



## 33<sup>rd</sup> Annual Conference

May 18-20, 2012

Hyatt Regency Cambridge  
Cambridge, MA

### Sponsor & Exhibitor Advanced Information & Registration Packet

Don't miss an opportunity to increase your visibility with the growing community of Judiciary Interpreters and Translators who are members of NAJIT and who attend our annual conference every year. NAJIT represents more than 1200 interpreters and translators, including individuals who work with state and federal judicial systems and in law enforcement across America and the world. Our annual conference is regularly attended by more than 200 professional interpreters whose specialty is in the judicial and law-enforcement arenas. NAJIT's conference is the only interpreter conference solely dedicated to judiciary interpreters and translators.

NAJIT's Thirty-Third Annual Conference will be held at the Hyatt Regency Cambridge in Cambridge, MA on May 18-20, 2012. Sponsorship and exhibitor opportunities exist for you that will help you increase your exposure to professionals working in judiciary and law-enforcement interpreting and translating. The opportunities are fully described below.

A few deadlines to keep in mind:

- Sponsors who commit between December 1 and December 31, 2011 will be given priority for exhibit space and we will confirm your exhibit space prior to January 3, 2012. *There are only 15 exhibit spaces available.*
- Exhibitor Registration will not officially begin until January 3, 2012, you may send us an exhibitor registration prior to January 2, 2012, but we will not confirm your exhibit space until after that date.



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### Sponsorship Opportunities

#### **Platinum Tier -- \$3000 (1 available)**

The benefits of this tier include:

- Signage as the sponsor of the Saturday reception
- An opportunity to speak for 5 minutes during the reception
- A free exhibit booth (\$350 value)
- Your logo in the official program as the reception sponsor
- Your logo on our website with a link to your site
- 2 free tickets to all conference activities (including food functions) (\$790 value)
- A full-page ad in the program

#### **Gold Tier -- \$1750 (1 available)**

The benefits of this tier include:

- Signage as the sponsor of the annual luncheon
- An opportunity to speak for 5 minutes before the luncheon program
- A free exhibit booth (\$350 value)
- Your logo in the official program as the luncheon sponsor
- Your logo on our webpage with a link to your site
- 1 free ticket to all conference activities (including food functions) (\$395 value)
- A full-page ad in the program

#### **Silver Tier -- \$1250 (3 available)**

The benefits of this tier include:

- Signage as a breakfast sponsor
- Your logo in the official program as a breakfast sponsor
- Your logo on our webpage with a link to your site
- One Exhibit Booth (\$350 value)
- A half-page ad in the program.

#### **Bronze Tier -- \$750 (5 available)**

The benefits of this tier include:

- Signage as a coffee break sponsor
- Your logo in the official program as a coffee break sponsor
- Your logo on our webpage with a link to your site
- 1 free ticket to all conference activities (including food functions)
- A quarter-page ad in the program.



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### Sponsorship Opportunities - Continued

#### **Conference Tote Bag Sponsorship**

NAJIT has 1 tote-bag sponsorship available. The benefit of this sponsorship is limited to the printing of your logo on the bags. The sponsorship is available at the following price:

\$100 – if your organization is a Platinum Sponsor

\$200 – if your organization is a Gold Sponsor

\$300– if your organization is a Silver Sponsor

\$500-- if your organization is a Bronze Sponsor

\$1,000 – if you wish to sponsor the tote-bag only

#### **Lanyard Sponsorship**

NAJIT has 1 lanyard sponsorship available. The benefit of this sponsorship is limited to the printing of your logo on the lanyards used for badges. The sponsorship is available at the following price:

\$100 – if your organization is a Platinum Sponsor

\$200 – if your organization is a Gold Sponsor

\$300 – if your organization is a Silver Sponsor

\$400 -- if your organization is a Bronze Sponsor

\$750 – if you wish to sponsor the lanyard only



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### Exhibitor Information

Don't miss this opportunity to exhibit at the upcoming annual meeting of the National Association of Judiciary Interpreters and Translators, the professional organization for court and law enforcement interpreters and translators. *Only 15 exhibit paces are available for this conference. Preference will be given to sponsors.*

#### Exhibitor Benefits & Details (\$350/table)

- **Exhibit tables** will be located in the foyer, near conference registration, and in close proximity to coffee breaks. Each exhibitor is entitled to one standard skirted table with two chairs. Coffee breaks with light refreshments are provided.
- **Free Advertising** -- Each exhibitor is entitled to a quarter-page advertisement in the conference program, **as well as a banner on the NAJIT website**. This banner will be text or an image (please send a .jpg banner sized 468 X 60 pixels).
- **Free Attendee Packet Inserts** -- Each exhibitor is entitled to have inserts placed in the conference attendee packet without charge.
- **Exhibitor Setup: Friday, May 18– 7:00 am - 8:00 am**
- **Exhibit hours:**
  - All day Friday, May 18
  - All day Saturday, May 19
  - Sunday, May 20 – 8:00 am to 12 Noon



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### Advertising Sizes and Spec Sheet

Size	Width	Height
Full-Page	8 ½ inches	11 inches
Half-Page	8 ½ inches	5 ½ inches
Quarter Page	4 ¼ inches	5 ½ inches

**All exhibitors get a ¼ page ad**

#### Advertising Specifications

- Artwork must be designed to the specified dimensions above and must be in black and white.
- Ads must be submitted electronically to [zalina@najit.org](mailto:zalina@najit.org)
- Ads must be in high-resolution format, as follows:
  - All bitmaps must be full size and 300 DPI, uncompressed. Bit map files may be JPG, TIF or PNG.
  - Black and White images should be in high resolution gray scale if images are part of the ad. Text-only ads may be in High contrast B&W
  - Layout Formats: Vector graphic files must be either PDF (Bitmaps at 300 DPI, convert fonts to curves), CorelDRAW (minimum version 9, Fonts converted to curves or include font files), Adobe Illustrator (include font files) or EPS (include font files). Note that EPS files with low-res images embedded will not print well.

Advertisements for the conference program must be submitted electronically according to the sizes and specifications provided above. Ads must be received by **April 15, 2012** to be included in the program. *There will be no exceptions to the deadline.*

Please direct your questions to the NAJIT headquarters office at [zalina@najit.org](mailto:zalina@najit.org).



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## Sponsor Registration Form

Sponsor registrations are welcome starting December 1, 2011. Sponsors who commit between December 1 and December 31, 2011 will be given priority for exhibit space and NAJIT will confirm your exhibit space prior to January 3, 2012. *There are only 15 exhibit spaces available.*

Please fax or mail this form to:  
NAJIT  
1901 Pennsylvania Avenue, NW  
Suite 804  
Washington, DC 20006  
Phone: (202) 293-0342  
Fax: (202) 293-0495

Name: \_\_\_\_\_  
Company/Agency: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City State/Province: \_\_\_\_\_ Zip code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ E mail: \_\_\_\_\_

Please indicate your desired level of Sponsorship:

- |  |  |
|--|--|
| <input type="checkbox"/> Platinum (\$3000) -- only 1 available | <input type="checkbox"/> Gold (\$1750) -- only 1 available |
| <input type="checkbox"/> Silver (\$1250) – only 3 available    | <input type="checkbox"/> Bronze (\$750) – only 5 available |
| <input type="checkbox"/> Tote bag Sponsorship ONLY             | <input type="checkbox"/> Lanyard Sponsorship ONLY          |

Please indicate whether you are interested in adding the following options to your Sponsorship:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Tote bag | <input type="checkbox"/> Lanyard |
|-----------------------------------|----------------------------------|

### Names of staff (please print carefully):

1. \_\_\_\_\_
2. \_\_\_\_\_

### Products and/or services to be displayed:

\_\_\_\_\_

We understand that NAJIT shall not be required to provide security of any nature whatever during exhibition or non-exhibition hours. We agree to hold NAJIT harmless or and from any loss or damage that may be sustained to any of our exhibit materials or equipment.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Method of Payment

- Check enclosed
- Please charge my:  Visa  Mastercard  American Express

Card number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_



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### Exhibitor Only Registration Form

Registrations for exhibit space only, will be processed beginning on January 2, 2012. NAJIT will accept exhibitor registrations prior to that date, but space will not be confirmed until after January 3, 2012. ***There are only 15 exhibit spaces available.***

Please fax or mail this form to:

NAJIT  
1901 Pennsylvania Avenue, NW  
Suite 804  
Washington, DC 20006  
Phone: (202) 293-0342  
Fax: (202) 293-0495

Name: \_\_\_\_\_  
Company/Agency: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City State/Province: \_\_\_\_\_ Zip code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ E mail: \_\_\_\_\_

**Names of staff that will be in your exhibit booth (please print carefully):**

1. \_\_\_\_\_  
2. \_\_\_\_\_

**Products and/or services to be displayed:**

\_\_\_\_\_  
\_\_\_\_\_

We understand that NAJIT shall not be required to provide security of any nature whatever during exhibition or non-exhibition hours. We agree to hold NAJIT harmless or and from any loss or damage that may be sustained to any of our exhibit materials or equipment.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NAJIT is committed to making its conference accessible to all. Please indicate your requirements on a separate page if you have need for special accommodation or assistance.*

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### Method of Payment

- Check enclosed  
 Please charge my:  Visa     Mastercard     American Express

Card number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Name on Card: \_\_\_\_\_