



Exhibitor/Vendor Fair Display Table Application

2024 OJP Annual Conference on Crime and Victimization

AGENCY INFORMATION

Name of Organization:

Contact Person:

Service area and counties reached:

Address: City: State: Zip:

Office phone: Cell phone: Email:

What category describes your organization (check all that apply):

- Community-based advocacy/services
- Legal advocacy/services
- Education or health services
- Criminal justice agency
- Human/social services
- City/county/state government
- Other (please explain):

Who from your organization will be representing your organization at the resource table and receiving the waived registration fee?:

Name:

Email:

Phone:

DISPLAY INFORMATION

Brief description of what will be included in your agency's display:

Will you require an electrical outlet? Yes No

Will you be setting up on _____ Yes No

If no, indicate arrival day/time: _____

Any other information to add/include?



EXHIBITOR INFORMATION

- Each organization can request one table.
- One person from each exhibitor organization can have their full conference registration fee waived (\$275 value). Waived registration is only for the conference and *does not* include lodging or other expenses. It *does* include conference meals. Please designate on your application who will be receiving the waived registration from your organization.
- Exhibitors are asked to bring one new item to donate towards the trivia and/or bingo prizes. Promotional/specialty items from your organization are welcome (e.g. bags, t-shirts, snow scrapers, tumblers, etc.). Indicate item for donation here:

- Exhibitors can set up their tables on Tuesday, May 21 at 7:00 AM and must have their tables set up by Tuesday, May 21 at 12:00 PM. It is expected someone will be at the table during the hours the fair is open. Generally speaking, the exhibitor fair is located in an area that is high traffic, so people are around more often than the posted hours of the fair. Tear down will be on Wednesday, May 22, 2024 at 3:00 PM.
- The table size is eight feet long by 30” wide. Table skirts and chairs are provided by the facility.
- Vendors are responsible for extension cords.
- Hours for the Exhibitor Fair are:
 Tuesday, May 21, 2024: 12:00 – 3:00 PM and
 Wednesday, May 22, 2024: 12:00 – 1:30 PM.

SIGNATURE

Signature

Date

If you have any questions, please reach out to [Rebecca Kutty](#) or [Joann Jones](#).
Deadline is May 10th, 2024.