



October 30, 2019

Dear Prospective Vendors,

The Virginia Association of Regional Jails (VARJ) will be having their 22nd Annual Training Conference Tuesday, March 17 through Thursday, March 19, 2020, at the luxurious Hotel Roanoke, 110 Shenandoah Avenue NW, in Roanoke, Virginia (540-985-5900). We have made adjustments to the training classes and break sessions to allow vendors more time and hopefully exposure to the attendees. Vendors who register to display a booth may begin setting up in the designated areas from 12:30 pm to 4:45 pm on Tuesday, March 17. Vendors may not share booths or displays. If a vendor needs electricity or has other special requests they need to indicate their needs on the attached form. Booth registration is \$750 and includes two registrations and recognition in the VARJ Conference brochure. Contributions of \$2,600 or more towards one of the special events includes your booth registration fee. Enclosed you will find a conference schedule along with an exhibitor registration form.

Guests will enjoy the intimate hospitality of a fully restored tudor-style hotel originally built in 1882 with outstanding amenities, as well as superior conference space. The conference room rates are \$111.00 single and \$131.00 double, plus applicable taxes. The cutoff date for all room reservations is February 21, 2020.

The Virginia Association of Regional Jails looks forward to the input of all of its members for the mutual improvement and benefit to our system of public safety. The annual training conference is the ideal place to exchange information and knowledge that already exists between departments, vendors and detention professionals. With your assistance, we can make this a more successful and informative conference for Virginia Detention Professionals.

If you have any questions, please contact Miriam Beard at 434-847-3100 or via email at mbeard@brja.state.va.us for further information. We are sure this conference will be productive and enjoyable for everyone. Thank you for your consideration and we look forward to seeing you in March.

Sincerely,

Timothy E. Trent

Timothy E. Trent
BRRJA Administrator
President, Virginia Association of Regional Jails