

Rules and Restrictions



To receive the advance conference registration discount, we must receive your registration form and fee postmarked no later than March 16, 2012. Please note that **payment must accompany the form**. Call-in, online, or faxed advance conference registrations will be accepted at AJA headquarters up to 5 p.m. Eastern Time on March 16, 2012. Registrations after the closing date/time will be made onsite at the conference and at the full conference registration rates.

Cancellations/Refunds

For a full refund, a written request must be received on or before March 16, 2012. After this date, 40% of the Conference fee will be refunded upon written request. **No refunds will be made after April 19, 2012.**

Family Registration

To qualify to attend at the family registration fee, the registrant cannot be employed in the field of corrections.



Full-Time Student Registration

To qualify to attend at the full-time student registration fee, the registrant must be enrolled as a full-time student in an accredited, degree-granting institution and **cannot be employed full-time in the field of corrections**. A copy of student identification is required with the registration form.

Non-Exhibitor Policy

Non-exhibiting presenters/companies are not allowed to distribute promotional material or solicit business in the exhibit hall or within any conference area; if found doing so, they will be asked to leave immediately—no refunds will be made and they will not be permitted to present, attend, or exhibit at our Annual Training Conference & Jail Expo for the next three years.

Block Registrations

AJA is pleased to offer corrections agencies the opportunity to purchase a block registration of 10 individuals or more, including nonmembers, for a fee of \$215 per delegate. This offer enables facilities to have different people (both members and nonmembers) attend the various training and events

each day or have the same individuals attend throughout the conference. To obtain a block registration, please follow these following instructions:

- **All registration forms and payment must be sent in at one time** and the appropriate Block Registration Box marked on the Conference Registration Form. If the same delegates are attending each day, complete a form for each person. If different people are attending each day, please include the specific number of registrations and the contact name, phone number, etc., of the person responsible for the block registration.
- **Remit payment** (PO, check, VISA, MasterCard, Discover, or American Express).

Photography Clause

By participating in the AJA Annual Training Conference & Jail Expo, you give the American Jail Association permission to photograph and/or record you and your voice on still photographs, motion picture film, audiotape and/or videotape, or any digital recording medium and to use this material, in whole or in part, through the media of television, film, Internet, multimedia presentation, radio, audiotape, videotape, or in printed form or display form for the promotion of American Jail Association activities. This pertains to all attendees.

If you have any questions or require additional information, please call AJA at 301-790-3930.

Easy Registration By:

Internet: www.aja.org

Mail: American Jail Association
1135 Professional Court
Hagerstown, MD 21740-5853

Phone: 301-790-3930

Fax: 301-790-2941