

September 26, 2005

TO: POTENTIAL EXHIBITORS/CORPORATE SPONSORS

FROM: RNEE' H. DEAN, CONFERENCE COORDINATOR & MEETING PLANNER

RE: FLORIDA SHERIFFS ASSOCIATION'S ANNUAL JAIL ADMINISTRATOR'S TRAINING WORKSHOP & TRADESHOW

You and your firm are cordially invited to serve as an Exhibitor/Corporate Sponsor at our December 2005 Jail Administrator's Training Workshop & Tradeshow. The Workshop will be held December 5-8, 2005 at the Hilton Daytona Beach Oceanfront Resort, located at 100 North Atlantic Avenue, Daytona Beach, Florida 32118.

Class participants and exhibitors/sponsors will arrive at the hotel on **Monday December 5th**. Exhibitors will be able to begin setup of their booths on Monday from 1:00 p.m. – 4:00 p.m. The first function is the Reception and Registration that will begin promptly at 6:00 p.m.

The Workshop and Tradeshow will run from 8:00 a.m. to 5:00 p.m. on Tuesday and Wednesday, and will end around 2:00 p.m. on Thursday. Exhibitors are free to break down their exhibit on Wednesday evening if they so desire or you may choose to break down after the first break on Thursday morning.

Past history shows that this event draws between 100 -125 of Florida's jail administrators and/or their command staff members. This assembly of jail managers provides an ideal setting for individuals and firms to meet with the persons most likely to be the decision-makers over the goods and services that are to be utilized within their respective jail facilities.

HOW DO I REGISTER AS AN EXHIBITOR?

We will be accepting Exhibitors on a first-come, first-served basis. The fee for participating as an Exhibitor is \$500. This fee covers the cost of a single booth space, and allows up to two representatives from your company to attend and join with conferees in all functions. *Group lunch with all participants on both Tuesday and Wednesday is included in the fee.*

If you would like to take advantage of this opportunity to be a Jail Administrator's Conference Exhibitor, **please fill out and return the enclosed application and mail or fax it to us no later than Monday, November 14, 2005**. We suggest that you act as soon as possible to assure yourself a space.

Exhibitor Memo
Page Two

HOTEL INFORMATION

Like the conferees, Exhibitors can secure hotel reservations at the Hilton Daytona Beach Oceanfront Resort at the preferred rate of \$109.00 single/double. Please make note that there is a \$6.00 inclusive charge per day for self-parking. Make your reservations by calling the hotel directly (386) 252-8678. *Be sure that you ask for the group rate for the Florida Sheriffs Association.*

You are urged to call the hotel no later than Monday, November 14, 2005, to insure the guaranteed rate. After that deadline, neither room rates nor availability of housing space at the host hotel can be guaranteed.

If you have any questions, feel free to call me at your convenience at (850) 877-2165. We hope to see you in December!

RHD
Enclosure