



NATIONAL
CORRECTIONAL
INDUSTRIES
ASSOCIATION

Booth Reservation Contract

NCIA 2024 National Training Conference

NCIA will add a 25% surcharge if your membership is not current at time of booth reservation.

NOT A MEMBER? JOIN NCIA!

Corporate

Corporate Plus

Number of 10' x 10' booths to be reserved: _____

1st choice:

3rd choice:

5th choice:

2nd choice:

4th choice:

6th choice:

Exhibit booths are assigned on a first-come, first-served basis once the Booth Reservation Contract and deposit of \$400 per booth are received by NCIA. NCIA will list each exhibitor under one product category with a brief description of your company's products or services.

Name of company/organization as it should appear in the conference program book and on the exhibitor ID sign.

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____ Website: _____

Main Contact: _____ Email address: _____

Exhibitors we would prefer to be near: _____

Exhibitors we would prefer NOT to be near: _____

By signing below, you agree to rent the above indicated exhibit booth(s) subject to the National Correctional Industries Association's (NCIA) exhibit regulations, which include all requirements set forth in this brochure. Enclose the nonrefundable and nontransferable deposit in the amount of \$400 for each booth reserved. The booth rental fee less the nonrefundable deposit will be invoiced in November 2023. If payment is not received within 30 days of invoice, the deposit may be forfeited and the booth(s) opened up for sale. Exhibitors applying after November 1, 2023 must submit the full booth rental fee with their contract. If written cancellation requests are received by NCIA on or before January 26, 2024, the exhibitor will receive a refund of the booth rental fee less the nonrefundable deposit. After January 26, 2024, no refunds of any amount will be made. Exhibitors assigned booths other than those requested will be deemed to have accepted those booths unless a written request for change of location is received by NCIA within ten (10) days of the dated booth assignment confirmation. Exhibit booths are NOT transferable and cannot be sold, subleased, or assigned to another company by the original contracting company. I hereby represent that I am authorized to submit this Booth Reservation Contract on behalf of the company listed above, and that the information provided herein is true and correct. I have read, understand and agree to be bound by the terms of this Contract and the accompanying Rules & Regulations, and understand that this contract is complete only when accepted by NCIA.

NCIA accepts MasterCard, Visa and American Express

Date: _____

Name: _____ Authorized Signature: _____

NCIA USE ONLY

Booth #(s) assigned: _____ Total booth fee: _____ Amount of deposit: _____ Date paid: _____

Check or credit card #: _____ Amount of balance: _____ Check/credit card authorization #: _____

Date balance paid: _____ Signature of authorizing NCIA employee: _____ Date: _____