



NATIONAL
CORRECTIONAL
INDUSTRIES
ASSOCIATION

Exhibit Booth Reservation Contract

NCIA 2025 National Training Conference

Number of 10' X 10' booths to be reserved: _____
 1st Choice _____ 3rd Choice _____ 5th Choice _____ 7th Choice _____
 2nd Choice _____ 4th Choice _____ 6th Choice _____ 8th Choice _____

Pricing 10' X 10' Booth

Member Rate: \$1,795 *NCIA Corporate & Corporate+ Members Receive a 25% Discount on each 10' X 10' Booth Purchased*

Non-Member Rate: \$2,243.75

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 2024. 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, 2024 must submit the full booth rental fee with their contract. If written cancellation requests are received by NCIA on or before January 24, 2025, the exhibitor will receive a refund of the booth rental fee less the nonrefundable deposit. After January 24, 2025, 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 _____