



MEMORANDUM

Date: March 3, 2006

To: All Interested Parties

From: Chris Essid

RE: 2006 Virginia Interoperable Communications Conference

It is with great pleasure that we announce the 2006 Virginia Interoperable Communications Conference, to be held October 3 and 4 at the Portsmouth Renaissance Hotel & Waterfront Conference Center in Portsmouth, Virginia. We expect around 300 participants this year, to include emergency responders, law enforcement, public safety practitioners and other criminal justice agency personnel from the local, state and federal levels.

At this conference we hope to feature approximately 25 vendors who will exhibit their products and services to this diverse population of attendees. In addition, we are offering marketing opportunities for any companies that would like to sponsor any part of the conference.

If you would like to reserve exhibit space at this event, please return the attached Exhibitor Agreement Form and your payment to Karen Sullivan at the address below **by Friday, September 22.**

I believe this event will provide a wonderful opportunity to market your products and services to those directly involved in the criminal justice field. Should you have questions or concerns, please contact me at (804) 225-3800 or via e-mail at chris.essid@governor.virginia.gov.

I look forward to hearing from you soon!

Virginia Interoperable Communications Conference October 3-4, 2006

Exhibitor Agreement Form

- LOCATION:** Renaissance Portsmouth Hotel & Waterfront Conference Center
425 Water Street
Portsmouth, Virginia 23704
(757) 673-3000
www.renaissanceportsmouth.com
- SET UP:** Exhibitors are responsible for setting up their exhibits.
Set-up time is 6:00 PM-9:00 PM on Monday, October 2, 2006.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits.
Exhibits must be removed by 6:00 PM on Wednesday, October 4, 2006.
- PROVISIONS:** One exhibit space (approximately 8' x 10'); one 6' x 2' skirted table;
two chairs; a trash can.
- FEE:** The **\$750.00 exhibit fee** includes the above provisions, conference registration (exhibitors are welcome to attend plenary sessions and workshops) and "scheduled" meals and breaks. **No refunds will be issued after September 29, 2006.**
- RULES & REGS:** Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.
The Renaissance Portsmouth Hotel and Waterfront Conference Center is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business-related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the event hours.
Use of open clip sockets, latex or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
All extension cords supplied by exhibitor must be 3-wire grounded types.
All equipment, regardless of power source, must comply with NEC electrical codes, as well as Portsmouth, VA electric codes.
All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.

Vendor space is FIRST COME FIRST SERVED. The exhibit fee MUST accompany this agreement in order for space to be reserved. Checks are to be made payable to "Treasurer of Virginia" and should be received by Karen Sullivan no later than Friday, September 22 at the address below:

**Virginia Department of Criminal Justice Services
202 North 9th Street, 10th Floor
Richmond, Virginia 23219
ATTN: Karen Sullivan**

Business Name: _____

Address: _____

Phone Number: _____

Contact Person: _____ E-Mail: _____

Will your exhibit require electrical service? _____ Yes _____ No

Will your exhibit require Internet service? _____ Yes _____ No

Do you have any other special requirements? (extra fees may apply) _____ Yes _____ No

If Yes, please describe: _____

Have you enclosed your check, payable to "Treasurer of Virginia"? Yes No

Please list the designated attendee(s) so they may be registered for the conference once the contribution is received.

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

If additional space is needed, please attach a separate sheet of paper