

Wisconsin Jail Association

PO Box 361 Birchwood WI 54817

Established 1990

Vendor Application Form

November 13th, 2018

The Wisconsin Jail Association (WJA) presents its annual Spring Training Conference. Various members of the correctional community attend this training session including line-staff, mid-managers, Administrators and County Sheriffs. The 2019 Training Conference will be held from March 17th to March 19th at **The Holiday Inn in Manitowoc**, WI 4601 Calumet Avenue, Manitowoc, WI 54220-9299. Phone: 920-682-6000

March 18th will be dedicated for vendors, however vendors are invited to stay both March 18th and 19th if they so choose at no additional cost. **FEE for Vendors is \$325.00.**

Important Event Notice: Vendor Sessions on March 17th from 8pm to 9pm (See Separate page for details)

Display times are from 7:00am – 9:00pm with special emphasis between the hours of 7:00am – 8:00am (hot breakfast), 12:00 pm – 1:00pm (luncheon with vendors) and 6:00pm – 9:00pm (Special WJA Hospitality Area with Vendors, featuring food, beer, cash bar and entertainment, March 18th only). Displays may stay up until noon on March 19th.

There is limited space available so vendors are encouraged to act quickly and make your reservations soon. If any vendor is interested in sponsoring any of our events or special booth accommodations, please contact me or indicate such on this form.

If you are unable to attend the conference for 2019 and would still like to donate a door prize or a giveaway item in your companies name or sponsor an event please feel free to email or call me to work out the details.

DOOR PRIZES AND GIVE-A-WAYS ARE GREATLY APPRECIATED.

To reserve WJA Vendor space, notify:

Checks Payable to: WJA

Pay Online: www.wjawi.org

Lt. Tyler M. Edwards

Douglas County Jail
1310 North 14th Street

Superior, WI 54880

218-348-1480 (cell) 715.395.1444 (fax)

Email: edwardstyler@ci.superior.wi.us

Name _____ Telephone Number _____

(If a company, indicate company name)

Contact Person _____ Telephone Number _____

(Please Print)

Mailing Address _____

City _____ State _____ Zip _____

Fax Number _____ e-mail address _____

Vendor Session Time Needed (See Excerpt) _____

Yes we would like to be a conference sponsor, Sponsor sheet is completed and attached:

Yes _____ or No _____



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Taking Strides to Educate

2019 Wisconsin Jail Association Conference – Vendor Agenda

Sunday, March 17th

4:00pm – 5:00pm Vendor Registration, Setup, & Welcome Reception

8:00pm - 9:00pm Vendor Sessions

Monday, March 18th

6:00am – 7:00am Vendor Setup

7:00am – 8:00am Vendor Exhibitor Area Opens / Breakfast

10:00am (approx.) Training Break for attendees

12:00pm – 1:00pm Lunch with the vendors (*provided*)

3:00pm (approx.) Training Break for attendees

6:00pm – 9:00pm Vendor Night/Casino Night/ Prize Handout

Tuesday, March 19th (Optional Day for Vendors – no additional fee)

8:00am – 9:00am Vendor Exhibitor Area Opens / Breakfast

10:45am (approx.) Training Break for attendees

12:00pm – Booth break down

1:00pm – Closing Words / Raffle Draw / End of Conference

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Sponsorship Application and Information Form

Below is a list of our events/activities/offerings vendors are invited to help sponsor. Any amount is welcome, we can apply full sponsorships for an event and partial sponsorships just indicate the amount you would like to sponsor and what you would like it applied to. Any special requests on your sponsorship or something you would like to sponsor that is not listed please contact Lt. Tyler Edwards @ edwardstyler@ci.superior.wi.us.

During the conference any sponsorships your company makes will be recognized via signage (if you have a sign/sticker/label you would like on your sign honoring your sponsorship please get those to us ahead of time if possible).

Yes we would like to help sponsor:

Welcome Reception Bar (March 17th) _____ Welcome Reception Food (March 17th) _____

Vendor Reception Bar (March 18th) _____ Vendor Reception Food (March 18th) _____

Vendor Room Morning Break Coffee/Juice/Snack Table (March 18th) _____

Vendor Room Afternoon Break Tea/Soda/Snack Table (March 18th) _____

Vendor Room Morning Break Coffee/Juice/Snack Table (March 19th) _____

Sponsor one of our breakfasts or lunches. (March 18th) Breakfast _____ Lunch _____
(March 19th) Breakfast _____

Approximate Cost to the WJA for various events/offerings:

Welcome Reception/Early Registration Appetizers/Food: \$300

Welcome Reception Bar: \$150 Bar + rail drinks @ \$3.75 to \$5.50 per / Wine @ \$5.50 per / Soda @ \$1.00 per (We can apply any amount to this, sponsor based).

Vendor Reception Appetizers/Food: \$1500

Vendor Reception Bar: \$550 (includes 1 keg of domestic beer) + rail drinks @ \$3.75 to \$5.50 per / Wine @ \$5.50 per / Soda @ \$1.00 per. (We can apply any amount to this, sponsor based)

Vendor Room Morning Break Coffee/Tea Table: \$200.00 (each day)

Vendor Room Afternoon Break Snack/Pop/Tea Table: \$350 (each day)

Full Meal sponsorship ranges from \$1500 to \$3500 (Please call for details if interested)

Company Name: _____

Total Amount Sponsored: _____

VENDOR SESSIONS – 2019

Our Vendor Sessions are the opportunity for our vendors to introduce their company, what they have to offer, and/or show off new technology or changes directly to our conference attendees.

This is the vendor's opportunity to show off their company, talk directly with the WJA membership as a whole, and field questions from the association.

This one-hour session will be broken up into 5 to 10 minute sections (approximately) 8pm to 9pm on March 17th – one 5 to 10 minute session (approximate) per vendor which will be determined based on how many vendors we have sign up. Vendors can decide to talk for less than 5 minutes but we ask that they try to have enough material for at least 5 minutes.

These vendor sessions will count towards the attendees training hours.

Once I have an idea how many vendors will be attending I will put together a formal schedule for when each vendor will be presenting their material.

Please indicate on the **Vendor Application Form** how much time you will need to present materials up to 10 minutes. If I have any vendors interested in speaking for longer than 10 minutes please contact me with details and I will try to work with you to accommodate.

We ask that all vendors please try to be a part of this exciting addition to our conference as it does count towards our member's training hours for 2019.

These vendor sessions will be in addition to our regular vendor display room as we have done in past years and is covered under the original \$325.00 registration fee.

Any questions please email me at edwardstyler@ci.superior.wi.us