



**NATIONAL
CORRECTIONAL
INDUSTRIES
ASSOCIATION**

Booth Reservation Contract

NCIA 2021 National Training Conference

Number of 8' x 10' booths to be reserved: _____

Please indicate your six booth selections.

1st choice: _____ 3rd choice: _____ 5th choice: _____

2nd choice: _____ 4th choice: _____ 6th choice: _____

Booths will be assigned on the basis of receipt of Booth Reservation Contract, payment of \$400 deposit per booth, and vendor score at NCIA 2020. Thereafter, booths will be assigned on a first-come, first-serve basis with contract and deposit due within ten (10) days of booth sale. NCIA will list each exhibitor under one product category with a brief description of your company's products or services. Please see page two of this contract for details.

Name of company/organization as it should appear in the conference program book and on the exhibitor ID sign.

Address

City, State, ZIP

Phone

Fax

Website

Main Contact

Email address

Exhibitors we would prefer to be near: _____

Exhibitors we would prefer **NOT** to be near: _____

For exhibitor badge preparation, list the names of two representatives per booth to receive complimentary conference registrations for admission into workshops and conference functions in addition to the Exhibit Hall. Please submit additional names on a separate sheet of paper.

Name, Title

Name, Title

Email

Email

By signing, you agree to rent the above-indicated exhibit booth(s) subject to the National Correctional Industries Association's (NCIA) exhibit regulations, which include all requirements set forth in this brochure. Enclose the nonrefundable and nontransferable deposit in the amount of \$400 for each booth reserved. The booth rental fee less the nonrefundable deposit will be invoiced in April 2021. If payment is not received within 30 days of invoice, the deposit may be forfeited and the booth(s) opened up for sale. Exhibitors applying after April 1, 2021 must submit the full booth rental fee with their contract. If written cancellation requests are received by NCIA on or before July 30, 2021, the exhibitor will receive a refund of the booth rental fee less the nonrefundable deposit. After July 30, 2021, no refunds of any amount will be made. Exhibitors assigned booths other than those requested will be deemed to have accepted those booths unless a written request for change of location is received by NCIA within ten (10) days of the dated booth assignment confirmation. Exhibit booths are NOT transferable and cannot be sold, subleased, or assigned to another company by the original contracting company. I hereby represent that I am authorized to submit this Booth Reservation Contract on behalf of the company listed above and that the information provided herein is true and correct. I have read, understand and agree to be bound by the terms of this Contract and the accompanying Rules & Regulations, and understand that this contract is complete only when accepted by NCIA.

Credit Card Payments

Card type: ☐ Visa ☐ Mastercard ☐ American Express

Card Number: _____ Exp. date: _____

Name on card: _____ Cardholder signature: _____

Mail contract & payment to:

NCIA
800 North Charles Street
Suite 550B
Baltimore, MD 21201
Phone: (410) 230-3972
Fax: (410) 230-3981

NCIA USE ONLY

Booth #(s) assigned: _____ Total booth fee: _____ Amount of deposit: _____ Date paid: _____

Check or credit card #: _____ Amount of balance: _____ Check/credit card authorization #: _____

Date balance paid: _____ Signature of authorizing NCIA employee: _____ Date: _____



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Each exhibiting company has the opportunity to be listed under **one product category**, along with a brief description of your company's products or services. We must receive your product category and description by January 29, 2021 for your company to be included in the NCIA 2021 Program Book.

Please indicate with an (X) the one product category under which your company should appear. **You may only choose one category.**

<input type="checkbox"/> Aluminum	<input type="checkbox"/> Laundry Equipment	<input type="checkbox"/> Reflective Products
<input type="checkbox"/> Apparel	<input type="checkbox"/> Leadership Development	<input type="checkbox"/> Refurbishing/Upholstery
<input type="checkbox"/> Beds	<input type="checkbox"/> License Plates (Systems/Products/Svcs)	<input type="checkbox"/> Renewable Energy Programs
<input type="checkbox"/> CAD/CAM Hardware	<input type="checkbox"/> Lighting	<input type="checkbox"/> Seating
<input type="checkbox"/> Commissary	<input type="checkbox"/> Lockers/Storage	<input type="checkbox"/> Security Products
<input type="checkbox"/> Cutting/Sewing/Spreading	<input type="checkbox"/> Machinery/Equipment	<input type="checkbox"/> Shelving
<input type="checkbox"/> Electrical/Entertainment	<input type="checkbox"/> Magnetic Printable Products	<input type="checkbox"/> Signs
<input type="checkbox"/> ERP Software	<input type="checkbox"/> Mattresses/Mattress Materials	<input type="checkbox"/> Tables
<input type="checkbox"/> Eyeglasses	<input type="checkbox"/> Optical Billing	<input type="checkbox"/> Telemarketing Support
<input type="checkbox"/> Fabrics/Textiles	<input type="checkbox"/> Optical Equipment	<input type="checkbox"/> Textbooks
<input type="checkbox"/> Flame Resistant Materials	<input type="checkbox"/> Personal Protective Products	<input type="checkbox"/> Thread
<input type="checkbox"/> Food Products	<input type="checkbox"/> Pillows	<input type="checkbox"/> Toilet Tissue Machinery
<input type="checkbox"/> Food Service	<input type="checkbox"/> Plastic Bagmaking Machinery	<input type="checkbox"/> Upholstery/Foams
<input type="checkbox"/> Footware	<input type="checkbox"/> Print Finishing Products	<input type="checkbox"/> Webbing
<input type="checkbox"/> Furniture/Components	<input type="checkbox"/> Print Systems	<input type="checkbox"/> Woodworking Tools
<input type="checkbox"/> Industrial Embroidery Machines	<input type="checkbox"/> Recreational Products/Equipment	<input type="checkbox"/> Yarn
<input type="checkbox"/> Industrial Sewing Machines	<input type="checkbox"/> Recycled Fabrics	<input type="checkbox"/> Zippers
<input type="checkbox"/> Janitorial Supplies		<input type="checkbox"/> Other _____

Please specify

Please provide a description of your product or service to be exhibited exactly as you would like it to be printed in the NCIA 2021 Program Book. Please limit text to 50 words or less. Submissions may be sent in a Word document to Rebekah McWain at rebekah@nationalcia.org.