

## Court Safety and Security Conference Sponsorship and Exhibitor Opportunities

You are invited to participate in the 15<sup>th</sup> Annual Court Safety and Security Conference in Appleton, Wisconsin on March 11-13, 2025.

As a sponsor or an exhibitor, you will have the opportunity to raise awareness of your products or services and network with over 200 - 250 individuals representing the following professions:

- Community Corrections Officers
- Prosecutors and Social workers
- Court System Personnel
- Tribes and Tribal Partners
- Educators
- Victim Service Providers
- Emergency management
- Others interested in court safety
- Law Enforcement and support

*\*Please see registration form on page 3 for pricing information.*

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"> <li>• Receive the <b>attendee roster</b> and program materials</li> <li>• Be recognized in program materials</li> <li>• Exhibit during all days of the conference</li> <li>• Exhibit using draped table with two chairs</li> </ul> <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"> <li>• Opportunities to address conference attendee group</li> <li>• Recognition during event opening and plenary sessions</li> <li>• Premium, preferred, or standard booth location</li> <li>• Logo on conference materials</li> <li>• Attendee roster</li> </ul>

### Lodging/Conference Location

**Hilton Appleton Paper Valley Hotel**  
333 W College Ave | Appleton, WI 54911  
Phone: (920) 733-8000

Sponsors/Exhibitors are responsible for making their own lodging arrangements with the hotel. Ask for in-house reservations, and refer to the Block Code: "CSS".

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



## Additional Exhibitor Details

<b>Schedule</b>	Display setup	<b>Tuesday, March 11, 2025</b>	8:00 am – 12:00 pm
	Displays open to participants	<b>Tuesday, March 11, 2025</b>	12:00 pm – 5:00 pm
		<b>Wednesday, March 12, 2025</b>	7:30 am – 5:00 pm
		<b>Thursday, March 13, 2025</b>	7:30 am – 11:00 am
	Exhibit Clearing*	<b>Thursday, March 13, 2025</b>	11:00 am – 12:00 pm
*Note: If travel prohibits, contact Katie Koleske at <a href="mailto:katie.koleske9836@fvtc.edu">katie.koleske9836@fvtc.edu</a> for individual setup time.			
<b>Booth Assignments</b>	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.		
<b>Security</b>	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.		
<b>Shipments</b>	<p>Exhibitor packages and other items can shipped to the hotel to arrive no earlier than <b>March 7, 2025</b>. 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;"> <b>Hilton Appleton Paper Valley</b>  <b>ATTN: Event Management Department</b>  <b>333 West College Ave</b>  <b>Appleton, WI 54911</b>  <b>Hold for: Fox Valley Technical College FVTC/Jessica Heimann</b>  <b>Your name and agency</b>  <b>Court Safety &amp; Security Conference (March 11-13, 2025)/Total Number of boxes (i.e. 1 of 4)</b> </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 **Katie Koleske** at (920) 735-2441 or [katie.koleske9836@fvtc.edu](mailto:katie.koleske9836@fvtc.edu) Forms may also be accessed online at [www.ncjtc.org/CSS](http://www.ncjtc.org/CSS) in the resources tab. We hope you are able to participate in this year's conference and look forward to working with you.

Sincerely,  
 Aaron Tomlinson, Program Development Administrator  
 National Criminal Justice Training Center of Fox Valley Technical College  
 1825 N Bluemound Dr | Appleton, WI 54914 | Ph: (855) 866-2582  
[aaron.tomlinson2864@fvtc.edu](mailto:aaron.tomlinson2864@fvtc.edu) | [www.ncjtc.org](http://www.ncjtc.org)

# Court Safety and Security 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	
				katie.koleske9836@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 representatives	_____ \$375 each	
<b>Total Exhibitor Fees Enclosed</b>		

### 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
<b>Conference Sponsor – Platinum Level</b> 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	★	★	Premier location	4 individuals	★
<b>Conference Sponsor – Gold Level</b> 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	★
<b>Conference Sponsor – Silver Level</b> Recognition at opening ceremony and free literature drop. Highlight during conference of Silver level sponsorship.	_____ \$2,000		Half Page	★	★	Standard Location	2 individuals	★
<b>Conference Sponsor – Bronze Level</b> Recognition at opening ceremony of Bronze level sponsorship.	_____ \$1,500		Quarter Page	★	★	Standard Location	1 individual	★
<b>Total Sponsorship Fees Enclosed</b>								

# 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: One representative is included with the exhibiting package; fee for additional 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: Katie Koleske. 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 [katie.koleske9836@fvtc.edu](mailto:katie.koleske9836@fvtc.edu).**

Signature (Required for payment by Purchase Order) \_\_\_\_\_

Date \_\_\_\_\_

## 8) Form Submission

**MAIL** Attn: Katie Koleske.  
 Fox Valley Technical College  
 PO Box 2277  
 Appleton, WI 54912-2277

**EMAIL** [katie.koleske9836@fvtc.edu](mailto:katie.koleske9836@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 [katie.koleske9836@fvtc.edu](mailto:katie.koleske9836@fvtc.edu)**

