

National Missing and Unidentified Persons Conference Sponsorship and Exhibitor Opportunities

You are invited to participate in the National Missing and Unidentified Persons Conference in Orlando, Florida, on May 9-11, 2023.

This annual conference attracts hundreds of domestic and international professionals from law enforcement, search, and rescue, first responders, medical examiners, coroners, missing person clearinghouses, non-profit organizations, mental health, social services, criminal justice system agencies, veteran and military service organizations, forensics, families of missing persons, and many others.

**Please see registration form on page 3 for pricing information and support levels.*

Exhibitor Opportunity	Sponsorship Opportunity
<p>Each exhibitor will pre-register for the conference using the Sponsor/Exhibitor Registration form in this packet.</p> <p>You will:</p> <ul style="list-style-type: none"> Receive the attendee roster and program materials Be recognized in program materials Exhibit during all days of the conference Exhibit using draped table with two chairs <p><i>Conference registration is not included at the exhibitor level</i></p>	<p>Several levels of conference sponsorship are available. Sponsorships include all exhibitor benefits plus:</p> <ul style="list-style-type: none"> Opportunities to address conference attendee group Recognition during event opening and plenary sessions Premium, preferred, or standard booth location Logo on website and conference materials Attendee roster

Lodging/Conference Location

Wyndham Orlando

8001 International Drive | Orlando, FL 32819
Phone: (407) 973-5289

Sponsors/Exhibitors are responsible for making their own lodging arrangements with the hotel.

To reserve lodging, click [HERE](#).



Additional Exhibitor Details

Schedule	Display setup*	Monday, May 8, 2023	1:00 pm – 5:00 pm
	Displays open to participants	Tuesday, May 9, 2023	8:00 am – 5:00 pm
		Wednesday, May 10, 2023	8:00 am – 5:00 pm
		Thursday, May 11, 2023	8:00 am – 3:00 pm
	Exhibit Clearing	Thursday, May 11, 2023	3:00 pm – 5:00 pm
*Note: If travel prohibits, contact Christine Poquette at chris.poquette2884@fvtc.edu for individual setup time.			
Booth Assignments	Exhibiting table assignments will be assigned by NCJTC staff. NCJTC and the hotel reserve the right to rearrange the floor plan and to relocate as deemed necessary.		
Security	Security of materials will be the responsibility of the exhibitor. The exhibitor area may be in a conference room or a public walk-through area. It is recommended that valuable items should be secured when booths are unoccupied.		
Shipments	<p>Exhibitor packages and other items can be shipped to the hotel to arrive no earlier than May 1, 2023. Due to limited storage, items must not be larger than what will fit on a pallet. Please address package:</p> <p style="text-align: center;">Wyndham Orlando Resort (Shipping and Receiving Dock) HOLD FOR: ATTN: (your name, company or agency name) National Missing and Unidentified Persons Conference (May 9-11, 2023) 8001 International Drive Orlando, FL 32819</p>		

Exhibiting Guidelines: All demonstrations and/or distribution of materials or samples must be made within the booth area assigned to the exhibitor. Other canvassing or distributing will not be permitted without prior approval. The exhibitor shall be responsible for complying with all federal, state, and local laws and taxes that apply to any sale of products. Food and beverages are not to be sold nor given away as samples. NCJTC and its staff shall reserve the right to limit exhibitors or materials which are not in keeping with the purpose or goals of the training conference or which are in violation of any federal, state, or local laws and accepted rules of decorum. Noise levels or audio equipment shall be kept at levels that do not disturb nearby exhibitors or overall conference operations.

Questions: For questions regarding exhibiting at the conference, please contact **Chris Poquette** at (920) 735-2441 or chris.poquette2884@fvtc.edu. Forms may also be accessed online at www.ncjtc.org/mupc in the resources tab. We hope you are able to participate in this year's conference and look forward to working with you.

Sincerely,

Sharon Williams, Program Manager
 National Criminal Justice Training Center of Fox Valley Technical College
 1825 N Bluemound Dr | Appleton, WI 54914 | Ph: (202) 971-7207
sharon.williams0469@fvtc.edu | www.ncjtc.org

National Missing and Unidentified Persons Conference

Sponsor/Exhibitor Registration Form (page 1 of 2)



1) Organization Information

Organization Name (as it should appear on official conference materials (please print))				Digital artwork enclosed <input type="checkbox"/>	
				Email artwork to	
				chris.poquette2884@fvtc.edu <input type="checkbox"/>	
Organization Address 1	Address 2	City	State	Postal Code	
Organization Phone	Contact Email	Organization Website			

2) Fees and Payment Information – Exhibiting

Description	Amount	Subtotal
Exhibitor Fee	_____ \$1,000 per organization (1 representative included)	
Federal, state or not-for-profit agency	_____ \$375 per organization (1 representative included)	
Additional booth representatives	_____ \$375 each	
Total Exhibitor Fees Enclosed		

3) Fees and Payment Information - Sponsorship

Level of Contribution	Amount	Subtotal	You Will Receive					
			Program Recognition	Logo in conference materials	Logo & web link on conference website	Booth Location	Waived Registration Fee	Waived Exhibitor Fee
Conference Sponsor – Platinum Level Premium booth location, recognition at the opening ceremony, 5 minutes to address conference attendees at the opening ceremony, recognized as primary sponsor of one break, and free literature drop. Ongoing highlight of Platinum level partnership during event.	_____ \$5,000		Full Page	★	★	Premium location	4 individuals	★
Conference Sponsor – Gold Level Recognition at the opening ceremony, 5 minutes to address conference attendees, recognized as a sponsor of one break, free literature drop. Ongoing highlight of Gold level sponsorship during event.	_____ \$3,500		Full Page	★	★	Preferred Location	3 individuals	★
Conference Sponsor – Silver Level Recognition at opening ceremony and free literature drop. Highlight of Silver level sponsorship during event.	_____ \$2,000		Half Page	★	★	Standard Location	2 individuals	★
Conference Sponsor – Bronze Level Recognition of Bronze level sponsorship during opening ceremony.	_____ \$1,500		Quarter Page	★	★	Standard Location	1 individual	★
Total Sponsorship Fees Enclosed								

Sponsor/Exhibitor Registration Form (page 2 of 2)

4) Information Contact Representative

Person #1	Name	M.I.	Title
	Phone	E-mail	Date of Birth (used for identification in registration system)

5) On-Site Representatives

Note: Fee for exhibiting representatives is listed in section 2 above.

Person #1	Name	M.I.	Title
	Phone	E-mail	Date of Birth (used for identification in registration system)
Person #2	Name	M.I.	Title
	Phone	E-mail	Date of Birth (used for identification in registration system)
Person #3	Name	M.I.	Title
	Phone	E-mail	Date of Birth (used for identification in registration system)
Person #4	Name	M.I.	Title
	Phone	E-mail	Date of Birth (used for identification in registration system)

6) Donation

Description of Donated Items for Prize Giveaways (to be given out during conference breaks) (include model and/or serial numbers when applicable)	Estimated value as determined by donor
	\$
	\$

7) Payment

Check _____ Money Order _____ Purchase Order _____

Invoice Agency _____

[Make check payable to Fox Valley Technical College (FVTC). Attention: Judy Yeh. Mail to 1825 N. Bluemound Drive, Appleton, WI 54912-2277]
 [If paying by credit card (MC or Visa only), please check the 'Invoice Agency' box above] **Please email to chris.poquette2884@fvtc.edu.**

Signature (Required for payment by Purchase Order) _____

Date _____

8) Form Submission

MAIL Attn: Christine Poquette
 Fox Valley Technical College
 PO Box 2277
 Appleton, WI 54912-2277

EMAIL chris.poquette2884@fvtc.edu

QUESTIONS (855) 866-2582
info@ncjtc.org

Please include a paragraph description of your company, website address, and/or high-resolution logo to include with your acknowledgment in the conference materials. **Email any digital artwork for materials to chris.poquette2884@fvtc.edu.**

