

# SPONSOR / EXHIBITOR REGISTRATION

## 2019 SOUTHEASTERN REGION NCIA TRAINING CONFERENCE

SEPTEMBER 11-13, 2019

RICHMOND, VA

Shepherds  
of  
Success  
2019



**4 Points by Sheraton**  
Richmond, Virginia



For more information contact:

Pat Lipscomb @ (804)887-3996 / [patricia.lipscomb@vadoc.virginia.gov](mailto:patricia.lipscomb@vadoc.virginia.gov)

Jerry Ryles at (804) 743-4118 / [jerry.ryles@vadoc.virginia.gov](mailto:jerry.ryles@vadoc.virginia.gov)





May 2019

Dear NCIA Member,

It is our pleasure to announce the 2019 Southeastern Region NCIA Training Conference will be held September 11-13, 2019 in Richmond, Virginia. The Virginia Department of Corrections and Virginia Correctional Enterprises (VCE) is excited to host “Shepherds of Success” a transitional training event which will explore new programs and partnerships designed to help returning citizens successfully transition back into society.



A short ride from the downtown Richmond, nestled in Chesterfield County, located among beautifully landscaped grounds, walking paths, and serene lakes this laid-back hotel is conveniently situated just five minutes from two major shopping centers, 15 minutes from Richmond's lively downtown, and about 20 miles from Richmond International Airport (RIC). Immerse yourself in the warm atmosphere of the hotel lobby, splash around in the indoor /outdoor swimming pool, enjoy casual dining or an energizing workout in the fitness center.

Rooms are reserved at the 4 Points by Sheraton Richmond at a discounted rate of \$94 for a double room per night, plus applicable state and local taxes (currently 13.3%). Attendees are responsible for placing individual reservations. Reservations can be made by contacting the 4 Points Sheraton at 1 (888) 627-7132 or by click on [Book your group rate for NCIA](#). Be sure to tell them you are with “NCIA” so you can get the discounted room rate.

Registration forms are included in this packet. Please return your registration forms by August 16, 2019.

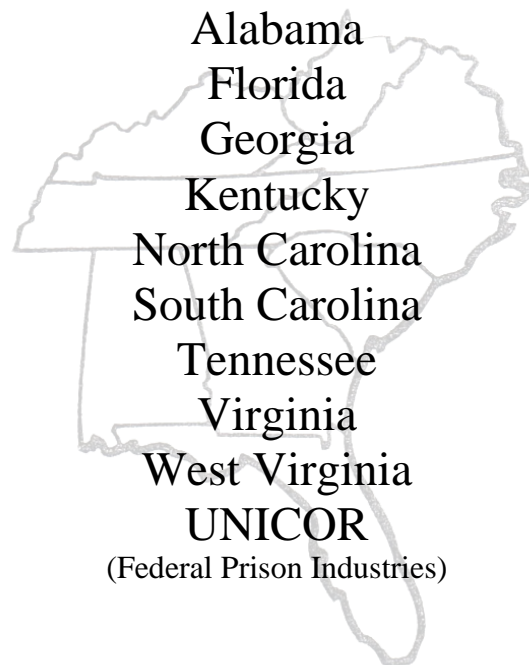
Sincerely,

A handwritten signature in blue ink that reads "Malcolm Taylor". The signature is fluid and cursive.

Malcolm Taylor, Chief Executive Officer  
Virginia Correctional Enterprises  
8030 White Bark Terrace  
North Chesterfield, Virginia 23237

# **NATIONAL CORRECTIONAL INDUSTRIES ASSOCIATION (NCIA) & REGION NCIA**

The National Correctional Industries Association (NCIA) is an international nonprofit professional association. NCIA's members represent all 50 state correctional industry agencies. Federal Prison Industries, foreign correctional industry agencies, numerous county jail programs and some private sector companies that work in partnership with correctional industries both as suppliers / vendors in apprenticeship and work programs. The NCIA has five regional sub-units based on the states geographical location. The Southeastern Correctional Industries Association (NCIA) consists of the correctional industry programs in the following member states:



# SOUTHEASTERN REGION NCIA TRAINING CONFERENCE

## AGENDA



Wednesday, September 11, 2019

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8:00 am – 2:00 pm	Registration
8:00 am – 12:00 pm	Vendor Set up
10:30 am – 12:30pm	Tour of Virginia Correctional Enterprises
12:30 am -3:00 pm	Lunch (on your own)
3:00 pm – 3:30 pm	Opening Session: Welcome, Virginia Department of Corrections Director, Harold W. Clarke
3:30 pm – 4:30 pm	Keynote Speaker: Mr. Brian Hamilton, Founder of “Inmate to Entrepreneurs”
4:30 pm – 6:00 pm	Vendor Ribbon Cutting and Reception
6:00 pm	Dinner (on your own)

Thursday, September 12, 2019

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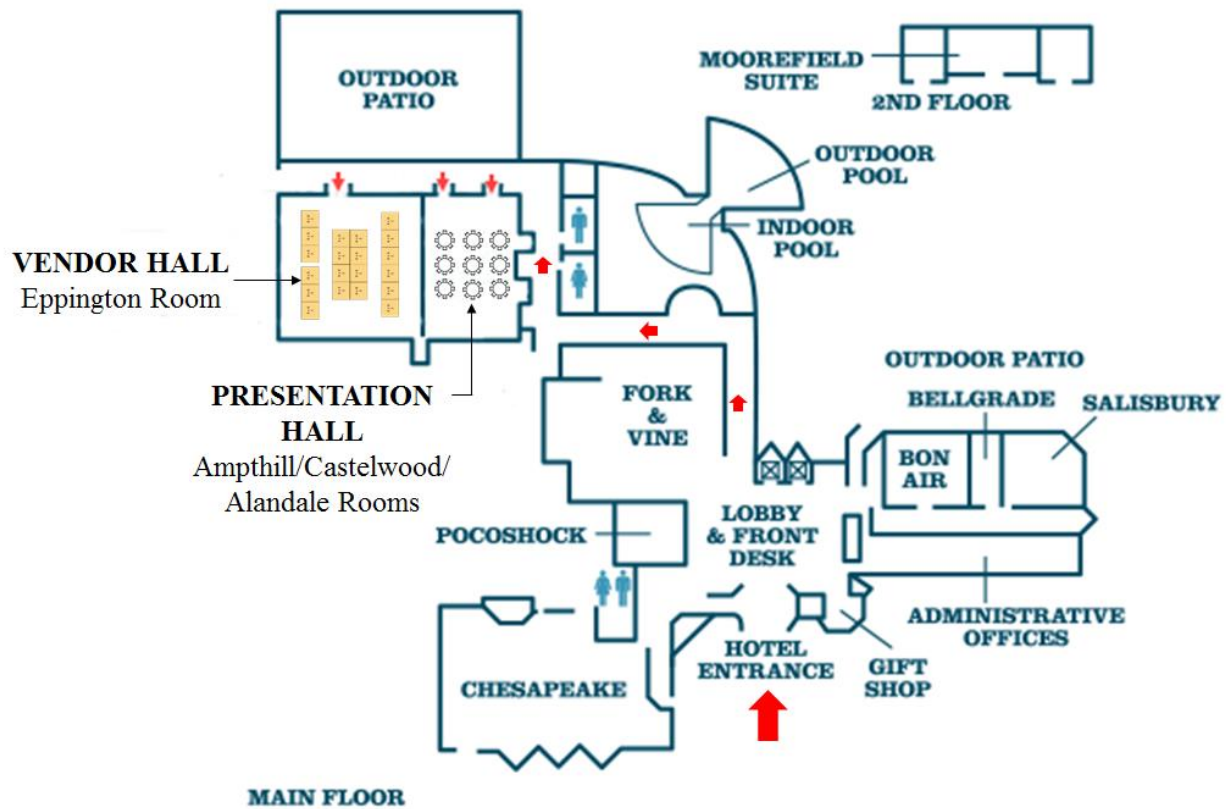
7:30 am – 8:30 am	Breakfast (Vendor Hall)
8:30 am – 10:00 am	Roundtable #1: What are the challenges to offender access to technology ( <i>i.e. networks, computers, software, internet, online training, etc.</i> )? Solutions? (Alandale Room)
	Roundtable #2: What do CIs look like now and in the future? How do CIs evolve to survive immediate and future challenges in a changing world and economy? (Castlewood/Amphill Room)
10:00 am – 10:30 am	Break (Vendor Hall)
10:30 am – 12:00 pm	Workshop #1: Succession Planning (Alandale Room)
	Workshop #2: Deconstruction of an Apprenticeship Program (Castlewood/Amphill Room)
12:00 pm – 1:30 pm	Lunch (Vendor Hall)
1:30 pm – 3:00 pm	Workshop #3: Customer Service Excellence – US Army National Guard (Alandale Room)
	Workshop #4: Transitional Program (Castlewood/Amphill Room)
3:00 pm – 3:30 pm	Break (Vendor Hall)
3:30 pm – 4:45 pm	General Session: Registered Apprenticeship and Diversification – Looking Forward (Presentation Hall)
5:00 pm – 6:00 pm	Reception
6:00 pm – 8:00 pm	Banquet Recognitions and Awards Ceremony

Friday, September 13, 2019

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8:30 am – 12:00 pm	Southeastern Region Board Meeting (Alandale Room)
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# 4 POINTS BY SHERATON MAIN FLOOR PLAN



# RESERVING EXHIBIT SPACE

The exhibit hall is located in the 4 Points by Sheraton in Richmond, VA. You may select your preferred booth(s) using the Exhibit Hall Floor plan (included). Booth space will be purchased and reserved on a first come, first served basis, based on our receipt date of contract and booth payment. The exhibitor must submit the \$600.00\* booth rental fee and signed contract as instructed. If NCIA does not receive the completed contract and booth rental fee, all non-purchased booths will be open for sale and assignment until booth payment and signed contract is received. Government agencies may submit official agency purchase orders for immediate booth assignment.

**RESERVATIONS MUST BE RECEIVED BY: JULY 31, 2019**

If a written cancellation request is received on or before July 31, 2019, the exhibitor will receive a full refund of the booth rental fee. After July 31, 2019 booth rental fees are non-refundable.

Please make payments out to NCIA and identify on the payment "FOR NCIA SOUTH EASTERN REGION TRAINING CONFERENCE".

\* Please note if your organization is not a NCIA Corporate member or if your corporate membership is not current at the time of booth reservation, add a 25% surcharge to your booth payment. (Total of \$750.00).

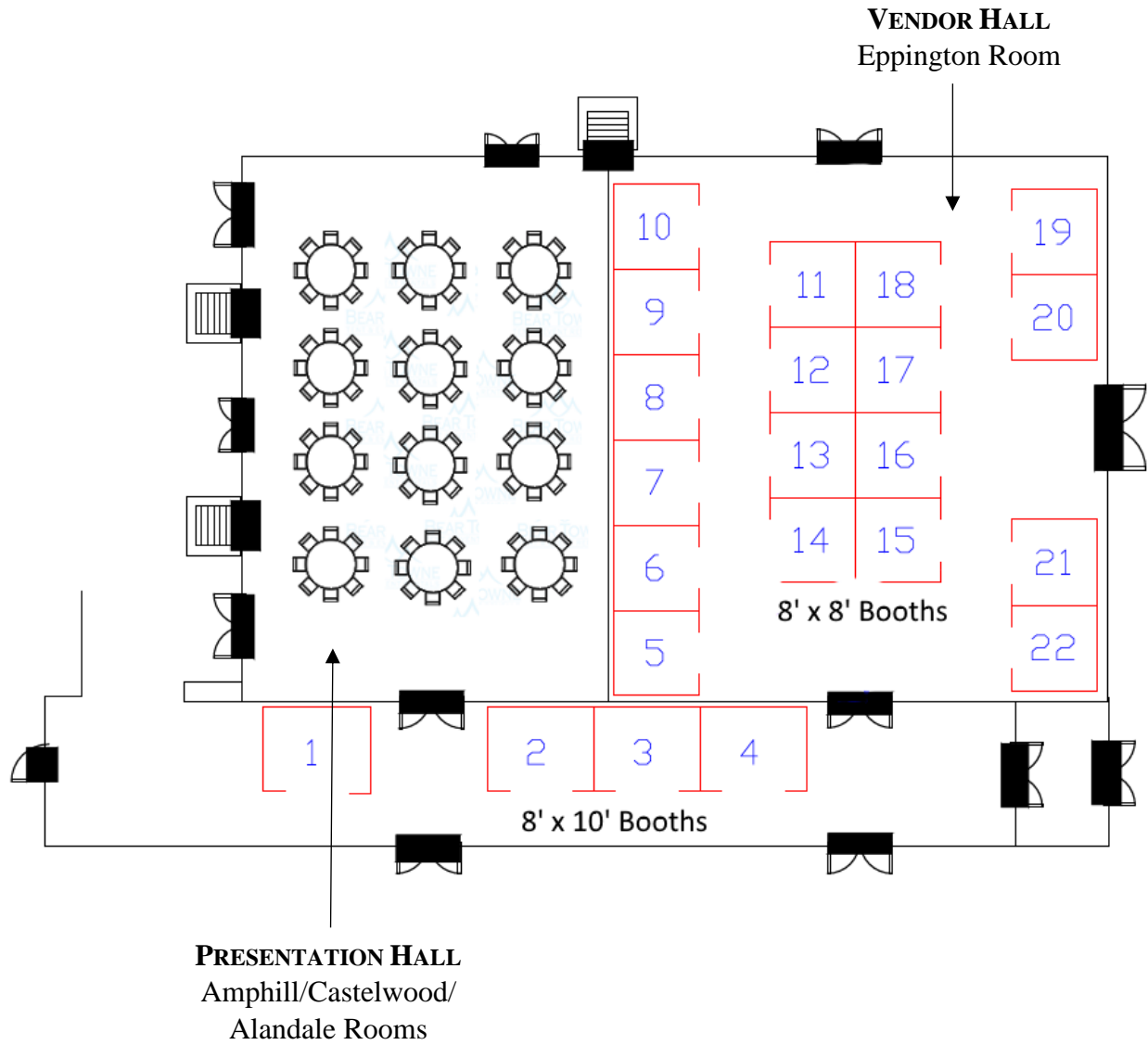
## WHAT'S INCLUDED?

### Booth Fee Includes:

- One 8 x 8 draped booth with a table and two (2) chairs. (Four 8x10 booths are reserved for Platinum Level Sponsors).
- Two Conference Registrations. Additional attendees will be required to complete a separate registration and will be charged \$150 for conference registration.
- Electrical to your space will be an additional \$45.00. Please indicate on your reservation form whether you will be needing it or not. Vendors will be required to provide their own power strips and extension cords.

Conference registration permits entrance to all conference functions, workshops, and exhibit hall events. At least one representative from each exhibiting company will be required to check in at the Registration Desk and set up his/her booth(s) during the time provided; see proposed conference agenda in this packet. Exhibitors who do not complete the setup of their booth(s) before 12:00 p.m. on Monday will automatically forfeit their exhibit booth(s) unless previous arrangements have been made at least two weeks prior to the exhibition. The disposition of the booth(s), will be entirely at the discretion of the NCIA. No refunds will be granted. No exceptions will be made.

# EXHIBIT SPACE



**Note:** Vendor Booths 1 – 4 are reserved for Platinum Level Sponsors

# SPONSORSHIPS

As an NCIA Regional Training Conference specifically designed for correctional industries professionals, it offers your company prime visibility and exposure to key decision makers. How can you ensure your company obtains that extra edge? Sponsor an event.

Every sponsor will receive the following recognition:

- Signage featuring company name/logo at the event sponsored.
- Recognition at the sponsored conference event
- Recognition in the event brochure

## **PLATINUM LEVEL SPONSOR - \$3,000** *(maximum of 4 at this level)*

- ✓ Your company's logo will be prominently displayed in the conference brochure
- ✓ Your company will be recognized with signage at all conference events and mentioned at the Opening Ceremony.
- ✓ A complimentary Full Page Ad within the conference brochure
- ✓ One complimentary 8x10 booth space (additional booth space can be purchased)
- ✓ Conference Registration for up to (2) two representatives.

## **GOLD SPONSOR - \$2,500**

- ✓ Your company will be recognized at one of the sessions.
- ✓ Your company will be recognized with signage at all conference events.
- ✓ A complimentary half page ad within the conference brochure.

## **SILVER LEVEL - MEAL SPONSOR - \$2,000**

- ✓ Your company will be recognized with signage at the meal you sponsor.
- ✓ A complimentary quarter page ad within the conference brochure.

## **BRONZE LEVEL SPONSOR - \$1,500**

- ✓ Your company will be recognized with signage at the session(s) speaker presents.
- ✓ Company logo and mention within the conference brochure.

**Please note:** Sponsorships are not exclusive to any one individual company. More than one company may be listed for each type of sponsorship. Companies may not share the cost of any sponsorship.



# **WHAT THE 2019 SOUTHEASTERN REGION NCIA TRAINING CONFERENCE WILL OFFER VENDORS & SPONSORS**

## **NETWORKING...NETWORKING....NETWORKING**

This conference is for correctional industries professionals, so what better place to bring your products and services to new and existing clientele.

Attendees will have an opportunity to:

- Meet NCIA members with purchasing power for organizations.
- Attendees include CI Directors and Assistant Directors; Department of Corrections Management.

Exhibit during exclusive hours:

- Opening Session, vendor social and meals will be held in the exhibit space, affording ample opportunity to meet with and discuss your products and services with all attendees.

Attend Social Events:

- Exhibitors are invited to all social events, a great time to seal the deal.

## **EXHIBIT SHOW DEADLINES**

July 31, 2019	Advertising Space
July 31, 2019	Ad copy for brochure
August 16, 2019	Last day to request an Exhibit Space REFUND
August 16, 2019	Registration Deadline for attendees
August 27, 2019	Hotel reservation deadline to receive group rate

# ADVERTISING SPECIFICATIONS & RATES

Please select the ad type and check the appropriate price on the Advertising and Sponsorship Contract form.

<b>Ad Size</b>	<b><u>Ad Cost</u></b>
1/4 page ad	\$75.00
Half Page Ad	\$125.00
Full Page Ad	\$225.00

Non NCIA Corporate Members: Add a 25% surcharge to the above prices. To avoid this surcharge, your NCIA corporate membership must be current at the time of space reservations.

## **Deadlines:**

Ad Space: **July 31, 2019**

Ad Copy: **July 31, 2019**

## **Artwork:**

We require PC compatible files. All digital files will be placed in the Adobe InDesign program. The following file formats are accepted: (in order of preference and with us-age notes):

- Adobe Acrobat: PDF's - Embed any fonts during the distilling process. PDF files must be distilled at a minimum of 300dpi and in CMYK colors.
- Adobe InDesign: .indd Please send ad packaged (including embedded fonts and images) and convert any spot colors to CMYK.

**Note:** The quality of reproduction cannot be guaranteed if files are not produced and saved at high-resolution (300dpi) and are sent in any other format than specified above.

Advertisers must submit artwork in a digital format via mail or e-mail.

Mail or overnight courier: Please submit a hard copy print of your ad along with your CD/DVD to:

Virginia Correctional Enterprises  
Attn: Jerry Ryles  
8030 White Bark Terrace.  
North Chesterfield, VA 23237

- Email: Ad sent via email must be **20MB or less**. Files over 21 MB will have to be mailed on a disk. Please email to Jerry Ryles at [jerry.ryles@vadoc.virginia.gov](mailto:jerry.ryles@vadoc.virginia.gov).
- Please contact Jerry Ryles at [jerry.ryles@vadoc.virginia.gov](mailto:jerry.ryles@vadoc.virginia.gov) or (804)714-4118 if these options will not work for your artwork and we will discuss alternative options.

# 2019 SOUTHEASTERN REGION NCIA TRAINING CONFERENCE

## HOTEL INFORMATION

### HOST HOTEL:

4 Points by Sheraton  
9901 Midlothian Turnpike  
Richmond, VA 23235  
Reservations: (888) 627-7132

**Special Group Rate:** \$94.00 double occupancy plus the applicable state and local taxes (currently 13.3%) per night.

**Parking:** Free Parking

Participants should contact the hotel directly or click here [Book your group rate for NCIA](#) to book their reservation as “2019 Southeastern Regional NCIA Conference” participant. Reservations must be made by 4 p.m. on August 16, 2019 in order to receive the discounted group rate.

After this date, rooms may not be available at the reduced rate, so you are strongly encouraged to make your reservations early. Rooms are assigned on a first-served basis. Be sure to mention “NCIA” in order to get the group rate. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card.





# 2019 Southeastern Region NCIA Training Conference Exhibitor Contract September 11 – 13, 2019

Company Name

Contact

Title

<input type="text"/>	<input type="text"/>
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Address

City

<input type="text"/>	<input type="text"/>
----------------------	----------------------

State and Zip Code

Phone

Fax

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Website Address

Email

<input type="text"/>	<input type="text"/>
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Signature of Authorized Party

Name/Title for Exhibitor Badge: \_\_\_\_\_

Name/Title for Exhibitor Badge: \_\_\_\_\_

Exhibit Booth fee of \$600 includes one 8x8 draped booth and two chairs, on Training Conference registration. Electric is \$45/booth.

25% surcharge for NCIA non-members.

**Contracts must be received by July 31, 2019**

Please return this signed contact to Pat Lipscomb, Virginia Correctional Enterprises

By Mail: 3080 White Bark Terrace, North Chesterfield, VA 23237

By Fax: (804) 743-2298

By Email: [patricia.lipscomb@vadoc.virginia.gov](mailto:patricia.lipscomb@vadoc.virginia.gov)

If you have any questions, please contact Patricia Lipscomb at (804) 887-3996

## **Billing:**

NCIA will send an invoice to your contact person's email address after the contract has been processed.

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## **NCIA Office Use Only**

NCIA Acceptance Signature of Authorizing Representative \_\_\_\_\_

Date Paid \_\_\_\_\_



# 2019 Southeastern Region NCIA NCIA Conference Advertising & Sponsorship Contract September 11 – 13, 2019

Company Name

Contact

Title

<input type="text"/>	<input type="text"/>
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Address

City

<input type="text"/>	<input type="text"/>
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State and Zip Code

Phone

Fax

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Website Address

Email

<input type="text"/>	<input type="text"/>
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Signature of Authorized Party

Check the appropriate box to select  
sponsorship package:

- Platinum Level \$3,000 (max 4)
- Gold Level \$2,500
- Silver Level \$2,000
- Bronze Level \$1,500
- General Sponsor \$500 - \$1,000

Check the appropriate box for Ad price:

- Full Page - \$225
- Half Page - \$125
- Quarter Page - \$75

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Date Paid \_\_\_\_\_