



## **2009 National Association of Justice Information Sharing (NAJIS) Conference**

On behalf of the NAJIS Board of Directors, I would like to invite you to support NAJIS at our upcoming conference in downtown **Nashville on September 15-17**.

Both existing and new business partners agree that NAJIS is a unique conference. The conference size allows vendors the opportunity to get to know the attendees, understand their business and technology needs, and allows the vendor community to actively participate in all conference forums.

**“Fine Tuning Technology In Today’s Economy”** is the theme of the 2009 conference. The attached vendor registration form will show that there are still 4 levels of participation available. **Early registration ends August 1, 2009**; please register early. Remember, all vendors are recognized in the NAJIS newsletter, at the conference, and on the NAJIS website with a link to the vendor’s home page. Maximize your exposure and register early!

To register, please email the attached vendor registration form to Dave Nasby at [dnaisby@state.pa.us](mailto:dnaisby@state.pa.us). If you need additional information please feel free to contact Dave at 717-214-7461 or visit us at [www.NAJIS.org](http://www.NAJIS.org).

Please mail checks to:

NAJIS: C/O PA JNET  
5 Technology Park  
Harrisburg, PA 17110

I would like to extend our gratitude for your past support of the National Association of Justice Information Sharing (NAJIS); we hope that you will continue to support our efforts in 2009. If you are new to the NAJIS community, I would be happy to discuss more details about the association, the conference, and the benefits that can be realized through this new partnership.

We look forward to working with you and we appreciate your continued support.

Sincerely,

Dave Naisby



N A S H V I L L E , T N

# NAJIS

## 2009 Conference

### Vendor Participation Form









[www.NAJIS.org](http://www.NAJIS.org)

Company Name:		
Contact Name:		
Address:		
City, State, Zip:		
Phone:	Email:	Website:
Notes/Comments:		
* <b>Additional Conference Attendees</b> (In addition to the above, include additional attendee contact information):		
1.		
2.		

#### Vendor Participation

- ✓ **Level 1** registration includes **ONE** attendee; additional attendees may register at standard rate of \$395 (or \$495 after 08/01/2009) each.
- ✓ Please include additional attendee contact information on this form by adding lines above and **add amount to TOTAL fee below**.
- ✓ **Do NOT register vendor attendees through the conference attendee registration process; ONLY register vendors using this form.**

	Bronze	Silver	Gold	Platinum	Diamond	Internet Café
Recognition on NAJIS website	X	X	X	X	X	X
Recognition in NAJIS newsletter	X	X	X	X	X	X
Vendor Table	X	X	X	X	X	X
One Attendee	X	X	X	X	X	X
Second Attendee		X	X	X	X	
Address Attendees at Lunch (T)	X	X	X	X	X	X
Recognition at Lunch (T)	X	X	X	X	X	X
Co-Sponsor of One Break	X					
Sole Sponsor of One Breakfast (T,W,Th)		X				
Recognition at One Breakfast		X	X	X	X	
Sole Sponsor of One Lunch (W,Th)			X			
Recognition at One Lunch			X	X	X	
Sole Sponsor of Welcome Reception (M)				X		
Recognition at Welcome Reception				X	X	
Co-Sponsor of Outing (T)					X	
Recognition at Outing					X	
Address Attendees at Outing					X	
Recognition at All Conference Events					X	
Sole Sponsor of Internet Café (T,W,Th)						X
QUANTITY AVAILABLE	25	3	2	1	2	1
<b>SPONSORSHIP FEE</b>	<b>\$1,250</b>	<b>\$3,000</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$7,000</b>	<b>\$2,000</b>
<b>SPONSORSHIP LEVELS</b>						
<b>** PLEASE INDICATE SPONSORSHIP (x) →</b>				<b>SOLD</b>		<b>SOLD</b>

EMAIL COMPLETE FORM TO:.... [dnaisby@state.pa.us](mailto:dnaisby@state.pa.us)  
 MAIL CHECK TO (payable to NAJIS):..... NAJIS, C/O PA JNET, 5 Technology Park, Harrisburg, PA 17110  
 Questions:..... Please call Dave Naisby at 717.214.7461



**2009 NAJIS Conference September 15-17, 2009  
Sheraton Downtown Nashville  
Nashville, TN**

**VENDOR/EXHIBITOR INFORMATION**

*Thank you for your support of the 28<sup>th</sup> annual NAJIS conference!*

**NAJIS VENDOR CONTACTS:**

David Nasby Office: 717-214-7461  
Cell: 717-649-2885  
Email: [dnaisby@state.pa.us](mailto:dnaisby@state.pa.us)

Bonny Patrick Office: 316-660-9778  
Cell: 316-461-4730  
Email: [bkjohnso@sedgwick.gov](mailto:bkjohnso@sedgwick.gov)

**HOTEL CONTACT INFORMATION:**

If you have any questions regarding your **exhibit requirements beyond the basic table setup**, please contact:

Sheraton Downtown Nashville  
Exhibitor Contact: Joy Rice  
Office: 615-259-2000; Fax: 615-742-6057  
Email: [jrice@sheraton-nashville.com](mailto:jrice@sheraton-nashville.com)

**CONFERENCE DETAILS:**

- ***Please bring a door prize to be given away on your behalf to conference participants.***
- Your booth assignment will be provided to you prior to the conference.
- The standard booth will consist of:
  - Draped 8' table with two chairs in a 10' wide space; there are no pipes or draping.
  - All vendors will be located on the perimeter of Capitol 1, 2 & 3. This is where breaks and meals will be held.
  - Please reference the Exhibitor Request Form for electrical or other requirements.
    - If you need more than the basic table setup (i.e., high capacity electrical, A/V, or high-speed internet) please contact Joy Rice, as noted above.

## IMPORTANT:

- Please make all of your special arrangements directly with the hotel. All arrangements are the responsibility of the exhibitor. The hotel order forms are attached for your convenience.

## PACKAGE SHIPPING INFORMATION:

- If you will be shipping materials directly to the hotel, they should arrive NO SOONER THAN 3 days prior to the event; **Friday September 11, 2009**.
- Address all packages with the following information:

Exhibitor Name (Company & On-Site Contact)  
**NAJIS (enter arrival date)**  
C/O Joy Rice  
Sheraton Nashville Downtown Hotel  
623 Union Street  
Nashville, TN 37219  
If a phone number is required – 615-259-2000  
Box 1 of 3 (etc.)

## SETUP INFORMATION & EXHIBIT SCHEDULE:

1. Exhibitors may setup beginning at 2:00 pm, Monday, Sept. 14th in Capitol 1, 2 & 3
2. Exhibits will be open from: 8am to 5pm on Tuesday, September 15<sup>th</sup>  
8am to 5pm on Wednesday, September 16<sup>th</sup>
3. Teardown will begin at 5pm on Wednesday.  
All exhibits must be removed by 8pm on Wednesday, September 16<sup>th</sup>
4. Be sure to reserve your hotel room directly with the Sheraton; reference the NAJIS conference rate.

## ADDITIONAL DETAILS ENCLOSED:

- Exhibitor Shipping Information
- Exhibitor Request Form
- Basic Hotel Information Letter
- Room Diagram



## Exhibitor Shipping Information:

Address all packages with the following information:

Exhibitor Name (Company & On-Site Contact)

**NAJIS (enter arrival date)**

C/O Joy Rice

Sheraton Nashville Downtown Hotel

623 Union Street

Nashville, TN 37219

If a phone number is required – 615-259-2000

Box 1 of 3 (etc.)

The following Fees will be assessed on all packages received by the hotel:

Inbound Package Handling Fees:

0 to 5 pounds - \$5.00 each

6 to 20 pounds - \$10.00 each

21 to 50 pounds - \$15.00 each

Over 50 pounds - \$25.00 each

Crates - \$50.00 each

Pallets - \$75.00 each

Outbound Package Handling:

\$5.00 each

Packages should not be delivered to the hotel more than three (3) days prior to the scheduled program. If packages are received prior to that time, each package will be subject to a storage fee of \$5.00 per box per day.

**Please note: Packages will not be delivered until a method of payment has been established (cash, credit card, or guest room charge).**



# Sheraton Nashville Downtown

## Exhibitor Request Form

Items	Cost	Qty	# of Days	Sub Total
<b>Telephone Charges</b>				
House use phone only	\$ 50 / Day			
“D.I.D.” phone: complimentary local calls **Long distance charges may apply**	\$ 150 / Day			

<b>Table Charges</b>				
Display Table (non-powered)	\$ 25 / Each (one time fee)			

<b>High Speed Internet Access</b>				
T1 Ethernet Service with 1 computer connection	\$ 325 / Day			
Additional Days	\$ 100 / Day			
Wireless Internet with 1 computer connection	\$ 375 / Day			
Additional Days	\$ 150 / Day			
NEXTEL Rental	\$ 75 / Day			

<b>Power Requirements</b>				
120 Volts / 15 amps / single phase	\$ 25 / Day			
208 Volts / 30 amps / single phase	\$ 95 / Day			
208 Volts / 40 amps / single phase	\$ 135 / Day			
208 Volts / 50 amps / single phase	\$ 175 / Day			
208 Volts / 30 amps / three phase	\$ 175 / Day			
208 Volts / 40 amps / three phase	\$ 245 / Day			
208 Volts / 50 amps / three phase	\$ 285 / Day			
			<b>Sub Total</b>	

- All electrical installs require an additional labor fee that will be determined individually based on needs. A minimum \$5 charge will apply to all installs.
- Any items not returned will be assessed a \$200 fee per item.
- All orders must be received 72 hours in advance of service time.
- Any orders placed within 72 hours of service time will be charged additional \$100 fee per item.
- All of the above items will be assessed a 22% Service Charge and 9.25% Tennessee Sales Tax.

Exhibit Company:			
Name:			
Telephone:		Fax:	
Email Address:			

Group Name:	
Date(s) Service Requested:	

**\*Please complete the attached Credit Card Authorization\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Credit Card Authorization Form – Exhibitors

Group Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
Card Holder's Name (As it appears on card): \_\_\_\_\_  
Exhibit Company: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_  
Credit Card Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Statement of Cardholder**

The Sheraton Nashville Downtown Hotel is authorized to charge the full amount of \$ \_\_\_\_\_ noted on the attached Exhibitor Request Form plus all applicable tax and service charges to my credit card upon receipt of this form.

NOTE: The credit card will be settled for the exact amount of the requested items prior to the event.

**\*\*\*A LEGIBLE COPY OF BOTH SIDES OF THE CREDIT CARD MUST BE SUBMITTED WITH THIS FORM FOR THE CHARGE TO BE PROCESSED.\*\*\***

<b>For Hotel Use Only:</b>	
Initial Deposit Amount: _____	Final Payment/Auth Amt: _____
Date Processed: _____	Authorization Code: _____
Processed By: _____	Date Processed: _____
	Processed By: _____

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

Please return both forms to:

Joy Rice, Convention Services Manager  
Sheraton Nashville Downtown  
623 Union Street  
Nashville, TN 37219

[jrice@sheraton-nashville.com](mailto:jrice@sheraton-nashville.com) or via fax (615) 742-6057





## Welcome NAJIS

### ***Thank you for choosing the Sheraton Nashville Downtown Hotel***

We have included some general information below to assist you during your stay. If there is anything we can do to make you more comfortable, simply call the Guest Service Center by dialing "0".

**Concierge Hours** ~ Please dial extension 6534 for assistance. If the concierge is off-duty or unavailable, please dial 50 to be redirected to the front desk for assistance.

#### **Housekeeping Services ~**

- For Service requests (towels, blankets etc) Hours of Operation: 7:00am – 2:00am
- Should you need additional towels during the day we would be pleased to accommodate you. We will exchange towels at the time of delivery.
- Other requests, please contact the Guest Service Center

**Stairwells** ~ There are stairwells located in the southeast corner of the building

**Business Center** ~ Located next to the front desk. In our business center you can access to the internet, computers, printers, copier, fax and office supplies. Please see a Front Desk agent for pricing.

**Swimming Pool & Fitness Center** ~ Located on the Lower Lobby Level. Hours: 5:00am - 12:00am

**Speakers Restaurant** ~ Located on the 2<sup>nd</sup> Floor

Breakfast                      6:30 a.m. until 11:00 a.m.

Lunch & Dinner              11:00 a.m. until 10:00 p.m

**Room Service** ~ Dial 54      6:00am – 11:00pm

**Check out Time** ~ Our check out time is 12:00pm. If you have special needs, please dial "0" for personal assistance.

**Parking** ~ Parking is available via self-parking (\$20/overnight) or valet-parking (\$24/overnight). For additional parking needs in the downtown area, please contact our Valet Department by dialing 53.

**Luggage Storage** ~ Luggage Storage is complimentary and located in the main lobby across from the front desk. Should you require the assistance of a bellman, please dial 52.

***We want your stay with us will be a "10!"***



Capitol 1

Capitol 2

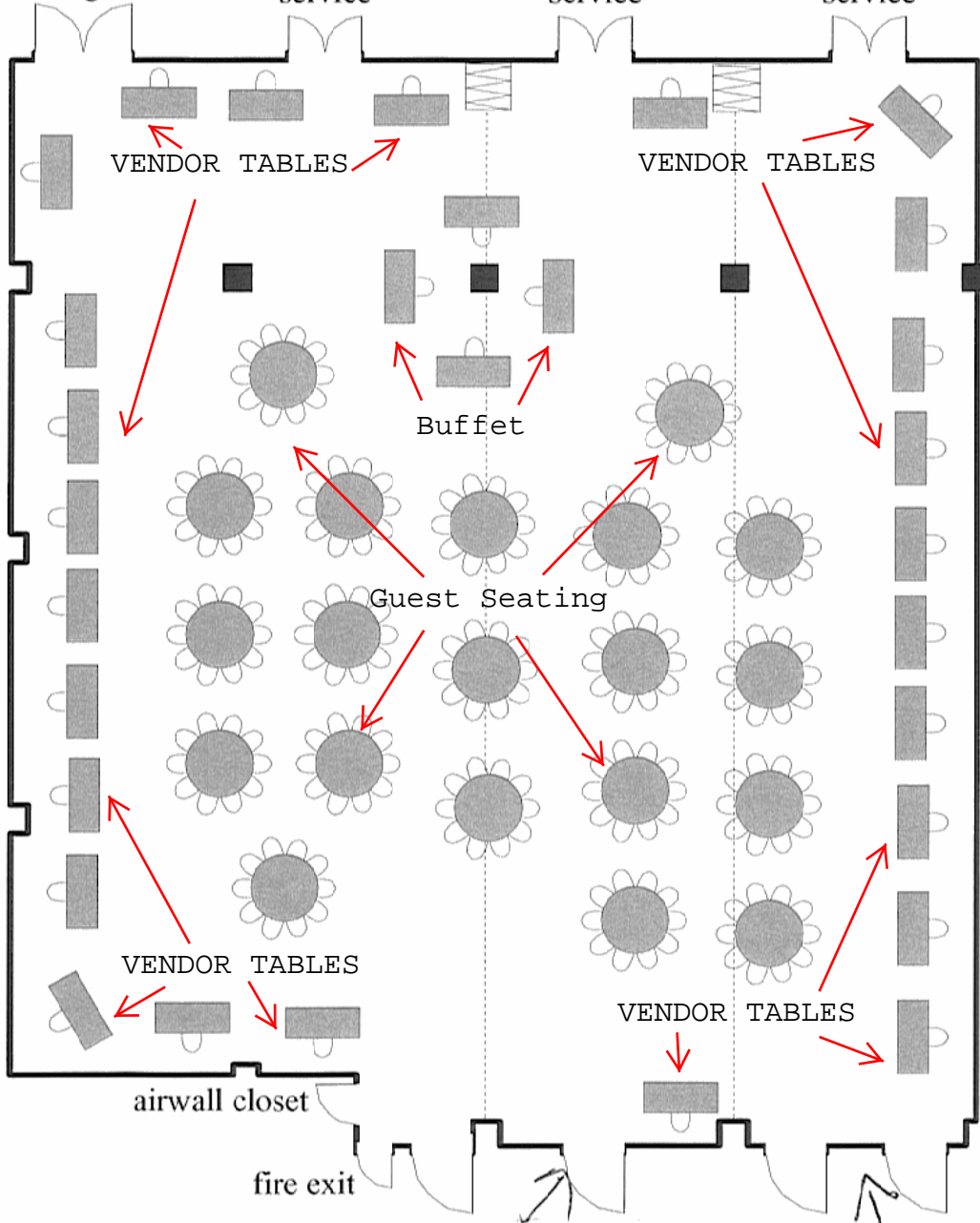
Capitol 3

loading door

service

service

service



VENDOR TABLES

VENDOR TABLES

Buffet

Guest Seating

VENDOR TABLES

VENDOR TABLES


airwall closet

fire exit

NAJIS Exhibits & Luncheon  
200 seats & 30 exhibitors

# Capitol 4

CAPITOL 4:

 NAJIS GENERAL SESSIONS

service

service

NAJIS General Session  
150 seats



service

service