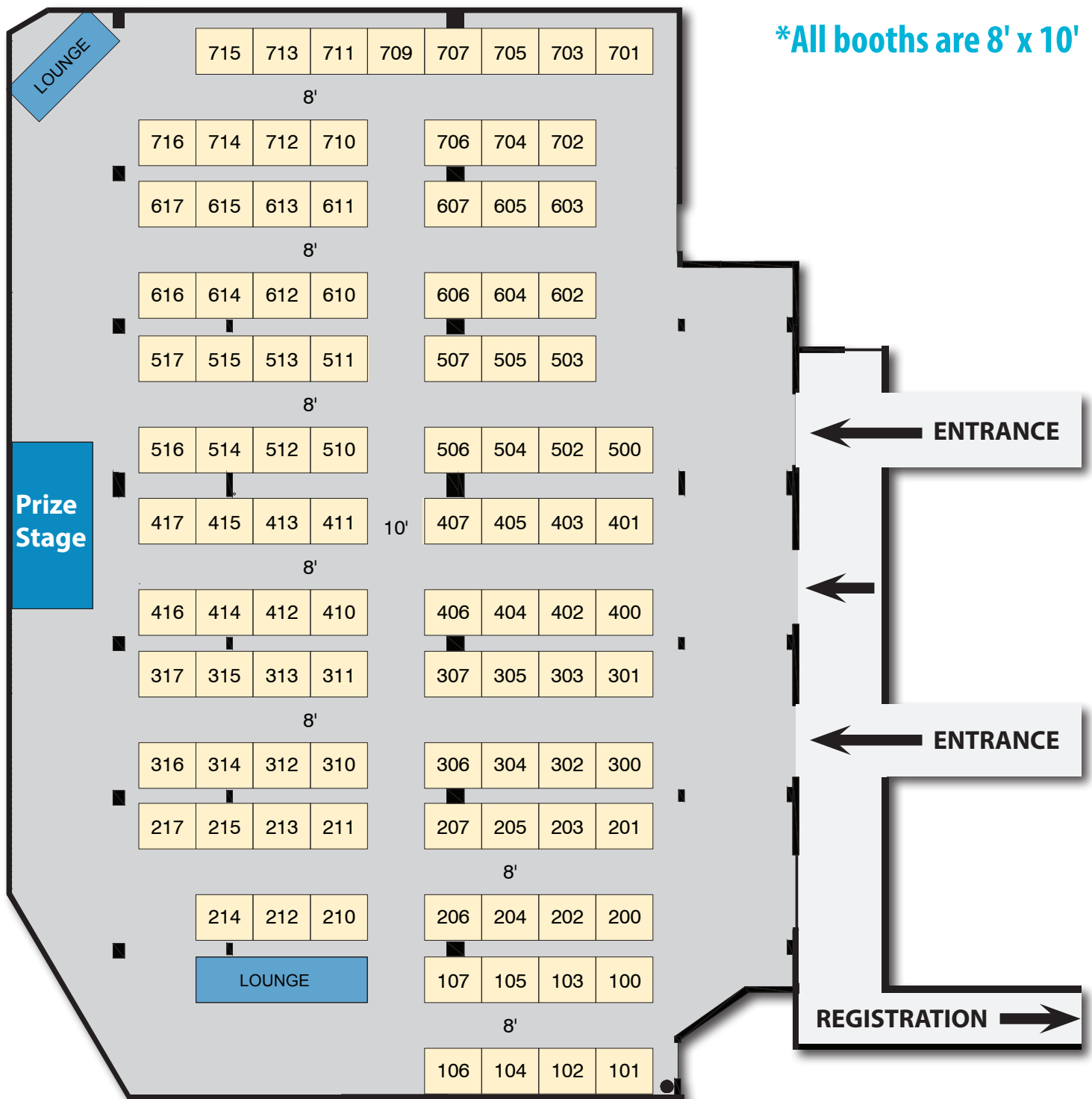


# Exhibit Hall Floor Plan

THE HYATT REGENCY MINNEAPOLIS



**Reserve an 8' x 10' booth for \$1675**

see pages 7 and 8 for details



**NATIONAL  
CORRECTIONAL  
INDUSTRIES  
ASSOCIATION**

# Booth Reservation Contract

NCIA 2019 National Training Conference

Number of 8' x 10' booths to be reserved: \_\_\_\_\_

**NCIA will add a 25% surcharge if your membership is not current at time of booth reservation.**

Please indicate your six booth selections.

1st choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_ 5th choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_ 4th choice: \_\_\_\_\_ 6th choice: \_\_\_\_\_

*Booths will be assigned on the basis of receipt of Booth Reservation Contract, payment of \$400 deposit per booth, and vendor score at NCIA 2019. Thereafter, booths will be assigned on the first-come, first-serve basis with contract and deposit due within ten (10) days of booth sale. **NCIA will list each exhibitor under one product category with a brief description of your company's products or services. Please see page two of this contract for details.***

Name of company/organization as it should appear in the conference program book and on the exhibitor ID sign.

Address

City, State, ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Main Contact \_\_\_\_\_ Email address \_\_\_\_\_

Exhibitors we would prefer to be near: \_\_\_\_\_

Exhibitors we would prefer **NOT** to be near: \_\_\_\_\_

For exhibitor badge preparation, list the names of two representatives per booth to receive complimentary conference registrations for admission into workshops and conference functions in addition to the Exhibit Hall. Please submit additional names on a separate sheet of paper.

Name, Title	Name, Title
Email	Email

By signing below, you agree to rent the above indicated exhibit booth(s) subject to the National Correctional Industries Association's (NCIA) exhibit regulations, which include all requirements set forth in this brochure. Enclose the nonrefundable and nontransferable deposit in the amount of \$400 for each booth reserved. The booth rental fee less the nonrefundable deposit will be invoiced in November 2018. If payment is not received within 30 days of invoice, the deposit may be forfeited and the booth(s) opened up for sale. Exhibitors applying after November 1, 2018 must submit the full booth rental fee with their contract. If written cancellation requests are received by NCIA on or before February 1, 2019, the exhibitor will receive a refund of the booth rental fee less the nonrefundable deposit. After February 1, 2019, no refunds of any amount will be made. Exhibitors assigned booths other than those requested will be deemed to have accepted those booths unless a written request for change of location is received by NCIA within ten (10) days of the dated booth assignment confirmation. Exhibit booths are NOT transferable and cannot be sold, subleased, or assigned to another company by the original contracting company. I hereby represent that I am authorized to submit this Booth Reservation Contract on behalf of the company listed above, and that the information provided herein is true and correct. I have read, understand and agree to be bound by the terms of this Contract and the accompanying Rules & Regulations, and understand that this contract is complete only when accepted by NCIA.

**Credit Card Payments**

Card type:  Visa  Mastercard  American Express

Card Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Name on card: \_\_\_\_\_ Cardholder signature: \_\_\_\_\_

**Mail contract & payment to:**

NCIA  
800 North Charles Street  
Suite 550B  
Baltimore, MD 21201  
Phone: (410) 230-3972  
Fax: (410) 230-3981

**NCIA USE ONLY**

Booth #(s) assigned: \_\_\_\_\_ Total booth fee: \_\_\_\_\_ Amount of deposit: \_\_\_\_\_ Date paid: \_\_\_\_\_

Check or credit card #: \_\_\_\_\_ Amount of balance: \_\_\_\_\_ Check/credit card authorization #: \_\_\_\_\_

Date balance paid: \_\_\_\_\_ Signature of authorizing NCIA employee: \_\_\_\_\_ Date: \_\_\_\_\_



# Booth Reservation Contract

NCIA 2019 National Training Conference

Each exhibiting company has the opportunity to be listed under **one product category**, along with a brief description of your company's products or services. We must receive your product category and description by February 1, 2019 for your company to be included in the NCIA 2019 Program Book.

Please indicate with an (X) the one product category under which your company should appear. **You may only choose one category.**

- |                                                         |                                                                    |                                                    |
|---------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Aluminum                       | <input type="checkbox"/> Laundry Equipment                         | <input type="checkbox"/> Reflective Products       |
| <input type="checkbox"/> Apparel                        | <input type="checkbox"/> Leadership Development                    | <input type="checkbox"/> Refurbishing/Upholstery   |
| <input type="checkbox"/> Beds                           | <input type="checkbox"/> License Plates<br>(Systems/Products/Svcs) | <input type="checkbox"/> Renewable Energy Programs |
| <input type="checkbox"/> CAD/CAM Hardware               | <input type="checkbox"/> Lighting                                  | <input type="checkbox"/> Seating                   |
| <input type="checkbox"/> Commissary                     | <input type="checkbox"/> Lockers/Storage                           | <input type="checkbox"/> Security Products         |
| <input type="checkbox"/> Cutting/Sewing/Spreading       | <input type="checkbox"/> Machinery/Equipment                       | <input type="checkbox"/> Shelving                  |
| <input type="checkbox"/> Electrical/Entertainment       | <input type="checkbox"/> Magnetic Printable Products               | <input type="checkbox"/> Signs                     |
| <input type="checkbox"/> ERP Software                   | <input type="checkbox"/> Mattresses/Mattress Materials             | <input type="checkbox"/> Tables                    |
| <input type="checkbox"/> Eyeglasses                     | <input type="checkbox"/> Optical Billing                           | <input type="checkbox"/> Telemarketing Support     |
| <input type="checkbox"/> Fabrics/Textiles               | <input type="checkbox"/> Optical Equipment                         | <input type="checkbox"/> Textbooks                 |
| <input type="checkbox"/> Flame Resistant Materials      | <input type="checkbox"/> Personal Protective Products              | <input type="checkbox"/> Thread                    |
| <input type="checkbox"/> Food Products                  | <input type="checkbox"/> Pillows                                   | <input type="checkbox"/> Toilet Tissue Machinery   |
| <input type="checkbox"/> Food Service                   | <input type="checkbox"/> Plastic Bagmaking Machinery               | <input type="checkbox"/> Upholstery/Foams          |
| <input type="checkbox"/> Footware                       | <input type="checkbox"/> Print Finishing Products                  | <input type="checkbox"/> Webbing                   |
| <input type="checkbox"/> Furniture/Components           | <input type="checkbox"/> Print Systems                             | <input type="checkbox"/> Woodworking Tools         |
| <input type="checkbox"/> Industrial Embroidery Machines | <input type="checkbox"/> Recreational Products/Equipment           | <input type="checkbox"/> Yarn                      |
| <input type="checkbox"/> Industrial Sewing Machines     | <input type="checkbox"/> Recycled Fabrics                          | <input type="checkbox"/> Zippers                   |
| <input type="checkbox"/> Janitorial Supplies            |                                                                    | <input type="checkbox"/> Other _____               |

Please specify

**Please provide a description of your product or service to be exhibited exactly as you would like it to be printed in the NCIA 2019 Program Book.** Please limit text to 50 words or less. Submissions may be sent in a Word document to Rebekah McWain at [rebekah@nationalcia.org](mailto:rebekah@nationalcia.org).