

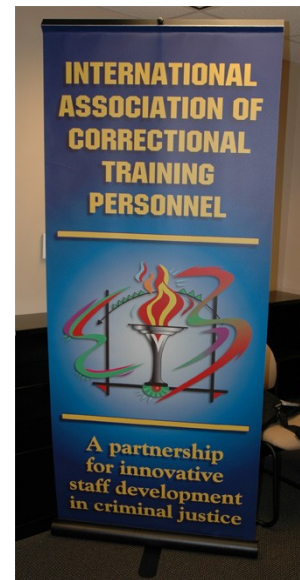
**International Association of Correctional  
Training Personnel**

**27<sup>th</sup> Annual Trainers' Conference  
Millennium Maxwell House Hotel  
2025 Rosa L Parks Blvd  
Nashville, TN 37228**

**November 13 through 16, 2011**

**Exhibit Hall Opens: Sunday, Nov. 13, 5:00 pm  
Closes: Tuesday, Nov. 16, 5:30 pm**

**IACTP – This year's Exhibitor Coordinator,  
Carl Nink, Executive Director  
Management & Training Corporation (MTC)  
PO Box 10  
Centerville, UT 84014  
801-693-2870  
Or  
Email: [carl.nink@mtctrains.com](mailto:carl.nink@mtctrains.com)**



## **2011 Exhibitor Prospectus**

**You are invited to exhibit** at the 27<sup>th</sup> Annual Trainers Conference to be held at the Millennium Maxwell House Hotel 2025 Rosa L. Parks Blvd. Nashville, TN 37228-1505 from November 13-16, 2011 where the room rate will be **110.00 per night**

### **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 4:00 pm on Sunday, November 13th. 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 – November 13-15, 2011  
**Exhibit Hall opens at 5:00 pm on November 13, 2011**
- Exhibits open with a cash bar and reception
- Breaks will be offered in the Exhibit area daily
- Internet access has a charge from the hotel. The hotel has a flat charge. Individual vendor charges are based upon number of vendor users. If you need the internet, please advise Mr. Nink.
- 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 (jpg, tif or pdf file must be submitted 45 days prior to conference dates – September 28, 2011)
- 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
- Opportunities are available to sponsor additional conference events and Additional recognition and exposure available by sponsoring a break, a meal or a special event (see special reduced fee criteria below)
- **Listing for one year on the IACTP website Buyer's Guide**  
<http://www.iactp.org/buyers.html>
- Conference hotel room rates may be available three (3) days before and after conference for your vacation pleasure, depending on availability. (Tell them 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)**

Please send to:

**Attention:** Carl Nink, Executive Director; Management & Training Corporation (MTC) - PO Box 10 Centerville, UT 84014; 801-693-2870 or Email: [carl.nink@mtctrains.com](mailto:carl.nink@mtctrains.com)

The **Exhibitor Contract** is attached to this document. If you have any questions, please contact Carl 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 at **5:00 p.m. – 7:00 p.m.** and closes Tuesday at **5:30p.m.** These times are tentative and subject to change.

**Exhibit Space:** All exhibit spaces will include a skirted table (8' x 30"), wastebasket and two (2) chairs. Tables are assigned on a first come first served basis. Electricity is provided, however exhibit space fees listed do not include decorations, internet, guard service, labor, gas, and water. Additional services are available through the Convention Services Manager, appropriate charges will be applied. The Internet is available on a cost sharing basis. Please contact Carl Nink if interested.

**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 **\$800 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.**

**Reduced Fee Criteria:** Exhibitors may request up to a 50% fee reduction if they sponsor something that IACTP planned to offer (e.g. lunch) or contribute towards an event or provide some other value added element which would enhance the conference, in the opinion of the conference committee, at no additional cost to IACTP. The offer of support (see contract pricing information) must be made at least 60 days in advance of the conference, so as to enable the conference committee to appropriately annotate the conference program prior to printing and to make any final arrangements that may be needed with the hotel or host(s).

**Hotel Information:** IACTP has reserved a block of sleeping rooms at the Millennium Maxwell House, Nashville, TN. **Conference room rates are \$110.00 single/double (deadline for this rate is October 25, 2011). Participants should call 800-457-4460 to reserve a room.** (You must identify yourself as an exhibitor with IACTP or use the code: 1111APIMTG 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.

**Hotel Contact:**

Millennium Maxwell House Hotel

2025 Rosa L. Parks Blvd

Nashville, TN 37228-1505

Link to hotel... is <http://www.millenniumhotels.com/millenniumnashville/index.html>

Phone: Direct at 615-259-4343

Fax at 615-313-1327

800-457-4460 Monday – Friday from 8 am to 5 pm CST

Tell them you are with **IACTP** or use the code: **1111APIMTG**

**Shipping Your Materials:** Please be aware there are handling/storage costs for your materials by the hotel. **To ship materials to the hotel**, please send them to:

Millennium Maxwell House Hotel

2025 Rosa L. Parks Blvd.

Nashville, TN 37228-1505

Attention: IACTP Conference Nov. 13-16, 2011, with your name and company name. It is advised that you contact the hotel prior to shipping.

Due to limitations in secured storage space, the Hotel will only accept packages as follows:

- Boxes/packages may be sent for arrival a maximum of 48 hours prior to Group arrival and will be marked with the responsible party's name, Group name, plus **"Hold for Arrival Date of 11/10/11"**.
- There will be a handling charge as follows:

Boxes up to 36" x 24" x 24"	\$25 per box/per day
Larger boxes / display cases	\$25 per box/per day
Pallets	\$150 per pallet or skid/per day

**Transportation:** There is a free shuttle from the airport to the Millennium Maxwell House Hotel. Nashville is served by Nashville International Airport (BNA)



**INTERNATIONAL ASSOCIATION OF CORRECTIONAL  
TRAINING PERSONNEL**

27<sup>th</sup> Annual Trainers' Conference in Nashville, TN  
November 13 through 16, 2011

**Please submit this contract and the pricing sheet on the  
following page to reserve a booth/market your products**

**Contract for Exhibit Space  
The Exhibitor Area is open Sunday at 5:00p.m. – 7:00 p.m. and  
closes Tuesday 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 27<sup>th</sup> Annual IACTP Trainers' Conference. The fee for exhibiting at the conference is **\$800 per single booth**. You will receive free advertisement in the conference program book. **Electricity 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 ensure inclusion into the program. All contract cancellations may be subject to forfeiture of exhibitor fee.

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

**TO:** Carl Nink, Executive Director; Management & Training Corporation (MTC) - PO Box 10  
Centerville, UT 84014; 801-693-2870 or Email: [carl.nink@mtctrains.com](mailto:carl.nink@mtctrains.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	\$800	
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</b> -- Sunday, Exhibitor Reception	\$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> Exhibitor fee (table space to place catalogs or other product information without representation or to be stuffed in conference bag)	\$300	
Other (please specify and estimate value)		
Donate a door prize (please specify and estimate value)		
	<b>Grand Total</b>	

\*Please send advertisement in a .jpg file, .tif file or .pdf file **45 days prior (September 28, 2011)** 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**, Carl Nink, Executive Director; Management & Training Corporation (MTC) - PO Box 10 - Centerville, UT 84014; 801-693-2870 or Email: [carl.nink@mtctrains.com](mailto:carl.nink@mtctrains.com)