The American Probation and Parole Association’s 40th Annual Training Institute expects to attract approximately 1,000 professionals involved in the community corrections, criminal justice and treatment professions in the United States and its territories, Canada, Poland and New Zealand. These professionals understand the importance of quality education on the latest trends in community justice as well as the need for information on the products and services that enable them to ensure safer communities. By exhibiting at the Institute’s Resource Expo you are not only making a strong presence in this growing market, but you are helping shape the future of community corrections by providing the tools to meet the needs of today’s professionals. There is no better venue to share with community corrections professionals the most current and vital information available on state of the art products, services and technologies than at the 40th Annual Training Institute in Los Angeles!
WHAT IS A TRAINING INSTITUTE?

APPA’s Training Institutes are national conferences that consist of educational workshops, intensive training programs, special sessions and the resource expo designed specifically for community corrections. The Institutes’ workshops and sessions are developed by planning committees that research and address the critical issues facing the community corrections profession. APPA Institutes provide a forum to discuss the newest theories, examine advanced technology, develop creative solutions and network with colleagues.

WHO EXHIBITS?

Corrections is one of the fastest growing markets in the country! If you have a product or service to promote or sell to community corrections, you need to exhibit at the APPA Resource Expo. With over five million adults under community supervision, agencies are always looking for products and services that will save time and cut costs while providing quality services to offenders and victims.

WHO ATTENDS?

All areas of community corrections are represented at the Institute including parole, probation, juvenile justice, treatment, social work, residential programs, victim services and restitution. Directors, supervisors and line staff at the federal, state and local levels participate, along with educators, judges, legislators and other corrections professionals will be present.

EXHIBIT HOURS

SUNDAY, JULY 12
12:00 p.m. - 5:30 p.m.
Exhibit Installation
7:30 p.m. - 9:30 p.m.
Opening Reception in the Resource Expo

MONDAY, JULY 13
10:00 a.m. - 11:00 a.m.
Expo Viewing
12:30 p.m. - 1:45 p.m.
Lunch in the Resource Expo
4:00 p.m. - 6:30 p.m.
Expo Viewing
5:00 p.m. - 6:30 p.m.
Reception in the Resource Expo

TUESDAY, JULY 14
9:00 a.m. - 11:00 a.m.
Expo Viewing
11:00 a.m. - 2:00 p.m.
Exhibit Dismantling
EXHIBIT LOCATION

The Resource Expo will be located in the Pasadena Ballroom at the Westin Bonaventure Hotel and Suites, 404 South Figueroa Street, Los Angeles, CA, 90071
WHAT IS INCLUDED IN THE BOOTH FEES?

Each 8’ x 10’ booth comes with the following:

- Standard booth package (see Booth Specifications for details).
- Two “Full” Institute registration badges for for-profit companies and one for non-profit companies. Both profit and non-profit companies will receive two green “Expo Only” badges. Additional “Expo Only” badges are available for purchase at $75 per badge.
- 24-hour security.
- Daily aisle maintenance.
- Attendee list provided prior to and after the Institute.
- Listing on APPA’s Institute website with company name and booth number.
- Listing in APPA Resource Expo Guide with company contact information, booth location and product categories.

BOOTH SPECIFICATIONS

All exhibit spaces are 8’ deep x 10’ wide. Each booth package consists of:

- 8’ high background drape and 3’ high side drape;
- one 7” x 44” booth identification sign showing the company name;
- one 6’ skirted display table, color coordinated with the booth drape;
- two chairs; and
- one wastebasket.

Booth fees also include general maintenance of the aisles and common exhibit hall areas to ensure a safe and attractive exposition. Booth wastebaskets will be emptied daily.

The exhibit area is fully carpeted. Exhibitors preferring a specific color may provide their own carpeting or secure it through the official expo decorator, Viper Tradeshows Services.

RESERVING EXHIBIT SPACE

Space is limited – Register early to take advantage of Early Bird registration rates!

Early Bird exhibit space is $1,950 for each 8’x10’ booth; a discounted price of $1,450 is available for non-profit organizations. A non-refundable deposit of 50% of the total amount due is required to confirm your reservation; the remaining balance must be paid upon receipt of invoice. **Exhibitors applying after June 12, 2015 must submit the full booth rental fee, none of which is refundable, with their contract.** Exhibit booths are not transferable and cannot be sold, subleased or assigned to another company by the original contracting company.

Government agencies required to use a purchase order should submit the purchase order with the booth reservation contract in lieu of a check. Invoicing will be processed immediately upon receipt of the purchase order, and in all cases payment will be due immediately. **Space will not be guaranteed until the purchase order is paid in full.**

To reserve space, please complete and sign the enclosed Booth Reservation Contract. Forward the contract along with a check made payable to the American Probation and Parole Association, to: Karen Mucci, Resource Expo Manager c/o The Council of State Governments P.O. Box 11910, Lexington, KY 40578-1910 Phone: (859) 244-8205 Fax: (859) 244-8001 Email: kmucci@csg.org

Written confirmation and an invoice for any remaining balance will be forwarded at the earliest possible date.

BOOTH ASSIGNMENTS

A floor plan of the exhibit area is included in this brochure. Exhibitors wishing to specify their preferred booth location may do so on the Exhibit Booth Reservation Contract included in this packet. However, this does not guarantee that you will receive the requested booths. In this event, you will not be notified that your preferred booths are unavailable. It is recommended that you visit the APPA website at www.appa-net.org/floorplan.htm to view currently available booths prior to making your booth selection. Show management reserves the right to make the final space assignment and to change, at its sole discretion, any such assignments, as it may deem necessary for the betterment of the exhibition. If the requested booths are not available, show management will make a space assignment based on the best location available on a first-come first-served basis.
REGISTRATION AND SETUP REQUIREMENTS

All registration materials and identification badges must be obtained at the Exhibitor Registration Desk. At least one representative from each exhibiting company must check in at the Exhibitor Registration Desk and set up the company’s booth(s) on Sunday, July 12, during exhibit installation hours, 12:00 p.m. - 5:30 p.m. Exhibitors who do not complete setup of their booth(s) before 5:30 p.m. on July 12 will automatically forfeit their exhibit booth space(s) unless previous arrangements have been made with APPA’s expo manager. The disposition of the booth(s) will then be entirely at the discretion of the APPA. No refunds will be granted, nor will previously paid monies be applied to future shows or other marketing areas. No exceptions will be made. Exhibitors are expected to have their booths in show condition each day before the exhibit hall opens.

The exhibit hall will close at 11:00 a.m. on Tuesday, July 14. All booths must remain open and fully staffed until 11:00 a.m. An exhibitor who begins dismantling prior to this time will jeopardize participation in future shows.

EXHIBIT BADGE POLICY

Each booth is allotted two complimentary full access Institute registration badges (one for non-profit organizations) which permits entrance to all Institute receptions, workshops, general sessions and the Resource Expo. Additionally, two complimentary “Expo Only” badges permitting access to the expo only will be provided per booth. Additional expo only badges are available at a cost of $75.00 per badge and must be listed on the Exhibit Booth Reservation Contract. Only those persons employed by the exhibiting company are entitled to name badges. All others must register for the Institute and pay the Institute registration fee. It is recommended that any additional representatives wishing to register to attend the Institute do so in advance to take advantage of APPA’s reduced registration rates. Registration forms may be obtained by calling Kris Chappell at (859)244-8204 or email at kchappell@csg.org.

DECORATING SERVICES

Viper Tradeshow Services is the official decorating contractor for APPA’s 40th Annual Training Institute and Resource Expo. Exhibitor service kits containing information on furniture rental items, electrical and miscellaneous service, shipping and other information will be forwarded to exhibitors upon confirmation of exhibit booth rental. Exhibitors must use APPA’s official contractor for rental of furniture, labor, custom cleaning and other such services as published in the exhibitor service kit. Please refer to Booth Specifications for a list of items that are included in booth rental.

Please direct questions regarding decorating services to Michael Roberts at Viper Tradeshow Services, 2575 Northwest Parkway Elgin, IL 60124, phone (847) 426-3100, fax (847) 426-3111 email mroberts@vipertradeshow.com.

BOOTH SHIPMENTS AND STORAGE

Viper Tradeshow Services will provide complete drayage service to accommodate your material shipping and handling needs, including receipt and storage of exhibitor freight prior to the show, delivery to the booth, removal and return of empty containers and re-loading at the end of the show. It is recommended that you ship your freight in advance to Viper Tradeshow Services. Storage crates, boxes or other extraneous materials are not to be stored in the exhibit booths during the show. Arrangements must be made with the service contractor for pickup, storage and return at the regular drayage rates. For additional information, please contact Michael Roberts at Viper Tradeshow Services at (847) 426-3100.
The American Probation and Parole Association (APPA) and the International Community Corrections Association (ICCA) are excited to invite you to join us for the Second World Congress on Community Corrections. This prestigious event was first introduced in London in 2013, and is being held every other year. The 2nd World Congress will be held July 14-16, 2015 in Los Angeles, immediately following and at the same location as the APPA 40th Annual Training Institute.

This World Congress is by invitation only and will be limited to key representatives from public and private community corrections organizations – probation, parole, pretrial, community corrections programs – from around the world. Attendees must apply to be accepted, and we are intending to limit the attendance to 250 participants from North America and 250 from other countries. This is an excellent opportunity to introduce and demonstrate the exceptional programs, technology and services you provide to a worldwide audience.

The exhibit space for this event will offer you the opportunity to interact with 500 attendees from around the world while enjoying some Southern California cuisine.

Expand your company’s reach by looking for new global customers. Network and make connections to enhance your future.
EXHIBIT BOOTH RESERVATION CONTRACT
APPA 40th Annual Training Institute / Second World Congress on Community Corrections • Los Angeles, CA • July 12-16, 2015

We wish to reserve _________ 8’ x 10’ booth(s)

☐ $1,000 Booth for Second World Congress ONLY

Early Bird Rates (Before June 3) Late Bloomer (After June 3)

☐ $1,950 Profit ☐ $2,250 Profit

☐ $2,450 Profit, COMBO* ☐ $2,750 Profit COMBO*

☐ $1,450 Non-profit ☐ $1,600 Non-profit

☐ $1,950 Non-profit COMBO* ☐ $2,100 Non-profit COMBO*

*COMBO denotes a fee for BOTH APPA Training Institute AND the World Congress

TOTAL $ _________

Company Name ____________________________ (As you wish to be listed. Limited to 26 characters)

We will be exhibiting ___________________________ (Product or service description, e.g. drug testing, adult education, etc.)

Contact Information
Designate below the name of the person in your organization who is to receive all relevant exhibition materials, including booth confirmation, exhibitor updates and service kit.

Company representative ___________________________ Title ___________________________

Address ___________________________ Company’s website address ___________________________

City ___________________________ State ___________________________ Zip ___________________________

Phone ___________________________ Fax ___________________________ Email ___________________________

BOOTH LOCATION
All booths are assigned on a first-come, first-served basis. Specifying booth location choices does not guarantee their availability. For a complete explanation of booth assignment practices, please refer to the exhibitor prospectus.

1st choice ___________________________ 2nd choice ___________________________ 3rd choice ___________________________ 4th choice ___________________________ 5th choice ___________________________ 6th choice ___________________________

List any organizations you do not wish to be located near: ___________________________

BADGE INFORMATION
Each for-profit booth is entitled to two (2) “Full” Institute registration badges and two (2) “Expo only” badges. Each non-profit booth is entitled to one (1) “Full” Institute registration badges and two (2) “Expo only” badges. Additional “Expo only” badges are only $75 each. For further information on APPA’s badge policy, please refer to the exhibit prospectus.

INSTITUTE/EXPO BADGES

1) (Name/Title) ___________________________ (Email/Phone) ___________________________

2) (Name/Title) ___________________________ (Email/Phone) ___________________________

3) (Name/Title) ___________________________ (Email/Phone) ___________________________

4) (Name/Title) ___________________________ (Email/Phone) ___________________________

ADDITIONAL BADGES ($75 EACH)

1) (Name/Title) ___________________________ (Email/Phone) ___________________________

2) (Name/Title) ___________________________ (Email/Phone) ___________________________

It is understood and agreed that APPA reserves the right to assign exhibitors to locations and hereby assures the exhibitor that APPA will make every effort to place the exhibitor in the best possible location for the benefit of the exhibitor and the betterment of the exhibition. However, APPA reserves the right to make the final space assignment and to change, at its sole discretion, any such assignment as it may deem necessary for the betterment of the exhibition. It is further understood and agreed that the exhibitor must abide by the information contained in the exhibit prospectus which is part of this contract. I hereby represent that I am authorized to submit this Booth Reservation Contract on behalf of my company, that I have read, understand and agree on behalf of my company to be bound by the terms of the contract and the accompanying exhibit prospectus; that the information provided herein is true; and that I understand that this Contract is complete only when accepted by APPA.

AUTHORIZED AGENT FOR EXHIBITING COMPANY:

_________________________ ___________________________

(Signature) (Date)

METHOD OF PAYMENT:

☐ Check ☐ Amex ☐ Visa ☐ Master Card

Credit Card Number: ___________________________ Vcode: ___________________________ Expiration Date: ___________________________

Name on Card: ___________________________

Signature: ___________________________

Return this form with a 50% deposit to:
Forms submitted after June 12, 2015 must include the full booth fee.
Karen Mucci
American Probation and Parole Association
P.O. Box 11910
Lexington, KY 40578-1910
Phone: (859) 244-8205, Fax: (859) 244-8001
Email: kmucci@csg.org

300-085-11-11958-43020 / 300-085-11-11959-43020
Company name or organization ________________________________

Street address or post office box ________________________________

City ________________________________ State __ Zip ____________

Phone ________________________________ Fax ____________________ Email __________________

**ADVERTISE YOUR COMPANY!**

**GOOD DEAL...**

APPAN BANNER AD AND EMAIL BLAST
APPAN Banner Ad Will Appear On The Appa Institute Registration Website. Ad Will Continuously Run For No Less Than Three Months. Email Blast Will Consist Of (1) Email Blast Sent Out To No Less Than 8000 Prospective Attendees. Ad Dimension Are 160P Wide X 320P In Length. .png or .gif File Required.

**....BETTER DEAL.....**

APPAN SOUVENIR PROGRAM AD
CIRCULATION: APPROX. 800
Souvenir Brochure is distributed to each attendee of the Institute.

APPAN ELITE AD
(inside front cover or back cover) $2000.00
Full Page PREMIUM ad $850.00
Full Page (8" wide x 10" deep) $700.00
1/2 Page (7" wide x 5" deep) $500.00

**....BEST DEAL...**

APPAN BANNER AD AND EMAIL BLAST
APPAN SOUVENIR PROGRAM AD
(Includes Premium ad space in APPAN Souvenir Brochure)

ALL THIS FOR $1700.00 (Save 15%)

***IN ADDITION the Registration Brochure will be made available for download on the APPAN website. MAXIMUM EXPOSURE!***

**SPECIFICS OF ADVERTISEMENT REQUESTED**

We wish to advertise in:

☐ Online Registration Brochure  ☐ Souvenir Program  ☐ Both

Size of advertisement ________________________________

Product to be advertised ________________________________

Amount due ________________________________

Acting on behalf of the above named company, I hereby agree to purchase advertising as specified above in connection with the American Probation and Parole Association’s 40th Annual Training Institute to be held in Los Angeles, CA, June 12-15, 2015. It is understood that although no assurance can be given for ad location, every effort will be made by APPAN to place the advertisement in the best possible location for the benefit of the advertiser and the betterment of the registration brochure and souvenir program.

**AUTHORIZED BY (PLEASE PRINT OR TYPE):**

(Name) ________________________________ (Title) ________________________________ (Signature) ________________________________ (Date) ________________________________

Complete this form and return to:
Kareem Mucci, Resource Expo Manager
American Probation and Parole Association
c/o The Council of State Governments
P. O. Box 11910, Lexington, KY 40578-1910
Phone: (859) 244-8205, Fax: (859) 244-8001
Email: kmucci@csg.org

Method of Payment:
☐ Check  ☐ Amex  ☐ Visa  ☐ Master Card

Credit Card Number: ________________________________ Vcode: ___________ Expiration Date: ___________

Name on Card: ________________________________

Signature: ________________________________

Materials should be received at APPAN by **March 6, 2015** for the Registration Brochure ads and **June 5, 2015** for the Souvenir Program ads.
ADVERTISING CONTRACT
Second World Congress on Community Corrections ● Los Angeles, CA ● July 14-16, 2015

Company name or organization ____________________________________________________________

Street address or post office box __________________________________________________________

City ______________________ State _______ Zip ______________________

Phone ______________________ Fax ______________________ Email ______________________

ADVERTISE YOUR COMPANY!

WORLD CONGRESS SOUVENIR PROGRAM AD
CIRCULATION: APPROX. 600
Souvenir Program is distributed to each attendee of the Congress.

APPA ELITE Ad (inside front cover or back cover) ................................................................. $3,000.00
Full Page PREMIUM Ad ........................................................................................................ $1,200.00
Full Page Ad (8” wide x 8” deep) ........................................................................................ $900.00
1/2 Page Ad (8” wide x 4” deep) ........................................................................................ $800.00

***PLEASE NOTE THE DIFFERENT AD SIZES FOR WORLD CONFERENCE PROGRAM!***

SPECIFICS OF ADVERTISEMENT REQUESTED
We wish to advertise in:

☐ Souvenir Program

Size of advertisement ________________________________________________________________

Product to be advertised ____________________________________________________________

Amount due ________________________________________________________________

MECHANICAL NOTES
1. Preferred materials: Electronic File: (e.g. PDF, EPS or TIFF), saved for Windows format on disk or emailed to kmucci@csg.org.
2. The dimensions given are standard U.S. sizes. Your copy will be adjusted to fit the Institute Souvenir Program as necessary.
3. Art and mechanical charges for layout will be imposed in addition to rate of space if APPA is requested to provide this service.
4. The program is printed in full color.

Acting on behalf of the above named company, I hereby agree to purchase advertising as specified above in connection with the Second World Congress on Community Corrections to be held in Los Angeles, CA, July 14-16, 2015. It is understood that although no assurance can be given for ad location, every effort will be made by APPA to place the advertisement in the best possible location for the benefit of the advertiser and the betterment of the registration brochure and souvenir program.

AUTHORIZED BY (PLEASE PRINT OR TYPE):

(Name) ___________________________(Title) __________________________(Signature) __________________________(Date) __________________________

Complete this form and return to:
Karen Mucci, Resource Expo Manager
American Probation and Parole Association
c/o The Council of State Governments
P. O. Box 11910, Lexington, KY 40578-1910
Phone: (859) 244-8205, Fax: (859) 244-8001
Email: kmucci@csg.org

Method of Payment:
☐ Check ☐ Amex ☐ Visa ☐ Master Card

Credit Card Number: __________________________Vcode: __________Expiration Date: __________

Name on Card: __________________________________________________________

Signature: __________________________________________________________

Materials should be received at APPA by June 5, 2015 for the Souvenir Program ads.

300-085-11-11959-49020
SECURITY AND LIABILITY

During the exhibit setup and dismantling hours and in the evening after the close of exhibits, APPA will provide security service to cover entrances to the exhibit hall. During exhibit hours, exhibitors will be responsible for security in their booth(s). Small items of value should be removed from the area during non-show hours. Neither the Westin Bonaventure Hotel and Suites or staff members thereof, nor the APPA shall be responsible for the safety or protection of the property of the exhibitors, its agents, employees or invitees, from theft or damage by fire, accident or due to any other cause. Exhibitors are required to provide all insurance and/or policy riders to cover all booth contents.

The exhibitor assumes entire responsibility for losses, damages and claims arising out of (a) damage to exhibitor’s displays, equipment and other property brought upon the premises of the exhibit hall, and (b) injury to exhibitor employees, agents or invitees within the exhibit hall. The exhibitor shall indemnify, hold harmless and defend the Westin Bonaventure Hotel and Suites, APPA and their respective employees and agents against any and all claims, demands, actions, damages, losses, liabilities, expenses and judgments recovered or asserted against the Westin Bonaventure Hotel and Suites and/or the APPA on account of any such damage or injury. The exhibitor understands that neither the Westin Bonaventure Hotel and Suites nor APPA maintain insurance to cover the exhibitor’s property.

CANCELLATIONS AND REFUNDS

Under no circumstances will the 50% deposit be refunded; however, the remaining amount paid will be refunded for booths canceled in writing before Friday, June 12, 2015. After Friday, June 12, 2015, no refunds will be made nor will previously paid monies be applied to any future APPA exhibit shows or other marketing areas. Additionally, these monies cannot be applied to offset another exhibitor’s booth rental fee.

HOTEL RESERVATIONS

All APPA Institute activities will take place at the Westin Bonaventure Hotel and Suites, 404 South Figeroa Street, Los Angeles, CA, 90071.

APPA has secured a reduced lodging rate at the federally approved government per diem of $138.00 per night single/double, triple and quad occupancy for Institute attendees at the Westin Bonaventure Hotel and Suites. To make lodging reservations, call the Westin Bonaventure Hotel and Suites at (888)421-1442. You must state that you are attending the APPA 40th Annual Training Institute to receive this special lodging rate.

A deposit equal to the first nights’ stay will be charged at the time the reservation is made. Deposit is refundable with cancellation notification 72 hours in advance of arrival date. Room rates are based on availability until Thursday, June 18, 2015.

Exhibiting increases return on investment an average of 500%
INSTITUTE SOUVENIR PROGRAM ADVERTISEMENT

An advertisement in the Institute Program Guide can lead attendees directly to your booth! You will also ensure maximum exposure for your product or service, as every attendee continually refers to the program for information on all Institute activities. An advertising contract is included in this packet; please return by June 5, 2015.

MORE OPPORTUNITIES!

The American Probation and Parole Association is fully embracing the “green” movement by eliminating 90 percent of our printed materials—this includes our Institute registration brochures and our quarterly journal, Perspectives—saving an abundance of paper, ink and postage supplies along the way. We will be maintaining an online presence for most of our printed materials.

This creates a fantastic opportunity to advertise in both our online registration brochure and the printed Souvenir program; in the online registration brochure, you customers will be ONE CLICK AWAY from your products and services by direct links to your company’s website.

IN ADDITION, by advertising in the Registration brochure, this will enable you to get reduced rates to advertise in the Souvenir Program—this is the premier brochure that is handed to each attendee upon arrival. This program is referred to continually throughout the Institute, as it is where Institute activities, schedules, and speakers are listed. This program is then taken home and used as a reference long after the conference is over.

INSTITUTE SPONSORSHIP

Along with exhibiting your products, exhibitors are encouraged to participate in the sponsorship of Institute activities as another way to increase your exposure. Only through the generous support of the private sector can APPA maintain its high standards of Institute training. APPA is a nonprofit organization with 501c(3) status as determined by the Internal Revenue Service which means your contribution may be tax deductible. Please refer to the Sponsorship Opportunities pamphlet that is included with this brochure. In addition to the options listed, companies are encouraged to devise their own creative options in support of the APPA Winter Training Institute. For more information regarding sponsorship, please contact Karen Mucci at (859) 244-8205 or email Karen at kmucci@csg.org.
SPONSORSHIP

Sponsoring an APPA event will not only help you get MAXIMUM exposure at the Institute, but it will also aid the Community Corrections field in general!

- Demonstrate your level of support for the American Probation and Parole Association while creating maximum exposure for your company! Sponsorships are available at ALL budget levels!
- Drive additional traffic to your booth!
- Enhance your company’s name recognition!
- Introduce your products and services to key decision makers in community corrections!
- Get the return on investment you deserve!

For more information on Sponsorship, please consult the enclosed Sponsorship options!
DISPLAY RULES AND REGULATIONS

Note: If Any Exhibitor Is Outsourcing Setup And / Or Dismantling, APPA Requires The Person Or Company Name No Later Than Friday, July 10, 2015

1) A single exhibit booth may be occupied by only one company. Companies displaying jointly must reserve at least as many booths as there are numbers of companies in the joint display.

2) An exhibit booth must be occupied by the same company for the duration of the show.

3) All booths must be carpeted.

4) All displays, demonstrations, sales activities, etc. must be contained within the reserved booth space and may not impede traffic through the aisles. No solicitation or distribution of materials can take place within the exhibit hall aisles or in any other conference areas.

5) All booths are 8’ deep x 10’ wide, unless otherwise noted on the floor plan. Display dimensions may not exceed the 8’ height of the backdrop or the 3’ height of the side rails. A display may stand 8’ in height only if it is flush with the booth’s backdrop and extends no more than 4” from the back line of the booth at this height. The height of the booth must then drop down to the 3’ height of the side rails. Displays violating this policy may be dismantled at the discretion of the APPA due to infringement on the visibility of or interference with adjoining displays.

6) Any display that exceeds normal display regulations must be approved in writing prior to the exhibit show. Permission must also be granted and arrangements made for any oversized display which may require early setup. Exhibitors who need to gain approval and make special setup arrangements must contact the APPA Expo Manager at (859) 244-8205, at least 30 days in advance of the show. Displays that do not conform to regulations as stated herein and have not been approved by APPA prior to the exhibit show will not be accepted.

7) All materials used in displays must be flameproof and meet local fire regulations. All electrical wiring must conform to local codes.

8) Press conference or other media events organized by exhibitors and conducted during show hours in the exhibit hall is prohibited. Exhibitors should contact the APPA Exhibit Coordinator to arrange for suitable location and scheduling of press conferences and other media events at least 30 days in advance of the show.

9) Because of insurance restrictions, all weapons displayed must be rendered inoperable.

10) Exhibitors or their agents shall not injure or deface the walls of the building, the building or the equipment of the booths, including the painting and staining. Exhibitors are not permitted to drive tacks, nails or screws into the walls or woodwork. When such damage appears, the exhibitor is liable to the owner of the property so damaged. Use of stickers, decals and adhesive materials is limited to the exhibitor’s own display.

11) Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor representing such material. A firm or organization not assigned exhibit space will not be permitted to solicit business within the exhibit area or in any other conference areas.

12) The APPA reserves the right to restrict exhibits that, because of noise, method of operation, materials, or any other reason, become objectionable, and also reserves the right to prohibit any exhibit that, in the opinion of show management, may detract from the general character of the exhibit show as a whole. Should this occur, APPA shall not be liable to the exhibitor for refund of booth rental fees for any other damages whatsoever.

13) The American Probation and Parole Association reserves any group, organization, corporation, company or other entity which advertises in APPA publications or exhibits at APPA shows to respect the dignity of all individuals.

14) Any food or beverage served from an exhibit booth which does not represent the product being exhibited must be purchased through the official Institute catering contractor.

15) In order to preserve our tax-exempt status with the Internal Revenue Service, the APPA must insist that no selling take place in the exhibit hall.

16) Smoking is prohibited in the exhibit hall.

17) Exhibits that include the use of copyrighted music must obtain the proper licensing to use such music. The exhibitor assumes entire responsibility for the use of this music and shall indemnify and hold harmless the American Probation and Parole Association from any and all such losses, damages and claims arising from this use.

18) Exhibit booths must be in compliance with the requirements of the Americans with Disabilities Act (ADA) for “places of public accommodation.” Exhibitors hereby agree that they will defend, indemnify, and hold harmless APPA harmless from and against any and all claims, demands, actions, damages, losses, liabilities, expenses and judgments recovered from or asserted against APPA on account of any actual or alleged failure of the exhibitor’s exhibit booth to comply in any respect with the requirements of the ADA.

20) Exhibitors accept full responsibility for their acts and conduct, as well as the acts and conduct of their invitees, within any part of the exhibit hall and conference area, and agree to defend and indemnify APPA against any and all claims, demands, actions, damages, losses, liabilities, expenses and judgments recovered or asserted against APPA on account of any such acts or conduct.

21) The American Probation and Parole Association maintains no control over the personnel, equipment or operations of any air, water or surface carrier, cruise line, bus or limousine company, transportation company, hotel, restaurant or other person or entity furnishing services, products or accommodations as part of the Institute, because all of these suppliers are independent contractors. The American Probation and Parole Association shall not be liable for any injury, damage, loss, expense, accident, delay, inconvenience or irregularity that may be caused or contributed to by any wrongful, negligent or unauthorized act or omission on the part of any of these suppliers or any of their agents, servants, employees or independent contractors; (2) by any defect in or failure of any vehicle, equipment, instrumentality, service, product or accommodation that is owned, operated, furnished or otherwise used by any of these suppliers; (3) by any wrongful, negligent or unauthorized act or omission on the part of any other person or entity not under the direct control of the American Probation and Parole Association; and (4) by any other cause, condition or event whatsoever beyond the direct control of the American Probation and Parole Association.

22) All vendors must carry insurance against damages and loss, and public liability insurance against injury and property of others. Additionally, the exhibitor understands that American Probation and Parole Association does not maintain and is not responsible for maintaining insurance covering personal injury to the exhibitor or the exhibitor’s property. It is the sole responsibility of the exhibitor to obtain insurance covering such losses or damages.

23) As a courtesy to all exhibitors, hospitality suites shall not be open, and private parties shall not be permitted, during the scheduled hours of the exhibit show, APPA meetings or other APPA functions. Exhibitors scheduling private functions in conflict with official APPA events will jeopardize participation in future APPA shows.

24) Any outstanding debts with the Association must be paid prior to any company, organization or agency occupying an exhibit booth at any APPA show.

25) APPA shall not be liable for failure to perform its obligations hereunder due to strikes, riots, acts of God or any other cause beyond its control.

26) In the event of cancellation of the Institute for any reason, APPA’s liability to an exhibitor shall not exceed the amount of the exhibitor’s deposit and above the non-refundable deposit. The exhibitor’s acceptance of these Rules and Regulations constitutes a release of APPA from any claims for damages in excess of said amount.

27) All regulations as stated herein are part of the legally binding booth reservation contract. In signing, the exhibitor agrees to abide by the regulations as stated herein and on the Booth Reservation Contract itself.

28) Show management reserves the right to make the final space assignments and to change, at its sole discretion, any such assignments as it may deem necessary for the betterment of the exhibition.
NETWORK WITH ATTENDEES! EXPAND YOUR MARKET!

IS YOUR COMPETITION ATTENDING?

PLEAS CONTACT:
Karen Blackwell Mucci
Resource Expo Manager
American Probation and Parole Association
P.O. Box 11910
Lexington, KY 40578-1910
Phone: (859) 244-8205
Fax: (859) 244-8001
Email: kmucci@csg.org