

# EXPLORING U.S.A. -Thursday, July 14, 2016

## 2016 National Law Enforcement Exploring Conference

July 11-16, 2016

Northern Arizona University, Flagstaff, AZ

Date \_\_\_\_\_

Post No \_\_\_\_\_ LFLNo \_\_\_\_\_

Local LFL Headquarters City, State Zip \_\_\_\_\_

### **EXHIBITOR INFORMATION:**

Name of Sponsoring Agency \_\_\_\_\_

Name of Advisor \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

Mobile No. (\_\_\_\_\_) \_\_\_\_\_ On-site Phone (if different from Mobile No.) (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Address \_\_\_\_\_

### **EXHIBIT BOOTH INFORMATION:**

Number of booths requested [Standard booth size is 10' x 10'] \_\_\_\_\_

Will audio/visual equipment be used in booth? Yes \_\_\_\_\_ No \_\_\_\_\_

Will electrical outlet be needed in booth\*? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many outlets?  
(\*Note: one 110v 1500w outlet will be furnished with booth. Additional fee may be required for extra outlets.)

Which category will you compete in? Circle one of the follow three options:

Community Service                      Crime Prevention                      POST Development

Brief description of exhibit: \_\_\_\_\_

### **DECLARATION/ SIGNATURE:**

I approve of this application for exhibit space and have reviewed and agreed to abide by the "Exploring U.S.A. Exhibit Terms and Conditions."

**Signature of Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Application must be received by national office no later than May 24, 2016. Retain a copy for Post records and mail original to: Law Enforcement Exploring, 1329 West Walnut Hill Lane, Irving, TX 75038

\*\*\*Exploring USA booth set up takes place the morning of Thursday, July 14, from 9am-12 noon.

\*\*\*Explorers must staff the booth from 12 noon-5pm.

\*\*\*Between 1pm and 3:30pm judges will visit each booth for approximately 5 minutes. Post representatives should be prepared to discuss the Post's featured program(s) and answer any questions from the judges.

# Exploring U.S.A. Exhibit Terms and Conditions

- **Space:** The contract for use of exhibit space provides for a standard flameproof back wall drapery and a 36-inch-high side rail with drapery, a booth number, an electrical outlet, guard security service, aisle cleaning, one standard exhibit table (if needed), and two chairs. Minimal storage space will be available.
- **Furnishings:** Any additional furniture, draping, accessories, signs, electrical cords, and other furnishings needed by the exhibitor are the responsibility of the exhibitor.
- **Installation and dismantling of exhibits:** All installation and dismantling of exhibits must be done during the time indicated. Installation can begin between 9 and 11am, on July 14. Exhibitors are responsible for their own material handling. The exhibiting Post must handle all work in connection with exhibit.
- Dismantling of exhibits should not occur before the official closing of the exhibit hall at approximately 5pm, on July 14. It is the exhibitor's responsibility to see that all materials used during the conference are removed from the premises by 8pm, on July 14.
- **Acceptability of exhibits:** All exhibits should be operated to serve the purposes of Exploring and shall be constructed in such a way as not to detract from any other exhibit. Operation of sound devices is allowed but must comply with volume restrictions.
- **Computers/Audio-Visual:** Exhibitors are responsible for providing any computers, VCR/DVD players and monitors used as part of their exhibit. Internet connections are not always available at the exhibition; check with staff to determine availability.
- **Security:** Overall building security is provided. However, conference sponsors and facility personnel will not be responsible for lost or stolen materials or equipment left unattended during the hours of operation.
- **Sales Prohibited:** No commercial products or services are to be offered or sold by exhibitors.
- **Fires:** No open fires or flames will be permitted.
- **Promotional items and prizes:** The distribution of free promotional items (i.e., agency pins, unit coins, hats, etc.) and drawings for prizes are encouraged. Please be prepared to handle the drawings and awarding of prizes without conference staff assistance.
- **Care of building and equipment:** No nails or screws may be driven into the walls, columns, or floor of the exhibition area.
- **Follow-up:** After an application is received, additional information about shipping, storage, location and other related items will be mailed to Post.
- **Judging:** Judging will take place between 2 and 5pm, on July 14. Any booth removed before closing will be disqualified from the competition. During judging, only Explorers are allowed to explain their activities or program(s) to the judges. Among the factors considered by the judges are the Explorers' knowledge of the activities, measurable achievements, and explanation of the purpose and benefits of the various activities. An important part of the judging is the resourcefulness, initiative and proactive strategies employed by the Explorer.