first come first served basis. **Internet access is provided, but any other electrical or telecommunications needs should be addressed directly with the conference hotel** (see below).

**Set up and tear down:** Set up for the conference is Sunday afternoon. The Exhibitor Area will close at Tuesday afternoon at 5:30 p.m. (after closing of Silent Auction).

**Cancellation:** No refunds will be given for Exhibit registration.

**Liability and Security:** The exhibit area cannot be secured by the IACTP or the hotel. Exhibitors are advised to use caution when leaving valuables unattended in the exhibit area. Exhibitors shall accept all liability (damage, loss, or accident), which might ensue from any cause in connection with transfer, installation, maintenance, display, or removal of exhibits. Neither the hotel nor the conference organizers will accept responsibility for theft or damage. Exhibitors are encouraged to insure themselves against losses and claims.

**Fee:** The exhibitor registration fee of **\$700 includes one full conference registration**, attendance at workshop sessions and included meals. Additional designees may attend the Sunday night reception for \$25 and participate in additional days for \$100 each day (IACTP member rate). To increase your exposure, you are encouraged to participate in the events at the conference. **Contracts are attached to this document.**

**Hotel Information:** IACTP has reserved a block of sleeping rooms at the International Plaza Resort and Spa, Orlando, FL. **Conference room rates are \$99.00 single/double (deadline for this rate is October 2, 2009). Participants should call 407/354-5077 to reserve a room.** (You must identify yourself as an exhibitor with IACTP to receive this rate.) It is suggested that participants call as soon as possible for a room reservation: when the block of rooms has been filled, the conference rate will no longer be available. For more information about the hotel go to: [www.intlplazaresort.com](http://www.intlplazaresort.com).

**Hotel Contact:**  
**International Plaza Resort and Spa**  
10100 International Drive  
Orlando, FL 32821  
Phone: (407) 354-5077

**Shipping Your Materials:** Please be aware there may be handling/storage cost for your materials by the hotel. **To ship materials to the hotel**, please send them to: **International Plaza Resort and Spa**, 10100 International Drive, Orlando, FL 32821, Attention: IACTP Conference Oct. 25-28, 2009, with your name and company name. Please do not have material arrive earlier than 2-3 days prior to the conference. It is advised that you contact the hotel prior to shipping.

**Transportation: Orlando, FL, is served by Orlando International Airport, Orlando (code MCO).** Transportation from Orlando International Airport to the hotel is free when you PREPAY FOR YOUR RETURN TRIP AT OUR REGULAR ONE-WAY SHUTTLE RATES! THIS IS A BUY-ONE-GET-ONE-FREE OFFER. For questions, please call 1-866-219-3733.  
<http://www.orlandofreeairporttohotelshuttle.com/>



**INTERNATIONAL ASSOCIATION OF CORRECTIONAL  
TRAINING PERSONNEL**

25<sup>th</sup> Annual Trainers' Conference  
International Plaza Resort and Spa  
Orlando, FL  
October 25 through 28, 2009

**Please submit this contract and the pricing sheet on the  
following page to reserve a booth.**

**Contract for Exhibit Space**  
**The Exhibitor Area is open Sunday at 5:00 – 7:00 p.m. and  
closes Tuesday afternoon at 5:30 p.m.**

The International Association of Correctional Training Personnel (IACTP) hereby affords to:

Company Name:	
Address:	
City/State/Zip:	
Phone:	Contact name:
Email Address:	
Signature (I agree to abide by all provisions of this contract):	

the opportunity to exhibit at the 25<sup>th</sup> Annual IACTP Trainers' Conference. The fee for exhibiting at the conference is **\$700 per single booth**. You will receive free advertisement in the conference program book. **Internet access is provided**. Additional information is available online at [www.iactp.org](http://www.iactp.org) and click on conferences.

Each exhibitor, regardless of status will be afforded one (1) booth for the sole purpose of exhibiting and demonstrating their product(s) at the Annual Trainers' Conference. (Additional booth space may be available for a nominal fee.) All advertisements associated with an exhibitor status must be **received 45 days prior** to the conference date to insure inclusion into the program. All contract cancellations maybe subject to forfeiture of exhibitor fee.

**PLEASE RETURN CONTRACT and PRICING INFORMATION, WITH PAYMENT  
(check or credit card information)**

**TO: IACTP, Exhibitor Coordinator, Ed Wolahan  
PO Box 473254, Aurora, CO 80047**

Phone/fax: toll free (877-884-2287) or Email: [IACTP@correctionsmail.com](mailto:IACTP@correctionsmail.com)

**Please Check Method of Payment (US Funds)**

Check Enclosed       Credit Card       Visa       MasterCard

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_

## Pricing Information

Please circle your request and submit payment in full.

### Totals

Exhibit Registration Fee	\$700	
Additional Exhibitor participation fee	\$25 for Sunday reception plus \$100 per day each	
*½ page program advertisement (8 1/2" x 5" advertisement)	Free (included with Exhibit Registration fee)	
<b>Sponsor -- Sunday, Vendor Reception</b>	\$500 minimum	
<b>Sponsor A Meal</b> Monday - Continental Breakfast and Opening Session or Awards Banquet Tuesday - Box Luncheon Wednesday - Closing Brunch	\$500 minimum <b>(please note specific meal)</b>	
<b>Sponsor a Break</b> – Please specify which day: Monday or Tuesday	\$500 minimum	
** <i>Take-one Table</i> (table space to place catalogs or other product information without representation)	\$300	
Other (please specify)		
Donate a door prize (please specify)		
	<b>Grand Total</b>	

\*Please send advertisement in a .jpg file, .tif file or .pdf file **45 days prior** to the conference dates to ensure inclusion in the conference program book

\*\*Please refer to "Shipping Your Materials" above.

**For further information, contact:**

**IACTP Exhibitor Chair, Ed Wolahan**  
**Phone/fax: toll free (877)-884-2287**  
**Email: [IACTP@correctionsmail.com](mailto:IACTP@correctionsmail.com)**