

AMERICAN PROBATION  
AND PAROLE ASSOCIATION

2016 WINTER TRAINING INSTITUTE

*Atlanta*

JANUARY 31 - FEBRUARY 3, 2016

EXHIBITOR PROSPECTUS



The American Probation and Parole Association's 2016 Winter Training Institute expects to attract hundreds of professionals involved in the community corrections, juvenile 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 2016 Winter Training Institute in Atlanta, Georgia!



AN INCREDIBLE SHOW! WE SEEMED TO HAVE  
PEOPLE AT OUR BOOTH CONSTANTLY!

## EXHIBIT HOURS

### SUNDAY, JANUARY 31

*12:00 p.m. - 5:00 p.m.*

Exhibit Installation

*7:00 p.m. - 9:00 p.m.*

Opening Reception in the  
Resource Expo

### MONDAY, FEBRUARY 1

*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, FEBRUARY 2

*9:00 a.m. - 11:00 a.m.*

Expo Viewing

*11:00 a.m. - 2:00 p.m.*

Exhibit Dismantling

### 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.

I HAVE EXHIBITED IN MANY CONFERENCES ACROSS THE CO  
BEST EXPERIENCE TO GET UP CLOSE WITH THE INDIVIDUAL



COUNTRY, BUT THE APPA CONFERENCE - BY FAR - IS THE  
LARGEST IN THE COMMUNITY CORRECTIONS PROFESSION.

## EXHIBIT LOCATION

The Resource Expo will be located in the Cobb Galleria, Exhibit Hall D located at the Renaissance Atlanta Waverly Hotel and Convention Center, 2450 Galleria Parkway, Atlanta Georgia 30339.

## BOOTH SPECIFICATIONS

All exhibit spaces are 10' 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.

## RESERVING EXHIBIT SPACE

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

Early Bird exhibit space is \$1,660 for each 10 x 10 booth; a discounted price of \$1,060 is available for non-profit organizations. **Exhibitors applying after December 17, 2015 must submit the full booth rental fee, none of which is refundable.** 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  
2760 Research Park Drive, Lexington, KY 40511  
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](http://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.

## WHAT IS INCLUDED IN THE BOOTH FEES?

Each 10' 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.

# Why Exhibit

exhibiting with APPA

will not only create  
new business, it also

lets Community

Corrections decision

makers know that,

during these tough

economic times, your

company is active,

healthy and

dependable!

## 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, January 31, 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 January 31 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, February 2. 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](mailto:kchappell@csg.org).

## DECORATING SERVICES

Viper Tradeshow Services is the official decorating contractor for APPA's 2016 Winter Training Institute. 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 Debra Turner at Viper Tradeshow Services, 2575 Elgin, IL 60124, phone (847)426-3100, fax(847)426-3111 or email to [dturner@vipertradeshow.com](mailto:dturner@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 Debra Turner at Viper Tradeshow Services, 2575 Elgin, IL 60124, phone (847)426-3100, fax(847)426-3111 or email to [dturner@vipertradeshow.com](mailto:dturner@vipertradeshow.com).

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# ADVERTISING CONTRACT

APPA 2016 Winter Training Institute • Atlanta, GA • January 31 - February 3, 2016

Company name or organization \_\_\_\_\_

Street address or post office box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## ADVERTISE YOUR COMPANY!

### GOOD DEAL...

#### APPA BANNER AD AND EMAIL BLAST

APPA 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 160Px Wide X 320Px In Length. .png or .gif File Required.

**APPA BANNER AD/EMAIL  
BLAST COMBO (EACH) \$1150.00**

### ....BETTER DEAL....

#### APPA SOUVENIR PROGRAM AD

CIRCULATION: APPROX. 800

Souvenir Brochure is distributed to each attendee of the Institute.

#### APPA 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...

#### APPA BANNER AD AND EMAIL BLAST APPA SOUVENIR PROGRAM AD

(Includes Premium ad space in APPA Souvenir Brochure)

**ALL THIS FOR \$1,700.00  
(Save 15%)**

**\*\*\*NOTE\*\*\* THE ABOVE ADVERTISING OPPORTUNITIES IS NOT AN EXHAUSTIVE LIST. PLEASE CONTACT KAREN MUCCI AT (859) 244-8205 OR EMAIL AT [KMUCCI@CSA.ORG](mailto:kmucci@csa.org) FOR ANY ADVERTISING IDEAS THAT YOU MIGHT HAVE!**

## SPECIFICS OF ADVERTISEMENT REQUESTED

We wish to advertise in:

☐ Online Registration Brochure ☐ Souvenir Brochure ☐ Both

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@csa.org](mailto:kmucci@csa.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 Institute Souvenir Program is printed in one color.

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 2016 Winter Training Institute to be held in Atlanta, Georgia January 31-February 3, 2016. 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  
2760 Research Park Drive, Lexington, KY 40511  
Phone: (859) 244-8205, Fax: (859) 244-8001  
Email: [kmucci@csa.org](mailto:kmucci@csa.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  
SEPTEMBER 15, 2015 FOR THE  
REGISTRATION WEBSITE ADS  
AND DECEMBER 17, 2015 FOR  
THE SOUVENIR PROGRAM ADS.**

# EXHIBIT BOOTH RESERVATION CONTRACT

APPA 2016 Winter Training Institute • Atlanta, GA • January 31 - February 3, 2016

We wish to reserve \_\_\_\_\_ 10' x 10' booth(s)

**Early Bird Rates (By 12/17/15)**

☐ \$1,660 Profit

☐ \$1,060 Non-profit\*

**Late Bloomer (After 12/17/15)**

☐ \$1,860 Profit

☐ \$1,200 Non-profit\*

\$ \_\_\_\_\_ **TOTAL**

*\*Verification of non-profit status may be requested.*

**RETURN THIS FORM WITH A 50% DEPOSIT TO:**

Forms submitted after December 17, 2015 must include the full booth fee.

Karen Mucci, American Probation and Parole Association

2760 Research Park Drive, Lexington, KY 40511

Phone: (859) 244-8205, Fax: (859) 244-8001

Email: kmucci@csg.org

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 \_\_\_\_\_

Country \_\_\_\_\_

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.

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_ 4<sup>th</sup> choice \_\_\_\_\_ 5<sup>th</sup> choice \_\_\_\_\_ 6<sup>th</sup> 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: \_\_\_\_\_

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## SECURITY AND LIABILITY

During the exhibit set-up 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 Renaissance Atlanta Waverly Hotel and Convention Center or staff members thereof, nor the APPA shall be responsible for the safety or protection of 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 Renaissance Atlanta Waverly Hotel and Convention Center, APPA and their respective employees and agents against any and all claims, demands, actions, damages, losses, liabilities, expenses and judgements recovered or asserted against the Renaissance Atlanta Waverly Hotel and Convention Center/ or the APPA on account of any such damage or injury. The exhibitor understands that neither the Renaissance Atlanta Waverly Hotel and Convention Center nor APPA maintain insurance to cover the exhibitor's property.

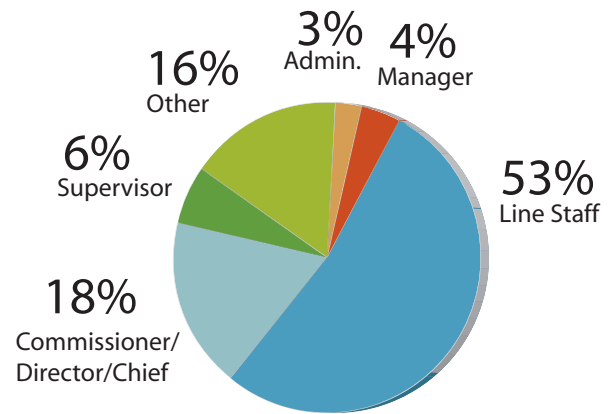
## CANCELLATIONS AND REFUNDS

Under no circumstances will the 50% deposit be refunded; however, the remaining amount paid will be refunded for booths canceled in writing by **Thursday, December 17, 2015**. After **Thursday, December 17, 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.

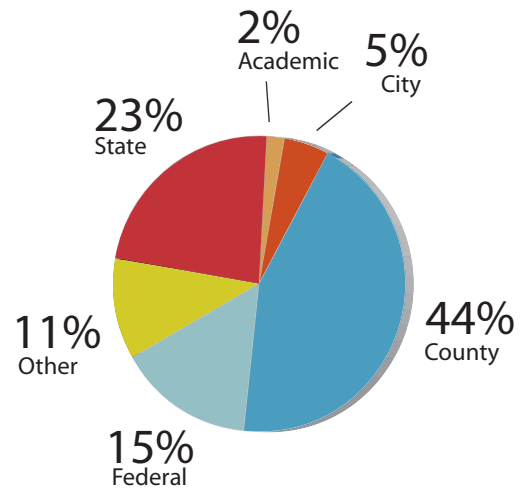
## HOTEL RESERVATIONS

The Renaissance Atlanta Waverly Hotel is the official host hotel of the APPA 2016 Winter Training Institute. APPA has secured an incredibly reduced lodging rate at the federally approved government per diem, which will not be available until October of 2015. To make lodging reservations directly with the Marriott call (800)468-3571. **APPA's special rates are based upon availability until December 31, 2015.** All reservations must be accompanied by a first night room deposit or guaranteed by a major credit card. APPA has blocked the number of guest rooms to accommodate all of our members and guests based on past history. Guest rooms that are cancelled 30 days before your arrival date create financial harm to your association. By registering for the APPA Institute you agree to allow the hotel to share your reservation information with APPA to insure that you receive the discounted rate and are counted toward the APPA Institute room block. Hotel will not hold any reservations unless secured by a first night's room deposit. A deposit of first nights' room and tax will be processed at the time the reservation is made. Should cancellation be received 72 hours to arrival, the deposit will be refunded.

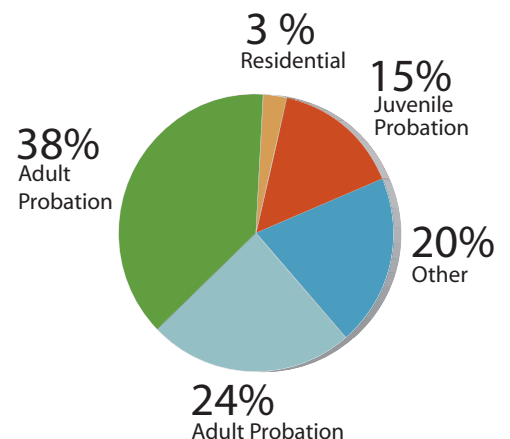
### PROFESSIONAL CATEGORY



### JOB JURISDICTION



### WORK AREA



EXHIBITING  
INCREASES  
RETURN ON  
INVESTMENT AN  
AVERAGE OF

**500%**

CEIR, COST OF EFFECTIVENESS OF EXHIBITING STUDY

## PAST EXHIBITORS

3M Electronic Monitoring  
3rd Millennium Classrooms  
ACCI Lifeskills  
Actsoft, Inc.  
Agilent Technologies  
Alcohol Countermeasure Systems Corporation  
Alcohol Monitoring Systems  
Alcoholics Anonymous  
Alfa Scientific Designs, Inc.  
Alkermes  
American Drug Screening Corporation  
American Screening Corporation  
Ammon Analytical  
Anytrax  
Arizona Probation Officer's Association  
Arizona State University School Of Criminology And Criminal Justice  
Assessments.com  
Association Of Ignition Interlock Administrators  
BJA's National Training And Technical Assistance Center  
BI Incorporated  
Biometric Corporation  
Bobbi Brown Cosmetics  
Boystown  
California Probation, Parole And Correctional Assn.  
California University Of Pennsylvania  
Capita Technologies  
Career Edge/Build A Business  
Caseloadpro  
CNT Infotech  
CBP U.S. Customs & Border Patrol  
CBR Youth Connect  
Celebrate Recovery Inside  
Center For Credentialing And Education  
Cirquilar  
Colorado Judicial Branch  
Columbia Southern University  
Community Corrections Software  
Community Education Centers  
Consumer Safety Technology  
Correct Tech, Inc.  
Correctional Counseling Inc.  
Correctional Healthcare Companies  
Correctional Online Training Collaborative  
Correctional Management Company  
Corrections Software Solutions  
Corrisoft, LLC  
Cottonwood Treatment Center  
Devereaux GA Treatment Network  
Digital Solutions  
Doculynx  
Draeger Safety Diagnostics  
Eastern Kentucky University  
Electronic Resource Associates, LLC  
EMD Insurance, LLC  
Emerge Monitoring, Inc.  
Environmental Systems Research Institute  
Express Diagnostics International  
EZ Alternative Payments  
Fairbanks Hospital  
FBI-Ndex Section  
Fieldware, Llc  
Firetree, Ltd  
Forensic Fluids Laboratories  
G.r.e.a.t.  
G2 Research Limited  
G4S Care & Justice Services, LLC  
Gateway Rehabilitation Center  
Gaudenzia  
Gen-Diagnostics Inc.  
Glen Mills Schools  
Govpaynet  
Grace Industries, Inc.  
Grand Canyon University  
Great Lakes Labs  
Guidance Software, Inc.  
Hazelden Publishing  
Homeland Justice Systems  
Hythiam  
ID Software  
Informa Systems  
Instant Technologies  
Integrated Management Solutions  
Interceptor Ignition Interlocks  
International Community Corrections Association  
International Consortium Alcohol Credentialing  
Internet Probation & Parole Control  
Isecuretrac Corporation  
Jadsoftware, Inc.  
Jobview  
Jpay, Inc.  
Judge Rotenberg Educational Center  
Justice EZ Trac  
Kidlink Network  
Kidspace National Centers  
Kroll Laboratory Specialists  
Law Enforcement Associates  
Law Enforcement National Data Exchange (Ndex)  
Lewis University  
Lexis Nexis  
Lexmark International  
Liberty Management Services  
Liberty One  
Lifesafe Interlock, Inc.  
Lifeskills Education  
Lighthouse Care Center Of Augusta  
Lighthouse For The Blind Of Fort Worth, TX  
Loryx Systems, Inc.  
Lubbock County Community Corrections Facility  
Madd, Texas State

THIS IS OUR FIRST APPA CONFERENCE, AND  
WAS SO NICE AND ACCOMODATING! WISH

## 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 December 17, 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 out 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 for you to place a banner ad on the Attendee site, place a banner ad in an upcoming email blast that reaches at least 8,000 people or placing an ad in the souvenir program. Your customers will be just one click away from your products and services by direct links to your company’s website.

**IN ADDITION, by advertising on the Institute attendee website, 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. The program is referred to continually throughout the Institute, as it is where Institute activities, schedules, and speakers are listed. The 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](mailto:kmucci@csg.org).

## SPONSOR AN APPA EVENT!

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!

AND IT WILL NOT BE OUR LAST! EVERYONE  
H THEY COULD ALL BE LIKE THIS ONE!

## SPONSORSHIP

- 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 Sponsorship options brochure!

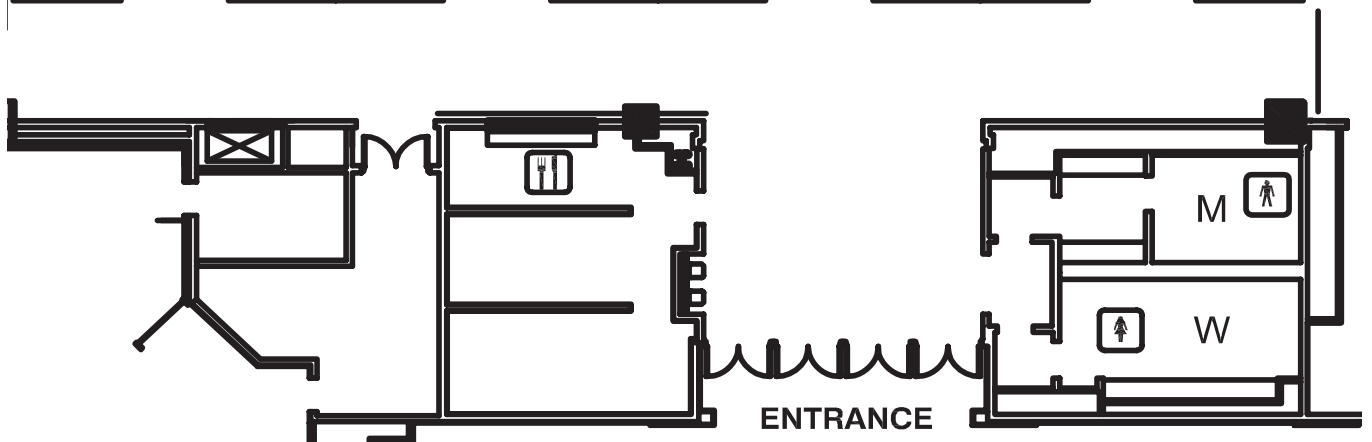


Maine Department Of Corrections  
Malvern Institute  
Marquis Software  
Mary Kay Cosmetics  
MCJ Inc. Eyecheck  
Medtox Laboratories  
MHH Correctional Services, Inc.  
MHS, Inc.  
Micro Distributing  
Micro Systemation  
Mingus Mountain Academy  
Monitech  
Morpho Detection  
Narcotics Anonymous  
National Association For Drug Court Professionals  
National Association For Shoplifting Prevention  
National Crime Prevention Council  
National Council On Crime & Delinquency  
National Curriculum Training Institute (NCTI)  
National Fatherhood Initiative  
National Institute For Truth Verification  
National Institute Of Corrections  
National Institute On Drug Abuse  
NCJRS, Office Of Justice Programs  
National White Collar Crime Center  
Network Of Care, Trilogy IR  
New Dawn Technologies  
National Law Enforcement And Corrections Technology Center (NLECTC)  
Noble Software Group  
Norchem Laboratories  
Northpointe, Inc.  
NOVX  
Offender Solutions, Inc.  
Omnilink Systems, Inc.  
One Source Toxicology Laboratory, Inc.  
Orbis Partners, Inc.  
Paperless Business Solutions  
Paraben Forensics  
PA Bureau Of Juvenile Justice  
Personal Development Seminars  
Phamatech Labs & Diagnostics  
Pharmchem, Inc.  
Phoenix Kiosk  
Physician Services Inc.  
PO Check, LLC  
Policy Research Associates, Inc.  
Professional Online Testing Solutions  
Protocol Global Solutions  
PTS Of America, LLC  
PSI/Division III  
Q Test, Inc.  
QPI  
Ramsell Technologies  
Reading Specialists  
Reckitt Benckiser Pharmaceuticals  
Recovery Healthcare Corporation  
Redwood Toxicology Laboratory  
Respect Of Florida  
Remote-Com  
REVQ  
Rite Of Passage  
Ritetrack, LLC  
Rkv Technologies, Inc.  
Saint Peters College  
Sam Houston State University  
Samhsa  
Satellite Tracking Of People, LLC  
Scientific Learning Corporation  
Search Group, Inc.  
Securealert  
Securmanage  
Senica  
Sentinel Offender Services, LLC  
Sequel Youth And Family Services  
Siemens Healthcare Diagnostics  
Silver Dream Jewelry  
Smart Start, Inc.  
Soberlink  
Solution Specialties  
Southern New Hampshire University  
Southwest Indiana Youth Village  
Spectrosoft  
Stevens Treatment Programs  
Strategic Technology Communications  
Streetime Technologies, LLC  
Substance Abuse And Mental Health Services Administration (SAMHSA)  
Surfreon, Inc.  
Syscon Justice Systems  
TASC, Inc.  
Tasc Of Arizona  
Taser International  
Teen Law School  
The Brandon School  
The Carey Group  
The Century Council  
The Change Companies  
The Counseling & Psychotherapy Center  
The Court Brothers  
The Federal Bonding Program  
The International Association Of Chiefs Of Police  
The Next Step, Inc.  
The Sassi Institute  
The Williams Institute  
Thermofisher Scientific  
Total Court Services  
Touchpay  
Trutouch Technologies  
UC Corrections Institute  
Unicor/Federal Prison Industries  
University Of Wisconsin, Platteville  
US DOJ's Global Justice Initiative  
Utica College  
Youimpact  
Varian, Inc.  
Western Union Payment Services  
Wings-Pennsylvania Ami  
Xwave

# FLOORPLAN

Cobb Galleria, Exhibit Hall D  
Renaissance Atlanta Waverly Hotel and Convention Center

|     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|
| 118 | 119 | 218 | 219 | 318 | 319 | 418 | 419 |
| 116 | 117 | 216 | 217 | 316 | 317 | 416 | 417 |
| 114 | 115 | 214 | 215 | 314 | 315 | 414 | 415 |
| 112 | 113 | 212 | 213 | 312 | 313 | 412 | 413 |
| 110 | 111 | 210 | 211 | 310 | 311 | 410 | 411 |
| 108 |     |     |     |     |     |     |     |
| 106 | 107 | 206 | 207 | 306 | 307 | 406 | 407 |
| 104 | 105 | 204 | 205 | 304 | 305 | 404 | 405 |
| 102 | 103 | 202 | 203 | 302 | 303 | 402 | 403 |
| 100 | 101 | 200 | 201 | 300 | 301 | 400 | 401 |



# 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, December 18, 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 inoperative.

10) Exhibitors or their agents shall not injure or deface the walls of the building, the booths or the equipment of the booths, including via 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 presenting 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 for 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 or for any other damages whatsoever.

13) The American Probation and Parole Association requires 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 and save 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. Nothing in this agreement shall be deemed to be an admission by APPA or the exhibitor that either entity is a "public accommodation," or that the convention space or the exhibit booth leased hereunder is a "place of public accommodation," under the ADA.

19) Exhibitor represents and warrants that it is in full compliance with all federal, state and local equal employment laws, rules, regulations and ordinances applicable to its operations.

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 (1) 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; or (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 are 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 rental fees paid over and above the nonrefundable 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.

*Failure to abide by these conditions may result, at the discretion of the APPA, in the closing of an exhibit and/or the restriction or eviction of persons involved without compensation to the exhibitor, and the exhibitor may forfeit the right to exhibit at future APPA events. All matters not covered by these Rules and Regulations shall be within the discretion of APPA show management. These Rules and Regulations may be amended at any time by APPA show management; any such amendments shall be provided to, and shall be binding upon, all exhibitors.*



American Probation and Parole Association  
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## EXHIBIT HOURS

### SUNDAY, JANUARY 31

|                        |  |
|------------------------|--|
| 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, FEBRUARY 1

|                         |                                |
|-------------------------|--------------------------------|
| 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, FEBRUARY 2

|                        |                     |
|------------------------|---------------------|
| 9:00 a.m. - 11:00 a.m. | Expo Viewing        |
| 11:00 a.m. - 2:00 p.m. | Exhibit Dismantling |

## FOR MORE INFORMATION

Please contact:

Karen Blackwell Mucci  
*Resource Expo Manager*

American Probation  
and Parole Association  
2760 Research Park Drive  
Lexington, KY 40511-2760  
Phone: (859) 244-8205  
Fax: (859) 244-8001  
Email: [kmucci@csg.org](mailto:kmucci@csg.org)