

Women In Correction

Maloney Center for Training and Staff Development

Ashley McCarthy
Director

Alycia Cavanaugh
Deputy Warden

March 12, 2024

The Correctional Team (MCTSD) is pleased to announce the **2024 Women in Corrections Conference**. The conference will bring together over 300 women representing the field of criminal justice throughout the state of Connecticut, to the Maloney Center for Training and Staff Development, August 14–16, 2024.

Your exhibit fee of \$? will include two company representatives, a six-foot table and two chairs. Additional exhibit personnel from your company may register for an extra \$? per person.

Please fill out and return the exhibitor contract. If you wish to register additional representatives, please attach an additional sheet of paper with their names and titles. Representatives can attend all conference functions.

EXHIBITS

Exhibits will be located in the Multi-Purpose Room. All refreshment breaks will be served there as well.

Exhibitors must set-up Tuesday, August 13, between 3:00PM and 5:00PM. Exhibits will open Tuesday, August 13, 2024 at 7:30AM and close at 3:00PM. This will allow participants to visit during refreshment breaks. Booths will reopen on Wednesday, August 14 at 7:30AM and close at 3:00PM.

You may select your booth(s) using the exhibitor floor plan enclosed. Booths will be assigned on a first come, first serve basis, as contracts and payments are received. Please fax or email your completed exhibitor contract to Phyllis Knell, phyllis.knell@ct.gov or 203-271-5117. Payments will be accepted check or cash (or other option?), or by mail. Payments must be made within 30 days or your booth will be released.

Only a limited number of spaces will be available, so do not delay in making your reservations. If you need special accommodations for your booth, please contact us.

SPONSORSHIP

As another means of conveying your message to attendees, please consider sponsorship of a conference refreshment break or speaker. These events are well attended and sponsors generate a great deal of goodwill through the provision of such amenities.

Companies that want to receive recognition for their level of participation in the conference should fill out the Sponsorship Form and return it as soon as possible. Sponsors of conference events will be recognized with signage and in the conference workbook.

SHIPPING INFORMATION

Shipments should be delivered to the hotel no more than 48 hours prior to the program date commencement. After the conference, any packages left past (5) days will be discarded. Handling charges are assessed for incoming and outgoing packages by weight. The Embassy Suites reserves the right to refuse receipt of any package.

USPS Package Address:

Maloney Center for Training and Staff Development
275 Jarvis Street
Cheshire, CT 06410

Each booth is \$?.00. Please complete the Exhibitor Contract, Sponsorship Form, if applicable, Exhibitor Forms to indicate first, second, and third choice for exhibit location and return via email or fax to 203-271-5179.

You can make your room reservation by calling (CONTACT) 203-271-5117. We are planning a great conference and hope you will be a part of it. Please feel free to contact us should you have questions or require assistance. See you soon!

Sincerely,

Alycia Cavanaugh
Deputy Warden

Phyllis Knell
Phone: 203-271-5117
Email: phyllis.knell@ct.gov

2024 Women In Corrections

Maloney Center for Training and Staff Development / Cheshire, CT 06410 / August 14-16, 2024

Instructions: Complete all information blanks. Sign, date, and email to phyllis.knell@ct.gov or fax 203-271-5179.

Signed contract and fee must be received by July 15, 2024, in order to reserve exhibit space. Your payment must be received within 30 days of contract submission, or your booth space will be released. If you need to discuss payment options, booth locations, special sponsorships, or special needs such as large equipment, contact Phyllis Knell 203-271-5117.

Company Name to be listed on signage: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Contact Person Name: _____

Title: _____

Signature: _____

Date: _____

I have enclosed a check in the amount of \$ _____.

The Women In Correction of CT, referred to hereinafter as "WIC," and the undersigned firm, referred to hereinafter as "Exhibitor," and Maloney Center for Training and Staff Development, referred to hereinafter as "Exhibit site," agree to as follows:

1. WIC will provide exhibit space in accordance with items listed below:
2. Space will be provided on a first-come, first-serve basis for the area of choice. Exhibitor accepts WIC's offer and requests the following booth(s) according to the enclosed diagram:

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

Exhibitor desires a total of _____ booth(s), at \$? for each booth, for a total of \$ _____

payable upon return of signed contract mailed to WIC.

3. Area of expertise: _____

Do you need electricity from MCTSD?

Yes No

If so, please complete the enclosed Exhibitor Order form.

4. Names of firm representative(s) attending booth. (Each booth entitles you to 2 full conference registrations.)
Please print or type name(s) and title(s):

Name 1: _____ Title: _____

Name 2: _____ Title: _____

5. Exhibitor will accept booth space assignment as determined by WIC.

6. 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 July 15, 2024.

7. WIC 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.

8. Are you willing to sponsor/co-sponsor an event at the conference?

Yes No

If so, please fill out the attached form indicating the event you wish to sponsor and your dollar commitment level.

Please copy form and return original along with payment made payable to:

Attn: Alycia Cavanaugh, Women in Corrections

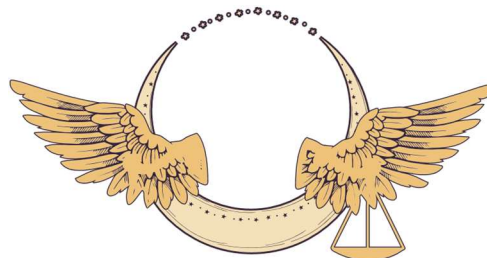
Maloney Center for Training and Staff Development

275 Jarvis Street

Cheshire, CT 06410

Pay online ?

Questions? Contact ??.



2024 Women In Correction Exhibitor Contract

MCTSD / Cheshire, CT / August 14-16, 2024

Sponsorship of conference activities is an excellent way to show your support for the WIC of Connecticut. Your sponsorships allow the Institute to provide more educational activities to participants across the state.

Sponsors of events will be recognized with signage at the event as well as in the conference packets. 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. If you choose to be a co-sponsor, please indicate the amount you will provide.

DATE	EVENT	FULL SPONSORSHIP	CO-SPONSORSHIP
Mon 8/13	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Tues 8/14	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Tues 8/14	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Tues 8/14	Lunch	_____ (\$1,000)	_____ (\$ _____) min \$200
Weds 8/15	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Weds 8/16	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Weds 8/16	Lunch	_____ (\$1,000)	_____ (\$ _____) min \$200
Thurs 8/17	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
—	Speaker	_____ (\$1,000)	_____ (\$ _____) min \$200
—	Stanley Style Tumbler Cups	_____ (\$1,000)	_____ (\$ _____) min \$200
—	TBD	_____ (\$1,000)	_____ (\$ _____) min \$200

Company Name: _____

Address: _____

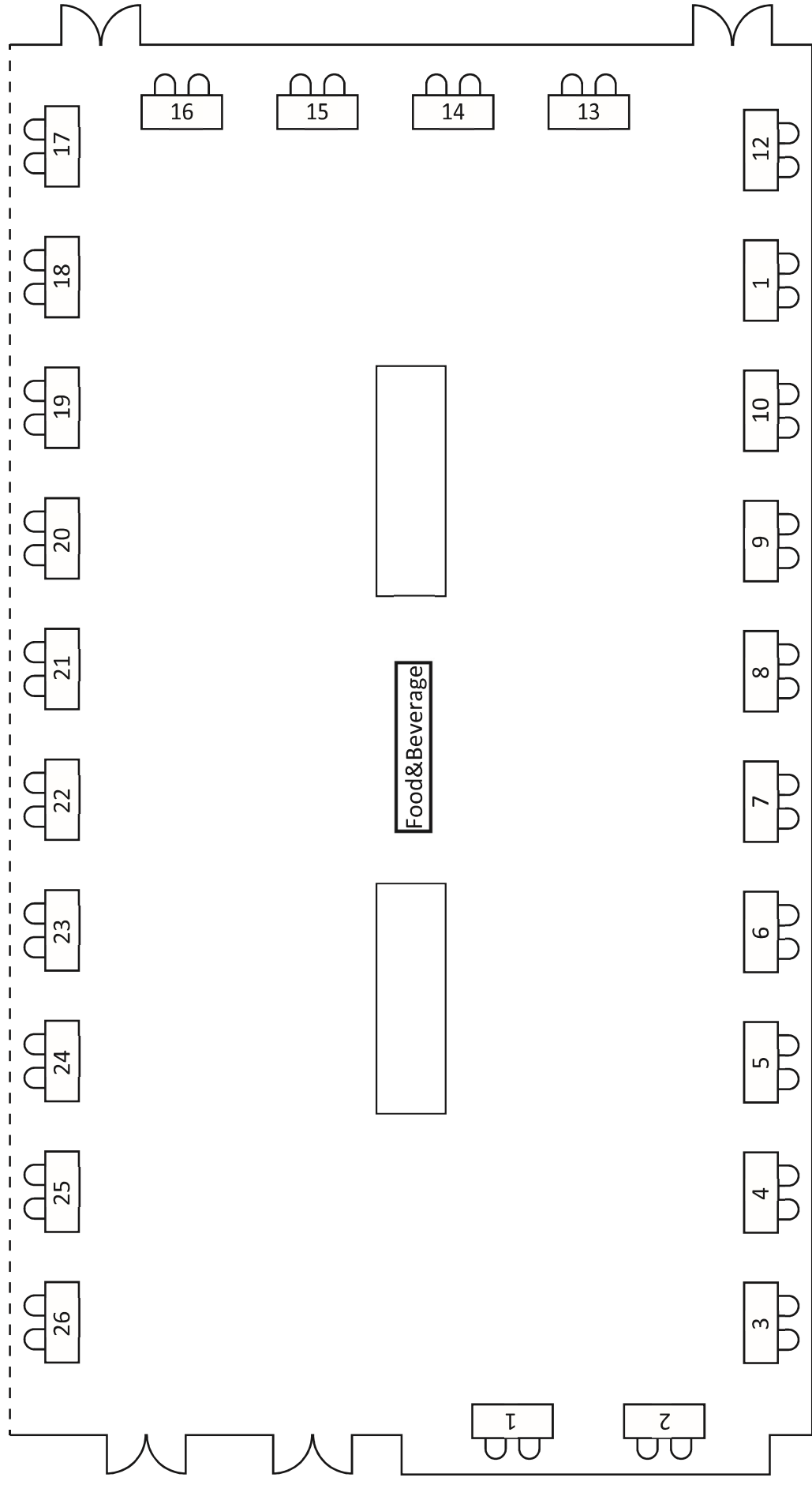
City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: Title: _____ Signature: _____

I have enclosed a check in the amount of \$_. Correction Exhibitor Contract | Page 1 of 1

EXHIBIT HALL • MCTSD Multi-Purpose Room



2024 Women in Corrections / August 14-16, 2024

Exhibitor Services Order Form

Company Information:	Exhibitor Information <i>(Please Complete the requested)</i> Event _____ Booth # _____ Set Up Date _____
Exhibitor Company Name	Payment Terms & Conditions <ul style="list-style-type: none"> Payment Total is due on exhibitor setup day. Any unpaid balances at the close of day will be removed until payment is settled in full. Purchase orders and checks are not accepted. Please have a valid credit card available for payment. Specialty items may require an advance deposit prior to arrival. Deposits are non-refundable. Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control. A 25% Service Charge will be applied to all AV services rendered for each day's use. Discount Price available 14 days prior to event, Standard Price available 13 to 4 days prior to event, Floor Price available 3 days prior to event and on-site. <p style="margin-left: 40px;">For questions regarding pricing & services please contact Department: Phone: Email:</p>
On-site Contact Name	
Billing Address	
City, State, Zip	
Telephone Number	
Fax Number	
Email Address	

ELECTRICITY	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Basic Power*	\$20	\$30	\$45			
20 AMP Power**	\$55	\$75	\$95			

Audio Visual

43" Monitor	\$100	\$125	\$200			
Laptop Computer	\$225	\$275	\$350			
HDMI Cable	\$15	\$25	\$35			
25' VGA Cable	\$15	\$25	\$35			
6' MIL Protective Plastic 8x10/10x10 Exhibit booth	\$45	\$65	\$75			
Flip Chart	\$25	\$45	\$65			
Up lights	\$30	\$60	\$80			
Self-Powered Speaker	\$60	\$80	\$100			
4 Channel Mixer	\$50	\$50	\$70			
Wired Microphone	\$75	\$95	\$125			
Wireless Microphone	\$65	\$85	\$115			
Computer Sound Package	\$180	\$225	\$275			
Computer Speakers	\$15	\$25	\$55			

Accessories

Labor- Half Hour Min.	\$45	\$55	\$60			
6' or 8' Table	\$70	\$75	\$85			
Ice per 10 lbs.	\$10	\$15	\$20			
Hot Water per gallon	\$10	\$15	\$20			
Vehicle Load in	\$150-\$250	\$250-\$300	\$350			

*Includes electricity, power cord & labor

**Includes dedicated 20 AMP circuit, power cord & labor

	Subtotal
Service Charge	25%
Sales Tax	8.25%
Grand Total = Subtotal + 25% + 8.25%	Grand Total

I have indicated all Exhibitor Services I will need :

I will not need any Exhibitor Services:

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Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.
By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.