

Sponsor & Exhibitor Booklet



Arkansas Sheriffs' Association
2020 Summer Conference
June 7-10, 2020
Fort Smith, Arkansas

The Arkansas Sheriffs Association Conference provides participants with continuing education opportunities, networking, sharing of best practices, association news, award recognition and important updates in the field of law enforcement. This event attracts representatives from almost every Sheriff's Office in the state as well as hundreds of sponsor partners, vendors, elected officials and others interested in engaging on topics important to the future of law enforcement in Arkansas.

For the company interested in exhibiting, the conference is a great arena to display products and services. The attendees of this conference are those that work in the Sheriff's Offices. These include: Sheriffs, Jail Administrators, command staff, sheriff's office personnel, and other law enforcement agency officials. These individuals are looking to learn about the products and services that can potentially improve their jobs and facilities.

We are excited to announce the exhibitor hall for this conference will be located at the **Fort Smith Conference Center**. It provides for large booth spaces and amenities to exhibit your products in a more convenient and private manner. Booth spaces are 10 X 10 and include one table and two chairs with pipe and draping.

Your sponsorship includes all meals and evening receptions.

A paid exhibitor booth will include our meals during the day and planned event for two representatives. Additional meal/event tickets are available for extra representatives at a cost of \$50 per meal, prior to conference

ASA always promotes the exhibition area to assure that the Sheriffs and Jail Administrators visit each booth during the conference. We look forward to seeing you and your product at our Conference!

Please visit our website at: www.arsheriffs.org for all conference updates, registration forms and online payment. Please download our app "Arkansas Sheriffs' Association" in your app store for push notifications, agendas, directories and other conference updates.

*If you have any questions, please do not hesitate to contact **Kim Bradley** at 501-244-0400 or kimb@arsheriffs.org*

Please go to our website www.arsheriffs.org to register for our conference.

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Sponsorship Levels	Bronze \$500	Silver \$1000	Gold \$1500	Platinum \$2000
Recognition During Events	X	X	X	X
Guaranteed Premium Exhibit Booth (In order of sponsorship level)	X	X	X	X
Company Name Listed on Conference Material	X	X	X	X
Invitation to Special Evening Event	X	X	X	X
Color Logo Printed in Conference Agenda		X	X	X
Logo in Sheriff & JA Training PowerPoint				X
Website Ad Package				X

BOOTH PACKAGE 10' x 10' - \$750

Each Package Includes:

- Booth dimensions
 - o 10' deep by 10' wide
 - o 8' back and 33" side drape
- Company listed in conference program (must be registered by the deadline)
- Booth amenities:
 - o 2'x 6' skirted table
 - o Two (2) chairs
 - o Wastebasket
 - o Identification sign
- Two (2) individual registrations for company representatives. Any additional representatives must pay \$150.

VEHICLE DISPLAY

- Vehicles are required to purchase two booths. Larger vehicles (depending on size) may be required to purchase more than two booths.

MEALS

The following meals are included:

Conference Sponsor:

- Monday: Continental Breakfast; Lunch
- Tuesday: Prayer Breakfast; Lunch
- Planned Event

Meals/Event for two representatives ONLY - Additional representatives' meals/event available for \$50 each per meal/event

Exhibitor:

- Monday: Continental Breakfast; Lunch
- Prayer Breakfast; Lunch
- Planned Event

Meals/Event for two representatives ONLY - Additional representatives' meals/event available for \$50 each per meal/event

Tentative Agenda

(More detailed agenda coming soon)

Sunday, June 7th

3:00 PM – 5:00 PM - Early Exhibitor Set Up

Monday, June 8th

7:00 AM – Late Exhibitor Set Up

8:00 AM – 9:30 AM – Exhibit Hall Opens / Continental Breakfast in Exhibit hall

8:00 AM – 5:30 PM – Sheriffs/Jail Admin/Staff in Exhibit Hall

11:30 AM – 1:00 PM – Lunch

4:30 PM – 5:30 PM – Exhibitor /Attendee Reception

5:30 PM – 8:00 PM – Exhibitor Breakdown

Tuesday, June 9th

8:00 AM – 9:30 AM – Prayer Breakfast

11:30 AM – 1:00 PM - Lunch

7:00 PM – 10:00 PM – Event

We encourage all our exhibitors to continue to stay with us Tuesday during the rest of the conference. There will be more opportunities to interact with Sheriffs, Jail Administrators and Staff during the functions on Tuesday.

SET UP

All Exhibits must be set up Sunday, June 7th between 3:00 – 5:00 pm or Monday, June 8th at 7:00 am. Exhibit Halls opens to Attendees at 8:00 am.

TEAR DOWN

All Exhibits must be removed from the Exhibit Hall no later than 8:00 PM Monday, June 8th
NOTE: If you are shipping packages from the Exhibit Hall you must make those arrangements yourself. ASA nor the Convention Center is not responsible for damage or lost packages left in the Exhibit Hall after representatives depart.

REGISTRATION

Registrations for all booth staff must be completed by May 15, 2020. This deadline is set to allow your company's information to be included in the Conference Program. Your company name will appear exactly as indicated on your registration. Please review information to be sure names and addresses are spelled correctly. Your booth fee will include 2 representatives only. Additional fee for 3 or more representatives. Please go to our website www.arsheriffs.org to register online. You may pay with a Visa or Mastercard or click Mail in Check. (We do not accept American Express)

Solicitation from any company or its representatives is prohibited if not a registered exhibitor on hotel or convention premises.

CANCELLATION

You may cancel a registration before the deadline of May 15, 2020 and receive a full refund. If a cancellation is made after the deadline you will be charged \$375 which is ½ of your booth fee and refund the balance. No Refund will be made after June 1, 2020.

PAYMENT

In committing to sponsor and/or exhibit, the registrant agrees to pay for the exhibit space in full by Friday, May 15, 2020. After May 15, 2020 a \$100 late fee will be assessed. You must register online through our website via credit card (master card or visa) or may select check in the mail.

Checks can be mailed to:
Arkansas Sheriffs' Association
1400 W 4th St.
Little Rock, AR 72201

HOTEL

All reservations must be received on or before Friday, June 15, 2020. Please note the group block is subject to selling out prior to this date. After this date, further reservation requests will be subject to space availability at the prevailing room rate. For reservations, please visit the Conference section of the ASA Website www.arsheriffs.org to book in our reserved block. You are not able to book a hotel room until you are registered for the conference. If you need to CANCEL a Hotel Reservation please contact Kim Bradley at 501-244-0400 or kimb@arsheriffs.org NOT THE HOTEL..

Location

Double Tree by Hilton
700 Rogers Ave
Fort Smith, AR 72901
479-783-1000

Rates

\$92 per night
Check In/Out
Check In: 3:00 PM
Check Out: 12:00 PM

SPACE ALLOTMENT

Every effort will be made to accommodate each vendor within the Exhibit Hall – space permitting. However, should your Exhibit exceed the measurements of the space allotted, you will be required to purchase an additional booth. We encourage you to reserve space early in order to avoid possible exclusion from the conference.

Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size of the exhibit. Exhibitors with larger space should also be able to effectively use as much of the total floor space as possible, as long as they do not interfere with the rights of others. Therefore, a display fixture that exceeds the allocated space, interferes with aisles, or impedes on the rights of other exhibitors will not be permitted to display.

Exhibitors may not reassign, sublet, or allow other companies to use the whole or a part of the Exhibit space. Exhibitors may not display or advertise any goods or services not manufactured, distributed, or otherwise provided by the exhibiting company during the normal course of business. ASA policy restricts representatives of organizations that are not sponsors of the conference, or have not purchased an exhibit booth space, from soliciting business and distributing promotional materials of any type within the Exhibit Hall area or any other areas. Those found doing so will immediately be asked to vacate the premises.

Sister companies that promote the same product and/or service are permitted to share booth space. Sister companies must be owned by the same parent company and all applicable fees apply. Name badges and printed materials will reflect only one company.

Fort Smith Convention Center

55 South Seventh
Fort Smith, AR 72901
(479) 788-8932

NETWORKING OPPORTUNITIES

As an Exhibitor, one of the best opportunities to engage a potential client is outside of the Exhibit Hall. There are many opportunities for vendors to network with registrants throughout the conference outside the Exhibit Hall. Included in registration are these opportunities:

- Hospitality Suite
- Breaks
- Events

Exhibitors may extend invitations to conference attendees. It is requested that invitations DO NOT conflict with the conference agenda.

NAME BADGES

Exhibitors must submit the names of all representatives who will attend the conference via registration. Name badges are required at all conference functions, including meals.

EXHIBITOR FORMS

See “2020 Summer Conference – Exhibitors” section on our website.

EXHIBITOR INTERNET & ELECTRICITY

See “2020 Summer Conference – Exhibitors” section on our website.

PHOTOGRAPHY & VIDEOGRAPHY

All conference photography and videography, including inside the exhibit hall, is carried out by the official photographer of the Arkansas Sheriffs Association. Exhibitors and Sponsors agree that ASA may utilize all images, including images of the exhibitor's booth, products, and employees, as they see fit in communication and marketing materials for future conferences.

SECURITY

While the Arkansas Sheriffs Association and the hotel will exercise reasonable care in safeguarding the Exhibit Hall, the Arkansas Sheriffs Association, the hotel, nor any of their officers, agents or employees, assumes any responsibility for such property. After-hours security will be provided by Conference Center Security. Please take all personal effects with you when leaving the show.

EXHIBITOR RESPONSIBILITY & INSURANCE

Exhibitors should include in, or have a rider attached to, their insurance policies covering the period of time from the date of shipment of merchandise/display to the show through and including the return arrival date of the merchandise/display at the exhibitors' home base. The Exhibitor understands that neither the Group nor the Hotel maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless Hotel, and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and ASA from and against any claims or expenses arising out of the use of exhibition premises.

ADDITIONAL INFORMATION

- Only one company per exhibit space
- Promotion of products or services that are in direct competition with the Arkansas Sheriffs Association is prohibited.

RESPECT

Rude behavior and inappropriate actions toward ASA Staff, attendees and/or Sheriffs, and other sponsors/exhibitors, at any time will not be tolerated. Reports or sightings of misconduct will be evaluated, and at ASA's discretion, those involved may be subject to immediate dismissal from the conference and will not be allowed to attend or exhibit at future ASA Conferences or Events. No refunds will be provided.

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

By registering as a Partner/Sponsor/Exhibitor, all terms and conditions included in this prospectus are acknowledged and accepted by the Partner/Sponsor/Exhibitor.

ASA CONTACT

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501-244-0400 - kimb@arsheriffs.org