

# Wisconsin Jail Association

PO Box 361 Birchwood WI 54817

Established 1990

## Vendor Application Form

January 6th, 2022

The Wisconsin Jail Association (WJA) presents its annual Spring Training Conference. Various members of the correctional community attend this training session including line-staff, mid-managers, Administrators and County Sheriffs. The 2022 Training Conference will be held from **March 20<sup>th</sup> to March 22<sup>nd</sup>** at the **Hotel Mead, 451 E. Grand Avenue, Wisconsin Rapids, Wisconsin 54494**. Phone: (715) 423-1500 (ask for a room under the **WJA BLOCK** of rooms when you call)

March 21<sup>st</sup> will be dedicated for vendors, however vendors are invited to stay both March 21<sup>st</sup> and 22<sup>nd</sup> if they so choose at no additional cost. **FEE for Vendors is \$325.00**. Setup can start as early as 6pm on March 20<sup>th</sup>.

**\*\*If any vendor is interested in sponsoring any of our events or special booth accommodations, please contact me or indicate such on this form.\*\***

If you are unable to attend the conference for 2022 and would still like to donate a door prize or a giveaway item in your companies name or sponsor an event please feel free to email or call me to work out the details.

### **DOOR PRIZES AND GIVE-A-WAYS ARE GREATLY APPRECIATED.**

To reserve WJA Vendor space:

Checks Payable to: WJA

Pay Online: [www.wjawi.org](http://www.wjawi.org)

Questions: Capt. Tyler M. Edwards

Douglas County Jail

1310 North 14<sup>th</sup> Street

Superior, WI 54880

218-348-1480 (cell) 715.395.7688 (office)

Email: [edwardstyler@ci.superior.wi.us](mailto:edwardstyler@ci.superior.wi.us)

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

(If a company, indicate company name)

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

(Please Print)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax Number \_\_\_\_\_ e-mail address \_\_\_\_\_

Yes we would like to be a conference sponsor, Sponsor sheet is completed and attached:

Yes \_\_\_\_\_ or No \_\_\_\_\_



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*Taking Strides to Educate*

## **2022 Wisconsin Jail Association Conference – Vendor Agenda**

**(This Agenda is Tentative as of right now and is subject to adjustment, any adjustments will be posted on our website.)**

### **Sunday, March 20<sup>th</sup>**

**5:00pm – 8:00pm** Vendor Registration, Setup, & Welcome Reception

### **Monday, March 21<sup>st</sup>**

**6:00am – 7:00am** Vendor Setup

**7:00am – 8:00am** Vendor Exhibitor Area Opens / Breakfast

**10:00am (approx.)** Training Break for attendees

**12:00pm – 1:00pm** Lunch with the vendors (*provided*)

**3:00pm (approx.)** Training Break for attendees

**6:00pm – 9:00pm** Vendor Night/Game Night/ Prize Handout

### **Tuesday, March 22<sup>nd</sup> (Optional Day for Vendors – no additional fee)**

**8:00am – 9:00am** Vendor Exhibitor Area Opens / Breakfast

**10:45am (approx.)** Training Break for attendees

**12:00pm** – Booth break down

**12:15pm** – Closing Words / Raffle Draw / End of Conference

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## **Sponsorship Application and Information Form**

Below is a list of our events/activities/offerings vendors are invited to help sponsor. Any amount is welcome, we can apply full sponsorships for an event and partial sponsorships just indicate the amount you would like to sponsor and what you would like it applied to. Any special requests on your sponsorship or something you would like to sponsor that is not listed please contact Capt. Tyler Edwards @ [edwardstyler@ci.superior.wi.us](mailto:edwardstyler@ci.superior.wi.us).

During the conference any sponsorships your company makes will be recognized via signage (if you have a sign/sticker/label you would like on your sign honoring your sponsorship please get those to us ahead of time if possible).

Yes we would like to help sponsor:

Welcome Reception Bar (March 20<sup>th</sup>) \_\_\_\_\_ Welcome Reception Food (March 20<sup>th</sup>) \_\_\_\_\_

Vendor Reception Bar (March 21<sup>st</sup>) \_\_\_\_\_ Vendor Reception Food (March 21<sup>st</sup>) \_\_\_\_\_

Vendor Room Morning Break Coffee/Juice/Snack Table (March 21<sup>st</sup>) \_\_\_\_\_

Vendor Room Afternoon Break Tea/Soda/Snack Table (March 21<sup>st</sup>) \_\_\_\_\_

Vendor Room Morning Break Coffee/Juice/Snack Table (March 22<sup>nd</sup>) \_\_\_\_\_

Sponsor one of our breakfasts or lunches (March 22<sup>nd</sup>) Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_  
(March 22<sup>nd</sup>) Breakfast \_\_\_\_\_

Approximate Cost to the WJA for various events/offerings:

Welcome Reception/Early Registration Appetizers/Food: \$300

Welcome Reception Bar: \$150 Bar + rail drinks @ \$3.75 to \$5.50 per / Wine @ \$5.50 per / Soda @ \$1.00 per (We can apply any amount to this, sponsor based).

Vendor Reception Appetizers/Food: \$1500

Vendor Reception Bar: \$550 (includes 1 keg of domestic beer) + rail drinks @ \$3.75 to \$5.50 per / Wine @ \$5.50 per / Soda @ \$1.00 per. (We can apply any amount to this, sponsor based)

Vendor Room Morning Break Coffee/Tea Table: \$200.00 (each day)

Vendor Room Afternoon Break Snack/Pop/Tea Table: \$350 (Monday)

Full Meal sponsorship ranges from \$1500 to \$3500 (Please call for details if interested)

**Company Name:** \_\_\_\_\_

**Total Amount Sponsored:** \_\_\_\_\_