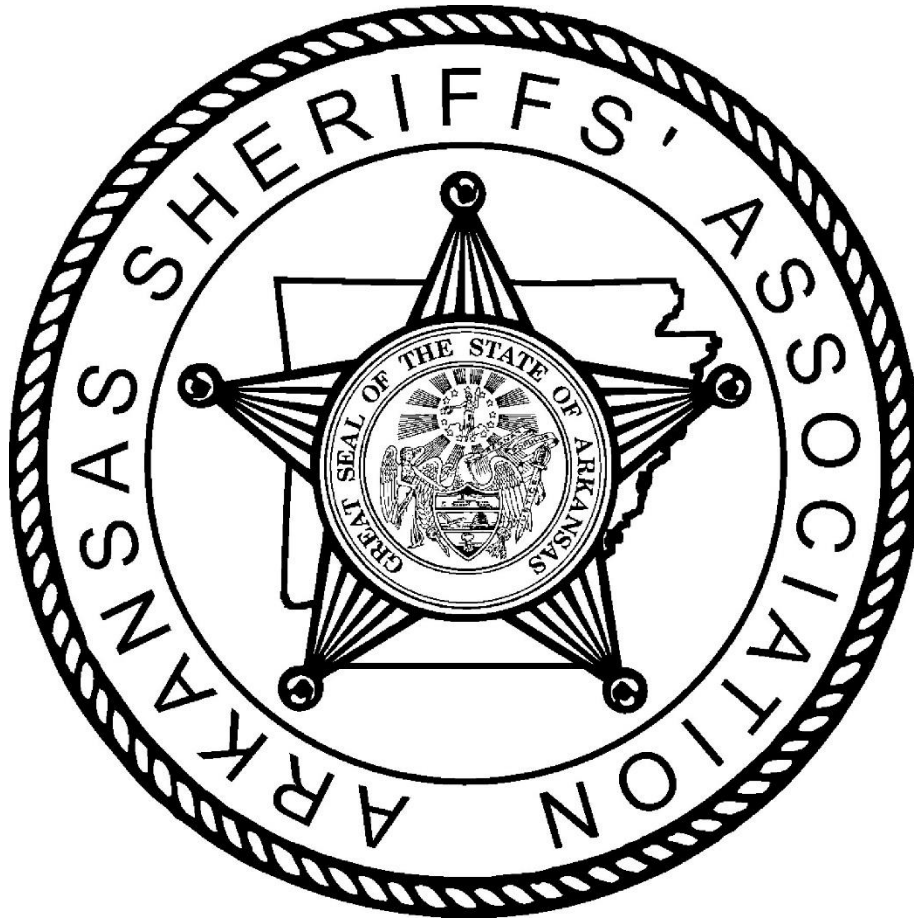


# Sponsor & Exhibitor Booklet



**Arkansas Sheriffs' Association**

**2024 Summer Conference**

**June 2-5, 2024**

**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 **Wyndham & Fort Smith Convention 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.

**A PAID Exhibitor Booth Fee will include breakfast & lunch during Vendor Exhibit Day for two representatives. Additional meal/event tickets are available for extra representatives at a cost of \$100 per representative, prior to conference**

**Your Additional PAID Sponsorship includes all conference meals and evening receptions, for 2 representatives.**

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](http://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** at 501-244-0400.*

*Please go to our website [www.arsheriffs.org](http://www.arsheriffs.org) to register for our conference.*

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<b>Sponsorship Levels</b>	<b>Bronze \$500</b>	<b>Silver \$1000</b>	<b>Gold \$1500</b>	<b>Platinum \$2000</b>
Recognition During Event Meals	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Guaranteed Premium Exhibit Booth (In order of sponsorship level)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Company Name Listed on Conference Material	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Invitation to Special Evening Event	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Color Logo Printed in Conference Agenda		<b>X</b>	<b>X</b>	<b>X</b>
Logo in Sheriff & JA Training PowerPoint			<b>X</b>	<b>X</b>
Website Ad Package				<b>X</b>
Sheriff's Packet Information Inserts				<b>X</b>
Exclusive Invites to other Sheriff Events				<b>X</b>

## **BOOTH PACKAGE 10' x 10' - \$1,000 – additional booths \$750 each**

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 and PAID by the deadline)
- Booth amenities:
  - o 2'x 6' skirted table
  - o Two (2) chairs
  - o Wastebasket
  - o Identification sign
- includes Two (2) individual registrations for company representatives. Any additional representatives must pay \$100 each.

## **VEHICLE & LARGE BOOTH DISPLAYS**

- Vehicles and Large displays (oversized equipment, trailers, etc.) are required to purchase **TWO BOOTHS.**
- For each additional Vehicle an additional booth will be required

\*Subject to change due to location and availability.

## **MEALS**

The following meals are included:

### **Exhibitor:**

- Monday: Continental Breakfast and Lunch

Meals/Event for two representatives ONLY - Additional representatives' meals/event available for \$100 per person

### **Conference Sponsor:** (Bronze, Silver, Gold, Platinum)

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

Meals/Event for two representatives ONLY - Additional representatives' meals/event available for \$100 per person

## **NOTE:**

Please wear your name badges at all events throughout the conference.

The Arkansas Sheriffs' Association does not provide an attendee list.

## **Tentative Agenda**

(More detailed agenda on website [www.arsheriffs.org](http://www.arsheriffs.org))

### **Sunday, June 2nd**

10:30 AM – 12:00 PM – Vehicle & Large display Exhibitor Setup (dock access)

12:00 PM – 3:00 PM – Exhibitor Setup (dock access)

4:00 – 11:00 – Hospitality Room

### **Monday, June 3rd**

7:00 AM – Carry in ONLY-Exhibitor Setup (NO dock access)

8:00 AM – Exhibitor Hall Opens

8:00 AM – 11:30 AM – Attendees in Exhibit Hall

11:30 AM – 1:00 PM – Lunch (All attendees & exhibitors encouraged to attend)

1:00 PM – 4:00 PM – Attendees in Exhibit Hall

3:00 PM – 4:00 PM – Exhibitor / Attendee Reception

4:00 – 11:00 – Hospitality Room

4:00 PM – 7:00 PM – Exhibitor Breakdown (DO NOT breakdown before 4:00 pm)

### **Tuesday, June 4th**

8:00 AM – 9:30 AM – Prayer Breakfast

11:30 AM – 1:00 PM – Lunch

4:00 – 11:00 - Hospitality Room

8:00 PM – 10:00 PM – Event

### **Wednesday, June 5th**

8:00 – 12:00 – Joint Training

### **EXHIBIT BOOTH SET UP**

All Exhibit Booths unloading through the loading docks must Setup on Sunday (day before the Exhibit Show) All Vehicles and Large Displays must set up Sunday, between 10:30 am – 12:00 pm. All other exhibitors can setup between 12:00 and 3:00 pm.

ONLY carry in exhibits can set up on Monday between 7:00 am to 7:45 am.

The Exhibit Hall opens to Sheriff's and all Attendees on Monday at 8:00 am.

### **EXHIBIT BOOTH TEAR DOWN**

We ask you DO NOT break down your booth before 4pm. A Vendor Reception will start at 3pm and once that is done by 4 pm you can break down and exit the exhibit hall. All Exhibits must be moved out from the Exhibit Hall no later than 7:00 pm, Monday.

NOTE: If you are shipping packages from the Exhibit Hall you must make those arrangements yourself. ASA nor the Convention Center are not responsible for damage or lost packages left in the Exhibit Hall after representatives depart.

For all Shipping (Receiving or Sending) We recommend Southwest Design & Display Company: contact Amanda at [office@southwestdd.com](mailto:office@southwestdd.com) or call 501-376-9114

### **REGISTRATION**

**Registrations for all booths must be completed and PAID by Deadline, Thursday, May 16, 2024.**

This deadline is set to allow your company's information to be included in the Conference Program. If your registration is not paid by this deadline, your company name will not be on any printed material. 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](http://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 are prohibited, unless a registered exhibitor. Solicitors will be asked to leave hotel or convention premises.

### **CANCELLATION**

**You may cancel a registration before the deadline of Thursday, May 16, 2024** and receive a refund, (minus processing fees). If a cancellation is made after the deadline, you will be charged \$500 plus processing fees, which is ½ of your booth fee. **No Refunds will be made after Thursday, May 23rd.** You may choose to Transfer your registration to the Next Conference before the deadline ONLY. If a transfer is done after the deadline, there will be a \$400 transfer fee. (Only a One-time Transfer will be available per vendor)

### **PAYMENT**

In committing to sponsor and/or exhibit, the registrant agrees to pay for the exhibit space in full by Deadline. After deadline a \$100 late fee will be assessed. You must register online through our website via credit card (master card or visa) (processing fee will apply) or you may select check in the mail (no processing fees) If you are not paid by this deadline your company name will not appear on any printed material.

CHECKS CAN BE MAILED TO:

**Arkansas Sheriffs' Association**  
**1400 W 4<sup>th</sup> St.**  
**Little Rock, AR 72211**

**HOTEL**

All reservations must be received on or before Thursday, May 23, 2024. 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](http://www.arsheriffs.org) . You are not able to book a hotel room until you are registered for the conference.

**Location**

Wyndham Fort Smith  
700 Rogers Ave  
Fort Smith, AR 72901

**Rates**

\$96 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.



## **EXHIBITOR SHIPPING and RECEIVING**

For all Shipping (Receiving or Sending) We recommend Southwest Design & Display Company: contact Amanda at [office@southwestdd.com](mailto:office@southwestdd.com) or call 501-376-9114

## **CONFERENCE CENTER SHIPPING:**

Fort Smith Convention Center  
(Arkansas Sheriffs' Association)  
55 South 7<sup>th</sup> Street  
Fort Smith, AR 72901  
Email: [fortsmithconventioncenter.org](mailto:fortsmithconventioncenter.org)

## **EXHIBITOR ELECTRICITY and INTERNET**

To place an order: See Website Order form at [www.arsheriffs.org](http://www.arsheriffs.org) under conference

## **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 and Luncheons

Exhibitors may extend invitations to conference attendees. **It is requested that invitations do not conflict with our conference agenda.**

All Conference Sponsors may attend our conference events, unless otherwise noted on the agenda. Platinum Sponsors ONLY will also get exclusive invites to other Sheriff's events.

## **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.

## **VEHICLES**

Vendors bringing a vehicle must purchase (2) booth spaces to accommodate your vehicle. If you are bringing more than one vehicle, you must purchase a booth per vehicle.

All vehicles that are brought into the Conference Center must be insured and the gas tanks must be empty. Also bring mats to place under the tires.

## **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**

Kim Bradley  
Executive Administrative Assistant  
501-244-0400 - [kimb@arsheriffs.org](mailto:kimb@arsheriffs.org)