

February 16, 2016

Dear Sir or Madam:

Representatives from your organization are cordially invited to participate in the Tenth Annual Transition Fair at the Minnesota Correctional Facility in Shakopee, Minnesota, on **Tuesday, April 12, 2016**, from 8:00 a.m. to 2:00 p.m. The Transition Fair will present opportunities for offenders with 15 months or less to serve. We wish to have contacts for housing, halfway houses, transportation, employment, training and support, and a variety of community resources among the exhibitors. Approximately 300 offenders at the facility will be invited to attend. Your participation would certainly be an important contribution to this effort.

The Transition Fair will be organized in this manner: a new group of offenders will attend every half-hour. They will have the opportunity to utilize an hour, if needed. Lunch will be provided to all representatives between 11:00 a.m. and 12:00 p.m. with the Transition Fair resuming at 12:00 p.m. Due to security purposes, you will be unable to leave the facility during lunch.

We will provide a table and chairs for exhibitors. We will also have a table sign stating your organization name and a brief description of the services you provide. Should you need any outlets or AV equipment, please let us know and this will be provided for your display. Please know that if you want to bring in any **AV equipment; DVD, etc., arrangements must be made prior to the fair date**. The location of the fair is cool; please dress in layers for your comfort.

In addition, if supplied with your organization's name, purpose, and contact person, we will prepare a flyer to supplement the handouts you may distribute at the Transition Fair. Just a friendly reminder: **NO pens, pencils, notebooks, pins, candy, etc. are allowed into the facility for distribution to offenders**.

Attached is a registration form; please take a moment to answer a few questions. We want to make your representatives time with us comfortable and worthwhile. The contact phone numbers are (952) 496-4921 or (952) 233-3861. Please call with any questions, or leave a message on voicemail. If you wish to e-mail your response; please include the information requested on the response form. Email Sandy.Hand@state.mn.us or Alisha.Lacina@state.mn.us with your information.

If you do not receive a confirmation letter by **March 24th, 2016**, please contact us immediately.

Sincerely,

Sandy Hand and Alisha Lacina
Transition Coordinators