



Association of Paroling Authorities International

George J. Beto Criminal Justice Center • Sam Houston State University Huntsville, Texas 77341-2296
877.318.APAI | fax 936.294.1671 | www.apaintl.org

The Association of Paroling Authorities International (APAI) will host many of the world's leading experts on parole and criminal justice issues at the beautiful Hyatt Regency Lake Tahoe Resort in Incline Village, Nevada, to discuss a wide range of topics involving public safety from April 22 – April 25, 2018. These experts include parole and Releasing Authority Chairs, Parole Board Members, Administrators, decision makers in community corrections, academicians, students, practitioners, and staff from criminal justice funding entities and organizations at both the federal and state levels. Past participants from our international community have included representatives from New Zealand, Canada, Philippines, South Africa, Australia, Ireland and the Caribbean, to name a few.

APAI, the **only** organization dedicated exclusively to parole and releasing authorities, serves as a national and international resource and discussion network for the exchange of information within all areas impacting parole. Its mission is to enhance public safety and the recognition of victim rights by being involved with the development of national and international research-based parole policy. While members may have different parole legislation, policies and regulations, we all share the fundamental value in the belief of a person's ability to change and the conviction that gradual, supervised reintegration into our communities is an effective protection of public safety.

We expect over 200 participants. This would be the perfect opportunity for your businesses and/or organizations to showcase its products and services to the decision makers in different spheres of the criminal justice arena. This year's annual training is on track to be our most successful conference and we hope you will be there to join us!

Here are some important facts:

Dates: April 22 – April 25, 2018

Exhibit Dates and Times: Monday, April 23 at 7:30 am through Tuesday, April 24 at 3:30 pm.

Set Up: Sunday, April 22, 3:00 - 5:00 pm.

Breakdown: Tuesday, April 24 at 3:30 pm.

Location: The Hyatt Regency Lake Tahoe Resort, Incline Village, Nevada

Anticipated Attendance: 200+ parole and release decision makers with international representation

Why APAI? Please take a few minutes to visit our web site, www.apaintl.org and discover who we are. Exhibitors play a key role in our conference and will have ample opportunity to interface with conference participants. Exhibitors will be located in the middle of conference activities. Please contact Ashley Koonce at koonce@shsu.edu or 936-294-1706 with your questions or special requests.

We hope to see you in Nevada!

All the best,

Monica Morris
Executive Director



Association of Paroling Authorities International Annual Conference Exhibitor Contract

The Hyatt Regency Lake Tahoe Resort Incline Village, Nevada | April 22-25, 2018

Instructions: Complete all information blanks. Sign, date, and mail with check made payable to the **Association of Paroling Authorities International**, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296, or e-mail koonce@shsu.edu or call 936-294-1706 for more information.

The Association of Paroling Authorities International, referred to hereinafter as "APAI," and the undersigned firm or individual, referred to hereinafter as "Exhibitor," and the Hyatt Regency Lake Tahoe Resort, referred to hereinafter as "Exhibit Site," agree to the following:

1. APAI will provide exhibit space in accordance with items listed below. All exhibit spaces include a 6 ft. draped table with two chairs and a wastebasket and will be in the same location as the general sessions throughout the conference.
2. All exhibitors receive the following: two complimentary beverage tickets for the Welcome Reception on Sunday, April 22, 2018, an electronic version of participant list following the conference, and a quarter page ad* in the Program Book. Additional tickets for the Awards Luncheon and Business Meeting will be available for purchase.
3. Space will be provided on a first-come, first-serve basis for the area of choice. Preferential booths space will be given to sponsors of events (see Sponsorship Contract for details). If the preferential booths are not declared by March 1, 2018, they will be available to all exhibitors. Exhibitor accepts APAI's offer and requests the following booth(s) according to the enclosed diagram:

1st Preference # _____ 2nd Preference # _____ 3rd Preference # _____

4. If the Exhibitor would like to place an advertisement on the APAI website,** as well as be acknowledged in promotional e-blasts and signage at the conference, the Exhibitor Fee is \$800. If the Exhibitor wants an exhibit only at the conference, the fee is \$600. The total for your exhibit will be \$_____ payable upon return of signed contract mailed to APAI.

Please note; any sponsorship fees due are in addition to the exhibitor outlined above.

Signed contract and fee must be received by March 1, 2018, in order to reserve exhibit space. You may fax your contract to 936- 294-1671. If you need to discuss booth locations, special sponsorships, or special needs such as large equipment, contact Ashley Koonce at koonce@shsu.edu or 936-294-1706.

5. Names of firm representative(s) attending booth. Please print or type name(s) and title(s):

6. Exhibitor understands there could be other charges for electrical power, internet access, telephone, skirting, special decorations, shipping and storage/handling. If you need any of these items, please contact the Hyatt Regency Lake Tahoe Resort at 604-893-7447 or see attached Exhibitor Services Order Form.

7. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$100, if written request is received by April 1, 2018. If notification is not received prior to April 1, 2018, APAI reserves the right to retain (if paid) or invoice and collect (if unpaid). Exhibitor is agreeing to pay the full amount if canceling after above date.

8. APAI reserves the right to refuse any exhibit or exhibitor and further reserves the right to shut down any exhibit or exhibitor for breach of this agreement, or for cause.

9. Exhibitor declares: a) Value of Exhibit at: \$_____ b) Net Weight of Exhibit: _____

10. If the exhibitor would like to sponsor/co-sponsor an event at the conference, please fill out the attached form indicating the event you wish to sponsor and your dollar commitment level.

11. Will the exhibitor provide a door prize(s) to be given away during the conference? Yes No

12. Will the exhibitor provide an item for the conference bags? Yes No

Company Name (to be listed) _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Signature _____ Title _____ Date _____

I have enclosed a check or purchase order in the amount of \$ _____

**Please copy form and return original along with payment to:
APAI, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296. Fax: 936-294-1671.**

**For advertisements to be placed in the Program Book, it must be received in High Resolution PDF format by March 1, 2018. The dimensions of the quarter page advertisement should be 3.5" x 4.75." The dimensions of the half page advertisement should be 4.5" x 7.5."*

***If you will have an advertisement on the website, it will be placed on the APAI Conference website during the conference and remain on the website until the next year's Annual Training Conference. If you would like to use the same advertisement for both the program book and the website, please indicate that preference when returning the form.*



Association of Paroling Authorities International Annual Conference Sponsorship Contract

The Hyatt Regency Lake Tahoe Resort Incline Village, Nevada | April 22-25, 2018

Sponsorship of conference activities is an excellent way to show your support for the Association of Paroling Authorities International. Your sponsorships allow the Association to provide more educational activities to participants across the world

As a sponsor of an event your company will:

- be recognized with signage* at the event
- receive a half-page ad in Program Book*
- be acknowledged in promotional e-blasts, and
- receive an electronic participant list following the conference
- two complimentary beverage tickets for the Welcome Reception on Sunday
- tickets for the Awards Luncheon and Business Meeting

Events will be assigned on a first-come, first-serve basis. Indicate choice by placing a number in the corresponding blank with #1 being first choice. Please consider sponsoring/co-sponsoring one of the following events for our attendees.

SUNDAY, APRIL 22, 2018	Full Sponsor	Partial Sponsor
Chairs' Breakfast	<input type="checkbox"/> \$3,000	<input type="checkbox"/> Please specify amount _____
Conference Bags	<input type="checkbox"/> \$750	<input type="checkbox"/> Please specify amount _____
Flash Drives	<input type="checkbox"/> \$1500	<input type="checkbox"/> Please specify amount _____
Welcome Reception***	<input type="checkbox"/> \$5,000	<input type="checkbox"/> Please specify amount _____
MONDAY, APRIL 23, 2018		
Continental Breakfast	<input type="checkbox"/> \$2,500	<input type="checkbox"/> Please specify amount _____
PM Refreshment Break	<input type="checkbox"/> \$1,500	<input type="checkbox"/> Please specify amount _____
TUESDAY, APRIL 24, 2018		
Continental Breakfast	<input type="checkbox"/> \$2,500	<input type="checkbox"/> Please specify amount _____
Awards Luncheon/Business Meeting***	<input type="checkbox"/> \$5,000	<input type="checkbox"/> Please specify amount _____
PM Beverage Break	<input type="checkbox"/> \$1,000	<input type="checkbox"/> Please specify amount _____
WEDNESDAY, APRIL 25, 2018		
Continental Breakfast	<input type="checkbox"/> \$2,500	<input type="checkbox"/> Please specify amount _____

Company Name (to be listed) _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Signature _____ Title _____ Date _____

I have enclosed a check or purchase order in the amount of \$ _____

***Sponsorship of these events also includes two admissions to the event, seat at head table (Awards Luncheon only), full page ad and opportunity to speak to the group.