



July 18, 2018

TO: JDCAP Affiliate Members and Vendors
FROM: Wayne Bear, Executive Director
RE: Sponsorship Opportunities, Hospitality Events, Exhibits, Program Ads, Auction

The 2018 PA Juvenile Justice Services Conference hosted by JDCAP will be on September 26 - 28 at the Kalahari Resort Convention Center. During this year's conference, JDCAP is celebrating 40 years as a juvenile justice service member association. JDCAP is an affiliate of the County Commissioners Association of Pennsylvania (www.ccap.org) and the National Partnership for Juvenile Service (www.npjs.org).

This conference is a great opportunity for your company to participate in one or more of the activities described in this mailing. We hope you will take advantage of this chance to support the great work of and interact with our members.

Sponsorship Opportunities - The Conference presents several opportunities for affiliate members to put their names in front of JDCAP members by sponsoring or cosponsoring events during the Conference. Please see the enclosed information.

Hospitality Events - If you are looking for a way to meet members in an informal setting after the Conference day ends, hospitality suites or other after-hours events are the perfect solution. Please see the enclosed hotel hospitality contact information to make arrangements for your event.

Exhibits - The JDCAP offers a very limited number of tabletop exhibits during the conference. Exhibiting offers affiliate members the chance to interact with members each day of the Conference and make them aware of your products and services. All tabletop exhibits will be located in the registration or refreshment break area to maximize your interaction with the attendees.

Conference Program Ads - In conjunction with the conference, JDCAP will publish a Conference program with advertising to pay for the costs of producing the program booklet. We are soliciting your support for this project. Enclosed is an advertising contract with pricing and ad specifications.

Auction- Each year, our association identifies a charitable organization to support. During our conference, members donate items which are auctioned as a fundraiser to support that organization. We encourage our sponsors to consider donating an item for the auction to support our designated charity organization.

Thank you for your continued support of JDCAP and our members.

Questions, please do not hesitate to contact me at (717) 736-4717 or wbear@pacounties.org.

2018 PA Juvenile Justice Services Conference hosted by JDCAP
Built on the Past, Inspiring the Future!
September 26 - 28 - Kalahari Resort and Convention Center

Sponsorships & Hospitality Suite Opportunities

Sponsorships

If you decide to sponsor one of these events, your company will be recognized in the conference program and will have a sign with your name posted at the sponsored activity.

2018 PA Juvenile Justice Services Conference Sponsorship Opportunities

Tuesday (09/25)	*Board/Leadership Meeting	\$600
Wednesday (09/26)	Continental Breakfast	\$600
	*Lunch	\$800
	PM Coffee Break	\$450
	*Welcoming Reception	\$600
Thursday (09/27)	*Continental Breakfast	\$600
	*Awards Luncheon	\$1200
	PM Coffee Break	\$450
Friday (09/28)	Breakfast Buffet	\$600

Sponsor of events marked with * may attend the board meeting to provide a brief overview of their services. Wednesday and Thursday lunch sponsors may make a brief "5 minute" welcoming comments.

If you would like to sponsor or cosponsor (a partial sponsorship will still be recognized) any event, please contact Lori Lawyer at the JDCAP office at (717) 526-1010 x 3112 or llawyer@pacounties.org for more details.

Bag Stuffer Sponsors

Companies unable to exhibit at the conference may elect to choose the Bag Stuffer option. One item from your company would be placed in each participant registration bag. Contact Lori Lawyer at (717) 736-4712 or llawyer@pacounties.org if your company would like to take advantage of this sponsor option. If you are interested in providing bag stuffer items, we highly encourage you to take advantage of our Advertising Options.

Hospitality Suites

If you are interested in hosting your own hospitality event during the conference, please contact Stephani Bann at the Kalahari Resort and Convention Center for more details. Her telephone number is (570) 216-5494 and her e-mail is Sbann@KalahariResorts.com.

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Exhibitor Fees and Information

JDCAP Tabletop Exhibits

JDCAP offers exhibitors the opportunity to set up table top exhibit in the JDCAP registration area on Wednesday, September 26 through Friday, September 28. The exhibit hours are limited because our members must spend most of their time in sessions with scheduled breaks.

Set up

Set up time is 7:00 to 7:30 a.m. on Wednesday, September 26. JDCAP registration begins at 7:30am.

Exhibit Hours/Conference Schedule

Sessions begin at 8:00 am on Wednesday and Thursday. Our attendees will take a break around 9:30 a.m., have lunch from 11:30 to 1:30 p.m. and have another break from sessions around 3:00 p.m.

Friday's attendance will be limited, closing session will begin at 9:30 a.m. If you decide to man your table on Friday it will need to be taken down by noon.

Member Exhibit Fees

- Tabletop exhibit (includes table, two chairs: fee includes exhibit personnel and breaks but does not include Conference meals or seminars) - \$175/table
- Attending conference but not taking seminars (fee includes only Conference meals) - \$150/person
- Full Conference Registration (includes all conference meals and sessions) - \$300/person
- All Conference fees must be paid before exhibitors may set up.

Non Member Exhibit and Conference Fee*

- Tabletop exhibit (includes table, two chairs: fee includes exhibit personnel and breaks but does not include Conference meals or seminars) - \$250/table
- Attending conference but not taking seminars (fee includes only Conference meals) - \$150/person
- Full Conference Registration (includes all conference meals and sessions) - \$350/person
- All Conference fees must be paid before exhibitors may set up.

Exhibit Services:

Any electric or Internet hook up or audiovisual needs charges are the responsibility of the exhibitor. If you need any of these services, please contact Stephani Bann at the Kalahari Resort and Convention Center for more details. Her telephone number is (570) 216-5494 and her e-mail is Sbann@Kalahari-Resorts.com.

Questions

If you have additional questions about exhibits and sponsorships, please contact Lori Lawyer at (717) 736-4712 or llawyer@pacounties.org.

2018 PA Juvenile Justice Services Conference September 26 - 28 Kalahari Resort and Convention Center

EXHIBITOR REGISTRATION FORM

Exhibitor Registration Information: *Please complete the form below. Please be sure to make a copy for your records.*

Contact Name: _____ Title: _____

Company: _____

Persons in Booth (names and titles): _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

Exhibitor Fees:

	FEE	NUMBER	TOTAL
Tabletop Exhibit (Affiliate Members):	\$175/table	_____	_____
Tabletop Exhibits (Non members):	\$250/table	_____	_____
Booth Personnel*:	\$150/person	_____	_____

Conference Registration Fee: *(Please fill out the enclosed conference registration form)*

Total Amount Enclosed

\$ _____

* This fee must be paid only if the booth personnel are not registered for the conference. The fee includes meals and breaks for entire conference. No seminars are included in this fee. The fees must be received before exhibitors may set up.

Please make your check payable to "JDCAP" and return with this form to: JDCAP Exhibitor, PO Box 60769, Harrisburg PA, 17106

Advertising Rates for the Conference Program

Inside Pages

Full Page	\$200.00
1/2 Page	\$125.00
1/4 Page	\$100.00

Special Positions for Full Page

Inside Front Cover	\$230.00
Inside Back Cover	\$230.00
Back Cover	\$270.00

YOUR PAYMENT MUST ACCOMPANY THIS FORM

CLOSING DATE: Order with copy and materials - September 6, 2018

Cancellation will not be accepted after the closing date

The Association reserves the right to reject unsuitable advertising copy.

MECHANICAL REQUIREMENTS:

Full Page	7.5 X 10
1/2 Page	7.5" X 4.5 (horizontal)
1/2 Page	10 X 3.25 (vertical)
1/4 Page	3.5" X 2 (business card)

*Hard copy original must be clean. If there are screens in ad, it should be 85 lines per inch. You may also email ad to Lori Lawyer at llawyer@pacounties.org. *If you are supplying a disk, the ad should be in a .tiff or .jpeg file.

Please make check payable to "JDCAP" and return to: JDCAP Program Ads

PO Box 60769

Harrisburg, PA 17106

Advertising Contract - 2018 PA Juvenile Justice Services Conference

We hereby contract for an advertisement in the program booklet for the 2018 PA Juvenile Justice Services Conference scheduled for September 26- 28, 2018. We agree to pay \$_____.

Size of Ad (Check One):

- Full Page
 1/2 Page
 1/4 Page

(Circle position if paying additional cost)

Inside Front Inside Back Back

Contact Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Authorized by: _____

(Name)

(Position)

(Date)

Note: If page select has been contracted, the Association reserves the right to substitute the next desirable page and make the appropriate refund.