

OJJDP

OJJDP's 2011 National Conference for Children's Justice & Safety

Unite, Build, Lead

Gaylord National Hotel & Convention Center
October 12–14, 2011

Exhibitor Information Kit

Conference Information and Demographics:

We invite you to join us in Washington DC Metropolitan area for OJJDP's 2011 Conference for Children's Justice & Safety focusing on crimes against children, anti-gang strategies, children's exposure to violence, disproportionate minority contact, girls' delinquency, tribal youth programs, emergency planning for juvenile justice, faith-based and community involvement, mentoring, truancy and bullying, and substance abuse.

During 2 preconference days, October 10–11, OJJDP will host a variety of sessions, highlighting juvenile justice research; youth trauma, recovery, and resiliency; preventing child sexual exploitation; and more.

Approximately 2,000 attendees, including registered participants, faculty and federal offices are expected during the main conference days and approximately 1,000 are expected during the 2 preconference days.

More than 100 exhibitors representing a wide-range of services are expected to attend.

Eligible Applicants:

Applicants eligible to apply for an exhibit space are as follows: federal agencies, OJJDP grantees, OJJDP training and technical assistance providers, and entities with whom OJJDP has collaborated.

Exhibit Registration Includes:

- Tabletop Exhibit Space
 - 8' high backwall and 3' high side drape
 - 7"x44" one – line 10 sign
 - One six-foot table, draped
 - Two side chairs
 - One wastebasket
- Company listing and 30-word or less description of your products or services in the conference program guide (must be received by August 15, 2011)
- Participation for one person at the conference
 - Conference Program listing
 - Participation in all program sessions, plenaries and workshops

Exhibit Dates and Times:

TUESDAY, OCTOBER 11, 2011

8:00 AM – 12:00 PM – Exhibit Registration and Set-up

1:00 PM – 6:00 PM – Exhibit Hall open to participants

8:30 AM – 5:30 PM – Pre-conference Workshops

WEDNESDAY, OCTOBER 12, 2011

7:30 AM – 6:00 PM – Exhibit Hall open to participants

8:30 AM – 5:15 PM – Conference in session

THURSDAY, OCTOBER 13, 2011

7:30 AM – 6:00 PM – Exhibit Hall open to participants

8:30 AM – 6:00 PM – Conference in session

FRIDAY, OCTOBER 14, 2011

7:30 AM – 6:00 PM – Exhibits Breakdown

8:30 AM – 11:00 AM – Town Hall Meeting

Agency/Organization Listing Deadline:

Applications must be received by **August 15, 2011** in order to receive your agency or organization listing and description of your products or services in the conference program guide.

Hotel and Lodging:

The Gaylord National Hotel & Convention Center, located at Maryland's National Harbor, will serve as the conference hotel. Single and double accommodations are available at a rate of \$211 and are subject to state and local taxes. Limited accommodations are available at the contracted rate. Early hotel reservations are strongly recommended.

For reservations, contact Gaylord National Hotel Reservations, at (301) 965-4000 and refer to OJJDP's 2011 National Conference or the **group code: A-FDS11**.

You may also visit <http://www.ojjdp.gov/2011conference/index.html> and click on the "Reserve a room" to make reservations online.

Exhibit Area:

Our conference activities, including Registration, Exhibits, General Session, Workshops, Luncheons, etc. will be located at the Gaylord National Hotel. Exhibits are scheduled to be located in the Prince George's Exhibition Hall B, located on Convention Center level 1. Coffee will be available in the morning prior to the sessions and during mid-day breaks.

At any time prior to the start of the conference, OJJDP's NTTAC reserves the right to relocate the exhibit area in order to meet the needs of the educational component of the conference.

Booth Assignments:

Exhibit space will be assigned at the discretion of OJJDP's NTTAC, taking into consideration the order of registrations received in our office, size and necessary placement of such exhibits, as well as the best interest of the overall conference attendees. We reserve the right to rearrange and make such modifications as may be necessary to meet the needs of the conference.

Exhibit Acceptance:

Exhibit preference will be given to past and present OJJDP grantee organizations and collaborators. OJJDP's NTTAC reserves the right to accept or reject exhibitors based upon space limitations and timeliness of applications. Participation in this program implies acceptance of the terms and conditions listed herein.

Use of Exhibit Space:

Exhibitors must confine all demonstrations or promotional activities to the limits of the exhibit space. No sales may take place during the OJJDP conference or in the Exhibit Hall. At no time will individual

exhibitor signs or displays be allowed in any common or conference areas. Interference with the light and space of other exhibitors is prohibited. All sound equipment and noise must be kept at a low-enough level that they will not disturb the conference and/or other exhibitors.

Service Contractor, Shipping, Additional Furniture, Electricity, Etc.:

An official exhibit service contractor will provide all services customarily required by exhibitors, including shipping, furniture rental, electrical work, internet connections, labor for setting up and dismantling exhibits, drayage, etc. *These services are fee based.* Instructions and information will be forwarded to registered exhibitors. All exhibitors must abide by existing labor agreements and regulations covering the use of these services. Please do not send materials/shipments directly to the hotel.

Cancellation Policy:

Cancellations will be accepted until September 15, 2011. All cancellations must be in writing.

Security and Insurance:

Security will not be provided by OJJDP's NTTAC or the Gaylord National Hotel. Please do not leave valuables unattended in the Exhibit Area.

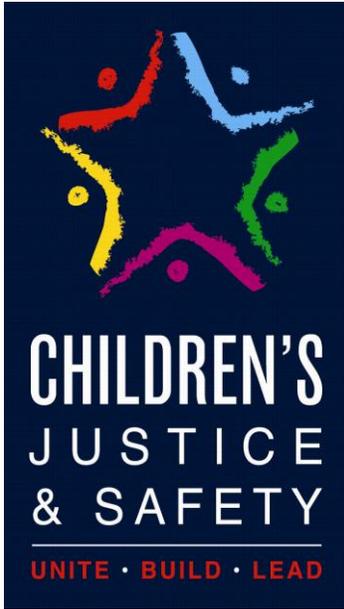
The Exhibitor understands that neither OJJDP's NTTAC nor the Gaylord National Hotel & Convention Center maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

Indemnity Clause:

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damages to exhibitor's displays, equipment or other property brought upon the premises of the Hotel and agrees to indemnify, defend and hold harmless OJJDP's NTTAC, the Gaylord National Hotel & Convention Center, and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the Hotel or its owners, servants, agents, and employees.

For Additional Information:

Contact Andrea Massengile, CMP at (703) 225-2399 or amassengile@nttac.org.



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Exhibitor Application and Agreement

Exhibitor Application

1. AGENCY INFO: (as you would like it listed in the Conference Program Guide)

Company Name:

Address:

City:

State:

Zip Code:

Phone:

Fax:

Email:

Website:

2. CONTACT PERSON: (if different than exhibitor attending)

Name:

Title:

Phone:

Email:

- Check here if you would like the contact person's name listed in the program guide along with the attending exhibitors

3. EXHIBITOR INFORMATION

Exhibitor #1:

Name:

Title:

Phone:

Email:

Exhibitor #2:

Name:

Title:

Phone:

Email:

4. KEY DECISION-MAKER REGARDING MARKETING & PROMOTIONS

Name:

Title:

Phone:

Email:

5. PRODUCT OR SERVICE DESCRIPTION FOR PROGRAM GUIDE

Insert your product or service description for the program guide (30 words or less, longer descriptions will be edited for length):

6. PLEASE TELL US ABOUT THE SIZE AND TYPE OF YOUR DISPLAY

*Please note: to be listed in the conference program guide, this application must be received by August 15, 2011

Exhibitor Agreement:

Participation in this program implies acceptance of the terms and conditions listed herein, and on the Exhibitor Information Kit. By signing below, I agree to the terms of this agreement and I warrant that I am the proper officer authorized to sign on behalf of the exhibiting organization.

Signature: _____ Date: _____

Name [please print]: _____

Title: _____

Return Application and Agreement via:

Mail: Alexandra Shapiro
ICF International
9300 Lee Highway
Fairfax, VA 22031

Email: ashapiro3@icfi.com

Fax: (703) 225-2338

Thank you for your Support!