



VENDOR REGISTRATION

Virginia Association of Regional Jails

22nd Annual Training Conference

March 16-19, 2020 at The Hotel Roanoke, Roanoke, Virginia

Vendor Booth Registration		Special Event Sponsorship	
Vendor Booth Fee	<input type="checkbox"/> \$750	President's Luncheon (Total amt \$12,000)	\$ _____
Booth Fee (after Mar. 2 nd)	<input type="checkbox"/> \$825	Vendor's Reception (Total amt \$13,800)	\$ _____
Internet Service	<input type="checkbox"/> \$75	Employee Appreciation Social (Total amt \$13,600)	\$ _____
First Outlet	<input type="checkbox"/> \$25	Vendor Hall Box Lunch (Total amt \$5,500)	\$ _____
Vendors: Please include the names of all conference attendees from your company that will need a name badge. _____ _____ _____ _____		Continental Breakfast on 03/18/20 (Total amt \$2,600)	\$ _____
		Continental Breakfast on 03/19/20 (Total amt \$2,600)	\$ _____
		Pistol Tournament (Total amt \$2,500)	\$ _____
		Golf Tournament (Total amt \$5,000)	\$ _____
		Golf Hole Sponsor (\$200 – includes sign)	\$ _____

Total Submitted (Vendor Booth, Sponsorship and Golf / Pistol Tournament Fees) \$ _____

Payment Type Check Charge (PayPal – Visit www.varj.org for link)

Contact Information

Vendor / Company Name: _____

Contact Name: _____ Email: _____

Address: _____ Phone Number: _____

Will you require any special booth needs such as electricity, additional furnishings, labor, etc. _____

Please notify Miriam Beard at mbeard@brrja.state.va.us to specify which special event you would like to sponsor or co-sponsor. *Contributions of \$2,600 or more includes your booth registration fee.* Credit card payments are now accepted. Please refer to www.varj.org for payment information. Fees are due by March 2, 2020. If the names of any attendees listed above change prior to the date of the conference, please contact Miriam Beard to request a new name badge. Checks can be mailed to ATTN: Timothy Trent, 510 9th Street, Lynchburg, VA 24504.