



6th Annual Correctional Security Conference

Security Threats and Institutional Responses

October 18-20, 2010
Hyatt on Capitol Square
Columbus, Ohio

Exhibitor Showcase Guide

This guide is designed to assist you in planning for a successful and rewarding opportunity to be a part of the 6th Annual Correctional Security Conference. The Exhibitor Showcase Guide includes the application, rules and regulations which will constitute the entire agreement between the parties and become the Contract upon acceptance by the Correctional Security Network, Inc. Please read this information carefully.

Location

The conference will be held at the Hyatt on Capitol Square, 75 East State Street, Columbus, OH 43215. Lodging rooms are available at a discounted rate for the Correctional Security Conference. The rooms are available at the conference rate of \$101/night + tax for single/double. You may call the hotel at 888-421-1442 or 614-228-1234 to reserve your lodging.

Exposure to Decision Makers

Your company will have the opportunity to meet with and market your product or service to corrections professionals, wardens, superintendents, jail administrators, etc. from Ohio and around the country.

Space Agreement

The booth space rented is to be used solely by you, and your name must appear on the application and contract for exhibit space. You are entirely responsible for the space rented and have sole responsibility for the materials you bring and set up in your space.

Complimentary Registration

Each exhibiting company is allotted two complimentary conference registration which permits entrance to all conference sessions, receptions, and meal events. Complimentary name badges will be provided to each staff member exhibiting.

Payment

Payment in full is required with your signed contract to reserve your booth space. Telephone requests will not secure or hold your space. Payment should be made to: Correctional Security Network, Inc.

Assignment

Space assignments will be solely at the discretion of the Correctional Security Conference Planning Committee. The Committee will consider exhibitors' requests along with the date the contract was received and electrical and data line needs. The Committee reserves the right to change location assignments at any time, as it may deem necessary. Once the contract has been executed and a space assignment has been made, the Committee will send written confirmation. Your booth space will be labeled upon arrival at the conference.

Shipping and Storage

If you ship by mail, motor freight, parcel post, or your own transportation, please note that shipments delivered directly to the hotel will be accepted no sooner than five days prior to the conference and an additional fee may apply to the hotel. You may ship your material to:

Hyatt on Capitol Square

ATTN: Correctional Security Conference

YOUR COMPANY NAME HERE

75 East State Street

Columbus, OH 43215

Tel: 614-228-1234

Installation and Dismantling

Exhibitors may set up their booths on Monday, October 18, 2010 between 12:00 PM– 5:00 PM. All booth materials must be unpacked two hours before the stated time of opening to permit removal of empty crates and cartons from the exhibit area.

Your booth should be staffed until your equipment, products, displays, etc., are crated and sealed or are officially turned over to your shipper for removal. All exhibit materials must be packed and removed from the exhibit area by 5:00 PM on Tuesday, October 19, 2010.

Insurance and Liability

It is recommended that you obtain adequate insurance coverage, at your expense, for possible property loss, damage or liability for personal injury and property damage that may occur during move-in, show days, or move-out. You agree to indemnify and hold harmless the Correctional Security Conference Planning Committee and/or Correctional Security Network, Inc. for any claims arising out of your participation in the show.

The contract is irrevocable and becomes effective when the contract is signed. In the event of fire, labor strikes or any other event beyond the control of either party, this agreement will not be binding. You agree that you will comply with all Federal and State Intellectual Property Laws governing the sale of all goods and services.

Security

Neither the Correctional Security Conference Planning Committee, Correctional Security Network, Inc., and its members or the hotel will be responsible for any loss, theft, or damage that may occur to you from any cause whatsoever or from injuries that may occur to you or your employees. **Security will not be available before, during or after the conference, therefore, it is encouraged to take all booth items down each day.**

Cancellation

All cancellations must be submitted in writing to Donna Miller, Conference Registrar, prior to Friday, October 1, 2010. All refunds will be less a \$100 handling fee. No refund will be made after Friday, October 1, 2010. Any cancelled space or sponsorship may be resold or reassigned at the discretion of the Correctional Security Conference Planning Committee.

Contact Information

Donna Miller, Conference Registrar
2220 Nicholasville Road, Suite 110-333
Lexington, KY 40503
P 859.582-0027
F 888-282-8549
Email: cssn.jones@me.com

Hotel Contact
Monika Spier
Hyatt on Capitol Square
75 East State Street
Columbus, OH 43215
Tel: 614-228-1234



6th Annual Correctional Security Conference

October 18-20, 2010

Hyatt Hotel

Columbus, Ohio

Exhibitor Contract

Contact Information

Company Name (as you wish it to appear in the Conference materials and signage):

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Onsite Contact: _____

Phone: _____

Email: _____

Exhibit Options

Approval of exhibits, sponsors or donations is within the sole discretion of the Correctional Security Conference Planning Committee. Fees include a, 8 x 10' space, skirted 6' table and 2 chairs, and listing in the conference program.

Exhibit Fee: \$495

Additional expenses such as electric, phone, internet, extra tables, may be incurred based on your needs and will be coordinated directly with the hotel prior to the conference.

Authorization

I hereby represent that I am authorized to submit this contract on behalf of my company; that I have thoroughly read and understand on behalf of my company the 2010 Correctional Security Conference Exhibit Showcase Guide and agree to abide by its terms. I realize no refunds will be made after October 1, 2010 and understand that this contract is complete only when accepted by the Correctional Security Network, Inc.

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

Name & Title of additional staff person(s):

Name	Title

Payment Information

Please make all payments to the
Correctional Security Network, Inc.

- Check Enclosed
- Visa, MC, AMEX:
 - Card # _____
 - Exp Date: _____ Security Code _____
 - Name on Card _____
- Purchase Order _____

Deadline:

All contracts and payment should be received prior to 10/1/10.

Company Service and/or Product:

Please describe in 25 words or less your company’s service and/or products. This copy will appear in the official conference program. You may attach a pre-printed synopsis, if desired.

Please mail, email or fax your contract by October 12, 2010 to:
Correctional Security Conference Exhibit Show
c/o Donna Miller, Conference Registrar
2220 Nicholasville Road, Suite 110-333
Lexington, KY 40503
P 859.582-0027
F 888-282-8549
Email: cssn.jones@me.com