

Wisconsin Jail Association

PO Box 361 Birchwood WI 54817

Established 1990

Vendor Application Form

January 5th, 2021

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 2020 Training Conference will be held from **March 21st to March 23rd at the Best Western Premier Waterfront Hotel and Conference Center, 1 N Main Street, Oshkosh, Wisconsin 54901. Phone: (920) 230-1900 (ask for a room under the WJA BLOCK of rooms when you call)**

We apologize for the late notice but due to the COVID pandemic we had to wait to see if we could even hold a conference this year. It was ultimately decided that we could safely have a conference though we believe attendance numbers will be down compared to previous years.

March 22nd will be dedicated for vendors, however vendors are invited to stay both March 22nd and 23rd if they so choose at no additional cost. **FEE for Vendors is \$325.00.**

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 2021 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

Capt. Tyler M. Edwards

Douglas County Jail

1310 North 14th Street

Superior, WI 54880

218-348-1480 (cell) 715.395.7384 (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 _____

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

Yes _____ or No _____



Wisconsin Jail Association

Taking Strides to Educate

2021 Wisconsin Jail Association Conference – Vendor Agenda

(This Agenda is Tentative as of right now and is subject to adjustment, any adjustments will be posted on our website.)

Sunday, March 21st

5:00pm – 8:00pm Vendor Registration, Setup, & Welcome Reception

Monday, March 22nd

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/Game Night/ Prize Handout

Tuesday, March 23rd (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

12:15pm – 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 Capt. 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 21st) _____ Welcome Reception Food (March 21st) _____

Vendor Reception Bar (March 22nd) _____ Vendor Reception Food (March 22nd) _____

Vendor Room Morning Break Coffee/Juice/Snack Table (March 22nd) _____

Vendor Room Afternoon Break Tea/Soda/Snack Table (March 22nd) _____

Vendor Room Morning Break Coffee/Juice/Snack Table (March 23rd) _____

Sponsor one of our breakfasts or lunches (March 22nd) Breakfast _____ Lunch _____
(March 23rd) 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: _____