



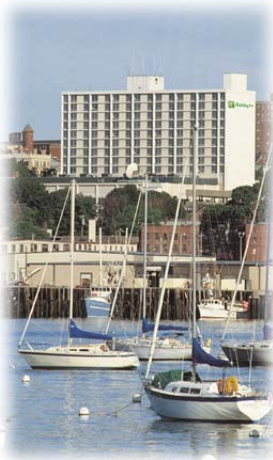
**2012 Annual NAJIS Conference
October 9 - 12, 2012
Holiday Inn By the Bay
Portland, ME**

The National Association for Justice Information Systems (NAJIS) announces the 2012 conference in Portland, Maine; October 9-12, 2012.

BACKGROUND:

If you are not familiar with NAJIS, or if you are considering participation for the first time, please visit www.NAJIS.org for more information about this 28 year old professional association. NAJIS is a not for profit organization composed of individuals who are responsible for the acquisition, operation and management of local, state and federal criminal justice information systems. NAJIS has partnered with many other organizations such as BJA, SEARCH, IJIS Institute, NCJA, and JISP.

All managers and practitioners who are involved with automated information systems and integrated justice systems benefit from NAJIS participation. NAJIS conference participation includes experts representing prosecution, law enforcement, courts, integrated justice, and corrections. In particular, individuals who are investigating, evaluating, or purchasing software or hardware that will facilitate case tracking and management as well as locating and managing criminal history information will benefit from participation in NAJIS activities.



SPONSORSHIP BENEFITS:

We are currently accepting Sponsorships for our 2012 conference. We have 3 participation levels that will include:

- Standard Booth with draped table and two chairs.
- Meals and registration is included for your attendee(s).
- Event Sponsorships; Pre-Registration Reception, Outing/Reception, Breakfast, Lunch, & Breaks.
- A complete participant list.
- Inclusion in the Sponsor Biography included in each attendee packet.
- Various sponsorship signs and placards throughout the duration of the event with your logos.
- Your logo and URL on the NAJIS website.
- NAJIS will coordinate the registration of your conference attendees; please make sure Alfie or Dave have accurate attendee contact information for each; *Name, Title, email, Phone(s), & Address.*
- Interaction with attendees & speaking opportunities.
 - **Pre-Registration Reception.** Begin the conference by networking with colleagues and prospective customers.
 - Participation in **Conference Sessions.**
 - Attendance at the first plenary session; **“NAJIS Round Table.”** This is an interactive session which allows attendees to share key initiatives and challenges from their respective jurisdictions. Sponsors are allowed to attend and this serves as a great opportunity to begin building new relationships.
 - **Sponsorship Passport** (with your logo). Participants will have their passport stamped as they visit each sponsor. Completed passports are entered into a drawing for a prize provided by NAJIS at the end of the conference.
 - **“Justice System Application Presentations.”** During lunch on the first day you will have an opportunity to address all the attendees and provide a brief overview of your company.
 - **Prize Drawings:** The podium is turned over to our sponsors to present independent prize drawings.
 - Morning survey prize drawings.
 - Should you wish to participate, please bring a small prize for our morning “Survey Response” drawing. Sponsors will be recognized for their contributions when attendees are randomly selected during morning announcements.
 - Sponsor/Exhibitor drawing during lunch (Day 2).
 - Should you wish to participate, you will be given the podium during lunch to have a “Business Card” raffle drawing as a way to recognize those that visited your exhibit.

2012 NAJIS SPONSORSHIP REGISTRATION FORM

	Bronze	Gold	Diamond
Recognition on NAJIS website	X	X	X
Recognition in NAJIS newsletter	X	X	X
Sponsor Table	X	X	X
One Attendee	X		
Three Attendees		X	
Five Attendees			X
Address Attendees at Lunch	X	X	X
Co-Sponsor of One Break	X		
Sponsor of One Breakfast		X	
Sponsor of One Lunch		X	
Sponsor of Welcome Reception			X
Sponsor of Outing			X
Address Attendees at Outing			X
Recognition at All Conference Events			X
SPONSORSHIP FEE	\$1,500	\$3,000	\$10,000
SPONSORSHIP LEVELS	Bronze	Gold	Diamond
** PLEASE INDICATE SPONSORSHIP (x) →			

I WANT TO BE A 2012 NAJIS SPONSOR

- BRONZE Sponsorship Level (\$1,500 & 1 attendee) _____
- GOLD Sponsorship Level (\$3,000 & 3 attendees) _____
- DIAMOND Sponsorship Level (\$10,000 & 5 attendees) _____
- Additional Attendees (\$395 each) _____

MAIL THIS FORM AND YOUR PAYMENT TO:

NAJIS: C/O PA Justice Network (JNET)
 Attn: Dave Naisby, JNET Executive Director
 5 Technology Park
 Harrisburg, PA 17110

If you have any questions regarding your **exhibit requirements beyond the basic table setup**, please contact:

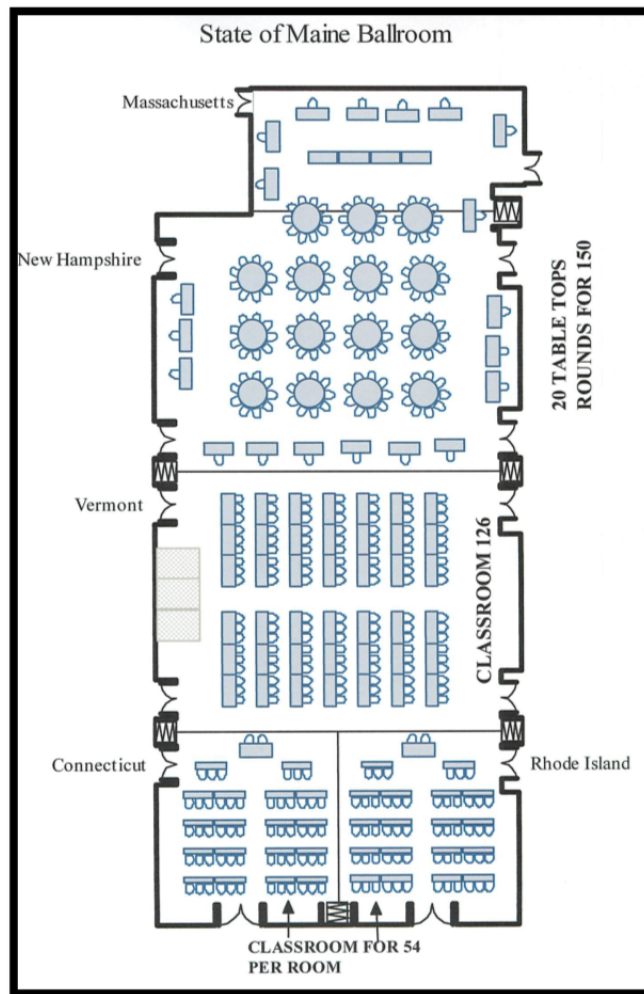
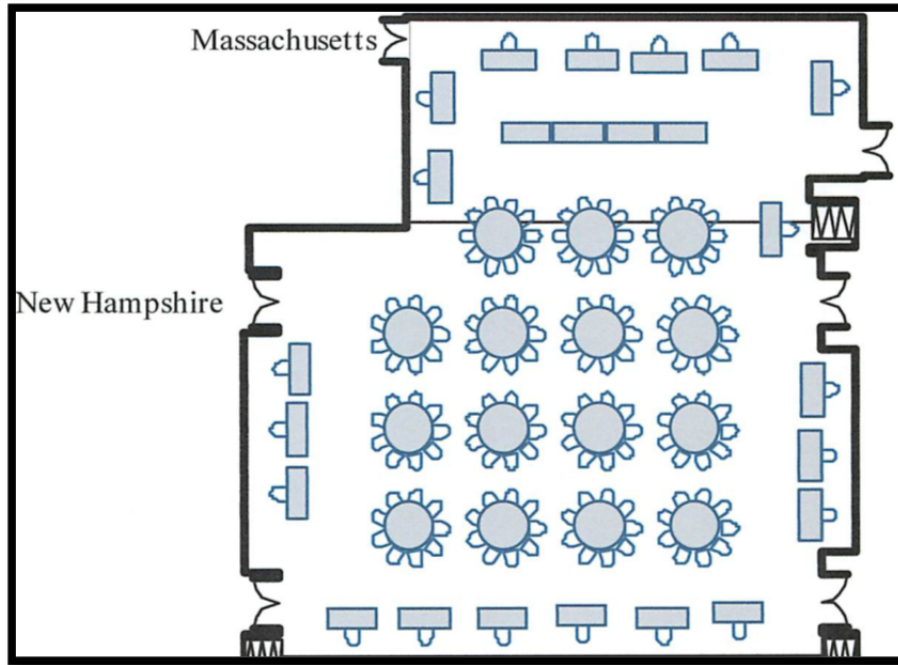
- ❖ **Alfie Ford** Office: 717-771-3843; Email: amford@york-county.org
- ❖ **David Naisby** Office: 717-214-7461; Email: dnaisby@state.pa.us

HOTEL ROOM RESERVATIONS

- Hotel Room Reservations (*Reservation cut-off date is: September 15, 2012*).
- Use code **NAJIS ANNUAL CONFERENCE**.
- Phone: **207-775-2311**
Holiday Inn By the Bay <http://innbythebay.com>
88 Spring Street, Portland, ME 04101

CONFERENCE SETUP

- The standard booth will consist of a draped 6' table with two chairs in a 10' wide space. The sponsors will be located in the New Hampshire ballroom (Main Level). All conference breaks and meals will be provided in this location.
- Sponsor **Setup: Tuesday, 10/09/2012**; 12:00 PM – 4:00 PM New Hampshire Ballroom (Main Level)
- Sponsor **Tear Down: Thursday, 10/11/2012** at 5:00 PM
- NAJIS has contracted with the hotel to provide wireless internet as a free service.
- There will be additional charges by the hotel for special requirements. If you need more than the basic table setup (i.e. shipping, storage, electrical, A/V, or dedicated internet connections), please reference the Hotel Vendor Service Form (attached to this packet). For additional questions and needs you may contact Sally Page directly at 207-775-2311.





**EXHIBITOR GUIDELINES – HOLIDAY INN BY THE BAY
NATIONAL ASSOCIATION FOR JUSTICE INFORMATION SYSTEMS
OCTOBER 9 – 11, 2012**

1. Exhibits will be transported by handcarts with rubber wheels only. No electrical or motorized carts will be allowed. This applies to your contractor for pipe and draping also.
2. Any damage to carpets, parquet flooring, tile flooring, walls, doorways, or ceilings will be the sole responsibility of the Exhibitor. Should any of the aforementioned occur, a bill for repairs will be forwarded to the exhibitor.
3. Exhibitors may set up starting **TUESDAY, OCTOBER 9, 2012 from NOON –ON and** must be removed by **THURSDAY, OCTOBER 11, 2012 BY 8PM**
4. Exhibitors will be responsible for supplying their own extension cords and multiple strip outlet boxes if Necessary. Any multiple electrical needs must be approved by our Chief Engineer. For a direct incoming phone line, or for faxes that are not going through the hotel switchboard, please call FAIRPOINT COMMUNICATIONS directly at 800-941-9900.
5. Meeting support services provided by the hotel will be at a charge. This includes Electrician, Laborers, A/V Technicians.
6. Conduct:
 - a) Items may not be nailed, staples, screwed, or otherwise affixed to the hotel walls, floors or any part of The building without permission from the hotel meeting/convention coordinator. No items can be taped Unless the Sales Office supplies the two-way tape (cost item/per roll) to affix and display items. We will not allow any items to be hung from our ceilings unless approved by the General Manager.
 - b) Gasoline kerosene, acetylene, propane or other flammable or explosive substances will not be permitted in the building.
 - c) The hotel requests that the contractee obtain and pay for bonded security personnel, when valuable merchandise or exhibits are displayed or held overnight in the hotel. We would be pleased to recommend our outside security firm. Holiday Inn by the Bay is to be held non-liable in all paperwork sent out by the group to any exhibitors.
7. No deliveries of display will be accepted before **THURSDAY, OCTOBER 4, 2012** unless approved by the Holiday Inn By the Bay.
8. Exhibitors will be responsible for the return shipment of displays. Due to limited space, no exhibit may be left for storage. Items **MUST BE PICKED UP by NOON on FRIDAY, OCTOBER 12, 2012.**
9. **LOADING IN/OUT**

BALLROOM LOAD IN: Exhibitors may unload in the front of the hotel . Transporting of all exhibit materials will be through the lobby. Please use carts with rubberized wheels.



**HOLIDAY INN BY THE BAY HOTEL AND CONFERENCE CENTER
EXHIBITOR GUIDELINES
PAGE TWO**

- 10. The hotel is unable to provide water hook up of any kind.
- 11. Trash Removal:

During show set up and break down, large trash barrels will be available on the floor. Please place all rubbish in these barrels (no liquids please). Pre-show bagged rubbish may be placed in the aisle for pick up. Any items no marked for storage and placed in the aisles will be considered trash and thrown away.

EACH EXHIBITOR MUST ADHERE TO THE DIRECTIONS GIVEN BY ON-SITE HOTEL SECURITY OFFICERS.

These Exhibitor Guidelines MUST be given to all of your exhibitors.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to Holiday Inn By the Bay, 88 Spring Street, Portland, ME 04101 ATTN: Sales Department.

Accepted and Agreed to on the _____ day of _____, 20_____.

Customer _____ Company _____

Conference Name _____

Conference Date (s) _____

NOTE: THESE EXHIBITOR GUIDELINES ARE SUBJECT TO CHANGE WITH PRIOR NOTICE TO ACEC

***PLEASE PROVIDE A FULL DESCRIPTION OF THE ITEM OR ITEMS YOU ARE DISPLAYING BELOW:**



NATIONAL ASSOCIATION FOR JUSTICE INFORMATION SYSTEMS
JUNE 9 – 11, 2012
HOLIDAY INN BY THE BAY AND CONFERENCE CENTER
ELECTRICAL AND TELEPHONE ORDER FORM

Please complete this form and return with full payment payable to the Holiday Inn By the Bay, 88 Spring Street, Portland, ME 04101 **Attn: Sales Department**. All requests must be received in writing ten (10) days prior to show. **All late orders will be subject to an additional \$15.00 per item late charge.**
 (PLEASE PRINT)

Name of Show: _____ Show Dates: _____

Your Name: _____ Booth Number: _____

Company Name: _____ Telephone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Person in Charge of Exhibit: _____ Signature: _____

Total Amount: _____ Check #: _____ Credit Card Number: _____ Exp Date: _____

Name As It Appears on Card: _____ Signature: _____

ELECTRICITY DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	EQUIPMENT DESCRIPTION	TOTAL FEE
<u>Single Phase</u>					
Outlets to 05 amps, 120 volts	\$20.00/day	_____	_____	_____	_____
Outlets to 10 amps, 120 volts	\$25.00/day	_____	_____	_____	_____
Outlets to 20 amps, 120 volts	\$30.00/day	_____	_____	_____	_____
Outlets to 20 amps, 208 volts	\$35.00/day	_____	_____	_____	_____

NOTE: Plus labor and material costs for installation of special circuits. All electrical wiring must be made by our electrician.

TELEPHONE DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	EQUIPMENT DESCRIPTION	TOTAL FEE
Phone Hook up (dial "9") (maximum of 8 lines available)	\$75.00	_____	_____	_____	_____
Wireless Access	NC	_____	_____	_____	_____

NOTE: Plus long distance charges. For a direct outside line or for faxes, please call Fairpoint Communications directly at 800-941-9900

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**HOLIDAY INN BY THE BAY HOTEL AND CONFERENCE CENTER
ELECTRICAL AND TELEPHONE ORDER FORM
PAGE TWO**

Extension Cords @\$5.00 each

Please specify type plus (NEMA NUMBER) or whether a direct hook-up is needed. If a plug-in type is needed and you are not sure of the type of female receptacle, bring a female receptacle with your equipment. All 60 cycle A.C. equipment must be properly tagged and wired with complete information as to type of current, voltage, amperage, phase, horse power, etc. Overloading and over-current are your responsibility.

Electrician (for special services): \$30.00 per man hour (1 hour minimum) Holidays, weekends, before 8am and after 4:30pm \$45.00 per man hour (1 hour minimum). NOTE: For electricians, specify day, hours, and number needed.

Usage price for single phase outlets include your pro-rated share of the cost of special switchboards, temporary lines, and power lines to your booth, as well as removal after show and current consumption.

Prices of special services and materials not listed will be given upon receipt of written information. All prices include 7% tax. Per day usage price based on show days only.

If you have any questions, please call: Sales Office, Holiday Inn By the Bay 207-775-2311

Payment for long distance telephone charges **must** be guaranteed by a major credit card:

Credit Card Name: _____ Card Number: _____

Expiration Date: _____ Name that Appears on Card: _____

Signature: _____



HOLIDAY INN BY THE BAY FREIGHT POLICY

Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered, or brought into the Hotel. Please be aware that the following are rules and regulations regarding freight to and from this property. Due to a shortage of storage, it is necessary to adhere to these policies and procedures to alleviate loss or theft of your company's articles sent to the hotel prior to group arrival. The hotel does not have a raised dock or forklift.

THIS POLICY MUST BE GIVEN TO ALL EXHIBITORS

RECEIVING:

1. All acceptable freight must be shipped prepaid. We will not accept COD's.
2. There is a \$25.00 per day storage fee of non approved freight received to the hotel, to be paid by the exhibitor or show manager. The Hotel has the right to refuse a shipment if it arrives prior to the 3 day window, if space is limited.
3. The Hotel assumes no responsibility for articles sent to or from this property, unless pre-approved by the hotel meeting and convention coordinator.
4. Freight above 200 pounds will only be accepted on the day of the event, and the hotel will not be involved with the unloading.
5. Approved freight sent three (3) days prior to group arrival must be labeled with group name, day or days of meeting/show, and location where freight should be brought.
The handling fee is as follows:

Up to 5 boxes (under 50 lbs each)	no charge
More than 5 boxes:	\$5.00 per box
Pallets:	\$75.00 per pallet under 100 lbs. \$125.00 per pallet over 100 lbs.

*Boxes of odd size and weight will be at a rate of \$45.00 per man per hour
All of these charges will be incurred by the individual exhibitor.

6. Additional fees for hotel assistance are \$30.00 per hour per person. (1 hour minimum) 9 a.m. – 3 p.m., Monday through Friday...straight time. All other times will be time and a half. All of these charges will be incurred by the individual exhibitor.

**HOLIDAY INN BY THE BAY FREIGHT POLICY
PAGE TWO**

SHIPPING

1. Arrangements to ship freight from the property must be made directly through the freight company used by show management or your company. It is the responsibility of the customer to make arrangements for return shipping of any packages, including UPS, Fed-EX etc.
2. If prior arrangements have not been made for UPS, Fed-Ex or Air Freight etc., the hotel will apply a \$25.00 per day storage fee.
3. Freight can be sent United Parcel with UPS account number or credit card only
4. Fed-Ex can be sent only with company billing codes or credit card.

Thank you for your anticipated cooperation in these matters. Please sign and return one copy to the Holiday Inn By the Bay, Sales Office, 88 Spring Street, Portland, ME 04101-3924.

Accepted and Agreed to on the ____ day of _____, 2013

Customer _____ Company _____

Conference or Meeting Name _____

Conference or Meeting Date (s) _____