



## ★ North Carolina Jail Administrators' Association

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Dear Prospective Vendors,

The North Carolina Jail Administrators' Association will be having their **Annual Conference & Trade Show beginning Monday, September 25th through Thursday, September 28<sup>th</sup> at the Embassy Suites in Greensboro.** We have made adjustments to the set up times along with the hours the exhibit hall will be open. This will allow vendors more time and hopefully exposure to the attendees. Vendors who register to display a booth may begin setting up in the designated areas from 1:00 PM to 4:00 PM on Monday, September 25th. Vendor hall will be locked at 4:00 PM and will reopen from 5:00 to 7:00 PM with attendants and vendors for a light reception. Vendors may not share booths or displays. If a vendor needs electricity or has other special requests they need to indicate their needs on the provided form. Booth registration is **\$550 and includes two registrations. You may have additional people in your booth for an additional \$75 per person. Teardown of the booths will be at 4:00 PM on Tuesday (immediately following the door prize drawing).**

Enclosed you will find a conference schedule along with an exhibitor registration form. The times and dates have been confirmed. **Door prizes will be given out on Tuesday afternoon at 4:00 PM.** To accommodate everyone, we ask that you come by the NCJAA registration desk and let us know if you have an item to be given away.

**The philosophy of the association is to place a high priority on the exchange of information and knowledge that already exists between departments and detention professionals.** With your help, we can make this a much more successful and informative conference for NC Detention Professionals.

General membership is open to anyone involved in the operation of local Detention Facilities, including Jail Administrators and Certified Detention Officers. Associate membership will be open to individuals affiliated with the Criminal Justice System and members of the general public who promote professionalism in Detention Operations. **Corporate Partners Program sponsorships** (see enclosed) are available to businesses wishing to support our organization.

If you have any questions, you may contact NCJAA at 919-876-0687 for further information. We hope you will share this information with your staff. This association will allow us to help us ALL become better business professionals. "Together, we can make a bigger difference."

Thank you for your consideration and we look forward to seeing you in September.