

# Pre-release Fair 2016 Information

## Pre-release Fair Package 2016



This package contains the following items:

- Introduction to Pre-Release Fair Events
- Schedule of events
- Hotel Information
- Participant form \*\*to be completed and returned\*\*
- Specific Needs Form
- Approved items for entry into the institution
- Maps to into all institutions

\*All participants that attended last year's event may still have clearance. Only those that require a new CPIC and photo will be contacted.\*

**Please note that all forms must be returned by May 2nd!**

*Please return forms to:*

*The John Howard Society of Kingston, 771 Montreal Street, Kingston, ON  
K7K 3J4*

*email: [adam@johnhowardkingston.ca](mailto:adam@johnhowardkingston.ca) or fax 613-542-2733*

# Pre-release Fair 2016 Information

Dear Participants,

The John Howard Society of Kingston and Peterborough is pleased to welcome you again to the 2016 Pre-release fair. We will be starting this year at Warkworth Institution on June 20<sup>th</sup>, 2016.

We are offering a hotel booking rate at the Four Points Sheraton, located in the heart of downtown Kingston. We will be hosting a welcome reception after our second day of events at the Four Points Sheraton in our hospitality suite.

The lunch at Joyceville Minimum (Pittsburg Institution) June 22<sup>nd</sup>, 2016 will cost \$15.00 per person this will cover the cost of catering and delivery (this fee is in lieu of a registration fee).

If you would like more information on this year's event, about the city of Kingston or the village of Warkworth, please do not hesitate to contact myself or the new Institutional Services Worker Adam Labelle or Barbara Bird from John Howard Peterborough.

Your response is due by **May 2nd, 2016**.

We look forward to hosting you this year!

Sincerely,

*Julie Langan*

Julie Langan

Manager of Justice Services

**JohnHoward**  
SOCIETY OF KINGSTON & DISTRICT

**Promote Change.**

**Reduce Poverty.**

**JohnHoward**  
SOCIETY OF PETERBOROUGH

**Prevent Crime.**

# Pre-release Fair 2016 Information

## Schedule of Events

### Monday June 20<sup>th</sup>- Warkworth Institution

1:00-1:30 pm	Enter <b>Warkworth Institution</b> and display set-up
1:30-3:00 pm	Pre-release fair
3:00-3:30 pm	Takedown and leave <b>Warkworth Institution</b>

### Tuesday June 21<sup>st</sup> - Millhaven and Bath Institutions

8:00-9:00 am	Enter <b>Bath Institution</b> display set up Welcome address from Tyler Fainstat, Executive Director, John Howard Kingston
9:00-11:00 am	Pre-release fair
11:00-11:30 am	Take down and leave <b>Bath Institution</b>
11:30-1:00 pm	<b>Lunch Break</b> (On your own)
1:00-1:30 pm	Enter <b>Millhaven Institution</b> and display set-up
1:30-3:00 pm	Pre-release fair
3:00-3:30 pm	Takedown and leave <b>Millhaven Institution</b>
5:30 – 7:00pm	Welcome Reception at the Hospitality Suite

### Wednesday June 22<sup>nd</sup> – Joyceville Medium and Joyceville Minimum (Pittsburg)

8:00-9:00 am	Enter <b>Joyceville Med Institution</b> and display set up
9:00-11:00 am	Pre-release fair
11:00-11:30 am	Take down and leave <b>Joyceville Med Institution</b>
11:30-1:00 pm	<b>Lunch</b> ( <i>Lunch provided by John Howard Kingston</i> )
1:00-1:30 pm	Enter <b>Joyceville Min (Pittsburg)</b> and display set-up
1:30-3:00 pm	Pre-release fair
3:00-3:30 pm	Takedown and leave <b>Joyceville Min (Pittsburg)</b>

### Thursday June 23<sup>rd</sup> – Collin's Bay Medium and Collin's Bay Minimum (Frontenac)

8:00-9:00 am	Enter <b>Collin's Bay Med</b> , display set up
9:00-11:00 am	Pre-release fair
11:00-11:30 am	Take down and leave <b>Collin's Bay Med</b>
11:30-12:30 pm	<b>Lunch</b> (BBQ lunch provided by the inmate committee at CBI Min)
12:30-1:00 pm	Enter <b>Collin's Bay Min (Frontenac)</b> and Display Set up
1:00-3:00 pm	Pre-release fair
3:00-3:30 pm	Takedown and leave <b>Collin's Bay Min (Frontenac)</b>

# Pre-release Fair 2016 Information



## Hotel Booking Information

Dear Participants,

The John Howard Society of Kingston has reserved a block of rooms at The **Four Points Sheraton** located at 285 King Street East, Kingston, Ontario K7L 3B1. The room rate is \$125.00 plus taxes and must be booked by **May 23th, 2016 at 4:00pm**.

You can make your reservations for this event by calling Hotel's toll free Reservation Line, **1-888-478-4333**. For individuals to receive the established Group rate, they must identify themselves as members of the (**John Howard Society**) group initially when making the reservation. All reservations must be received by the group's cut-off date. Reservations made after the cut-off date will be subject to availability and the most available rate. If you do not provide this code into the field, you will not be reserved under the event. Please note that all guests are required to provide their credit cards at check in to cover a security deposit.

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## The John Howard Society of Kingston

Invites you to join us for a Welcome Reception

**Tuesday June 21st, 2016**

**At the Four Points Sheraton**

**5:30pm to 7:00pm**

**JohnHoward**  
SOCIETY OF KINGSTON & DISTRICT

Promote Change.

Reduce Poverty.

**JohnHoward**  
SOCIETY OF PETERBOROUGH

Prevent Crime.

# Pre-release Fair 2016 Information

## Participant Form

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Organization Name	Contact Person
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Address	City	Province	Postal Code
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Telephone	E-mail (required)
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**Please check off the institutions each staff will be attending**

Name of Participant	Regional Clearance

**\*\*\*\* ALL PARTICIPANTS WILL BE CLEARED FOR ALL INSTITUTIONS \*\*\*\***

**Will your services be available in any other languages? Identify \_\_\_\_\_**

### Display Requirements:

# of tables: \_\_\_\_\_ # of Chairs \_\_\_\_\_

Specify any other requirements you may have:

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Return all forms to: *John Howard Society of Kingston and District*  
email: [adam@johnhowardkingston.ca](mailto:adam@johnhowardkingston.ca) or fax 613-542-2733

# Pre-release Fair 2016 Information

## Special Medical Needs

Please fill out this section if you have any medications that you are required to carry on your person at all time.

Name:	Organization:
Medical Condition:	
Required Medications (list):	

## Dietary Requests

Please fill out this section if you have any special dietary needs for the **lunch provided on June 22nd**.

Name:	Organization:
Food Allergies (specify):	Dietary requests (specify):

**The deadline to return this form is May 2nd, 2016.**

Return all forms to:  
The John Howard Society of Kingston and District,  
email: [adam@johnhowardkingston.ca](mailto:adam@johnhowardkingston.ca) or fax 613-542-2733

# Pre-release Fair 2016 Information

## Approved Items to Enter the Institution

- All pamphlets and printed material
- Non-spring-loaded pens (ex. no “clicky” pens, clear plastic, if possible)
- Applications
- Business Cards
- Poster Boards
- Photo ID (required) Driver License, Health Card, or Passport

## **DO NOT BRING**

- Drugs, alcohol, or tobacco, any items deemed contraband
- Cell phones
- Lighters
- Condoms, lubricant, or dental dams
- Candy or food
- Clothing items to give away
- Tablecloths
- Laptop computers, iPads, tablets, MP3 player
- Purses
- Money
- Water bottles
- Any items not required for the pre-release fair

# Pre-release Fair 2016 Information

## Warkworth Institution

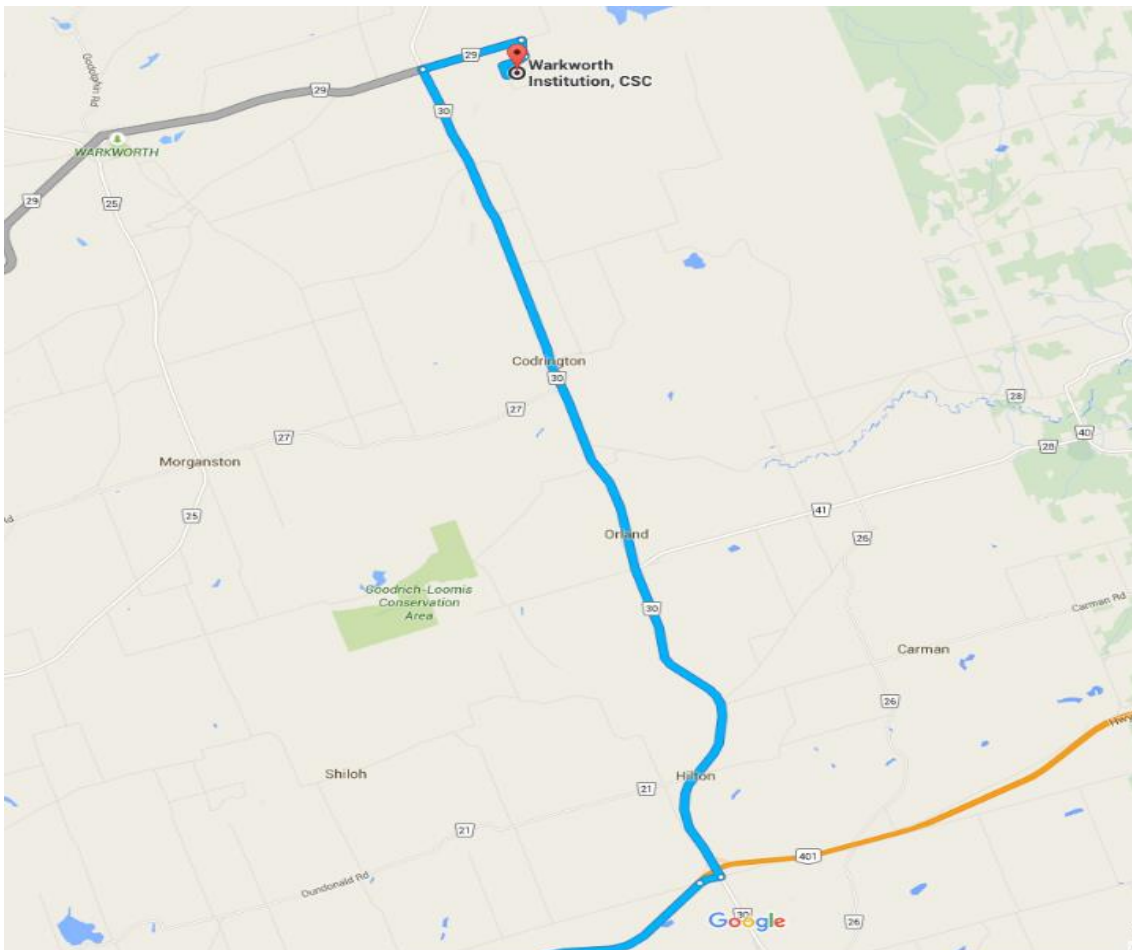
Take exit 509 for County Road 30 toward Brighton/Campbellford 350 m

Turn left onto County Rd 30 (signs for County Road 30 N) 16.9 km

Turn right onto Northumberland County Rd 29 1.6 km

Turn right toward Wind Whisper Dr 300 m

Turn right onto Wind Whisper Dr





# Pre-release Fair 2016 Information

## BATH/ MILLHAVEN INSTITUTION

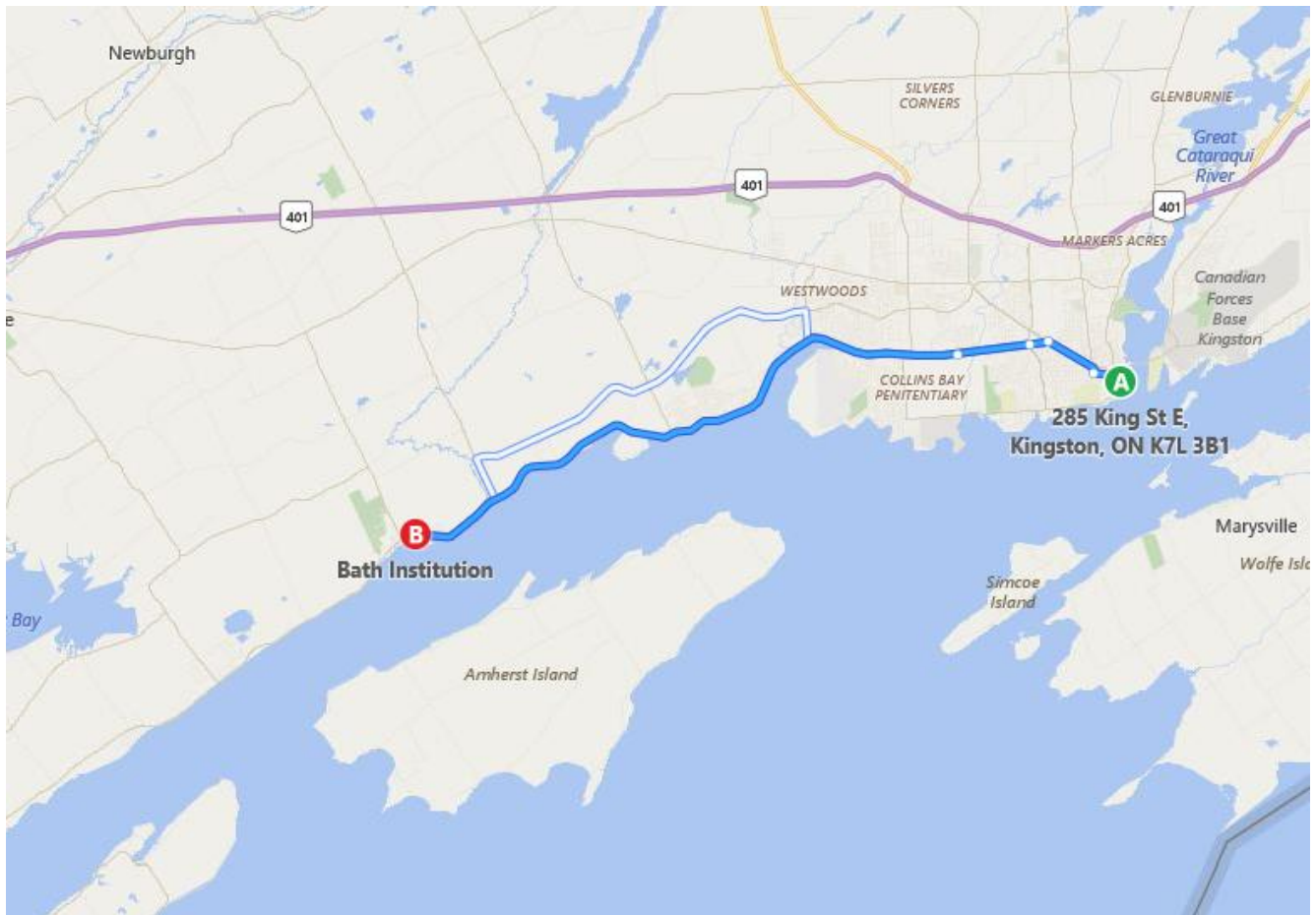
Head southwest on King St. E towards Johnson St.

Continue onto Front Rd.

Turn right onto Days Rd.

Use the left 2 lanes to turn left onto Bath Rd

Turn Right (Institution will be on the right)



# Pre-release Fair 2016 Information

## Joyceville Institution

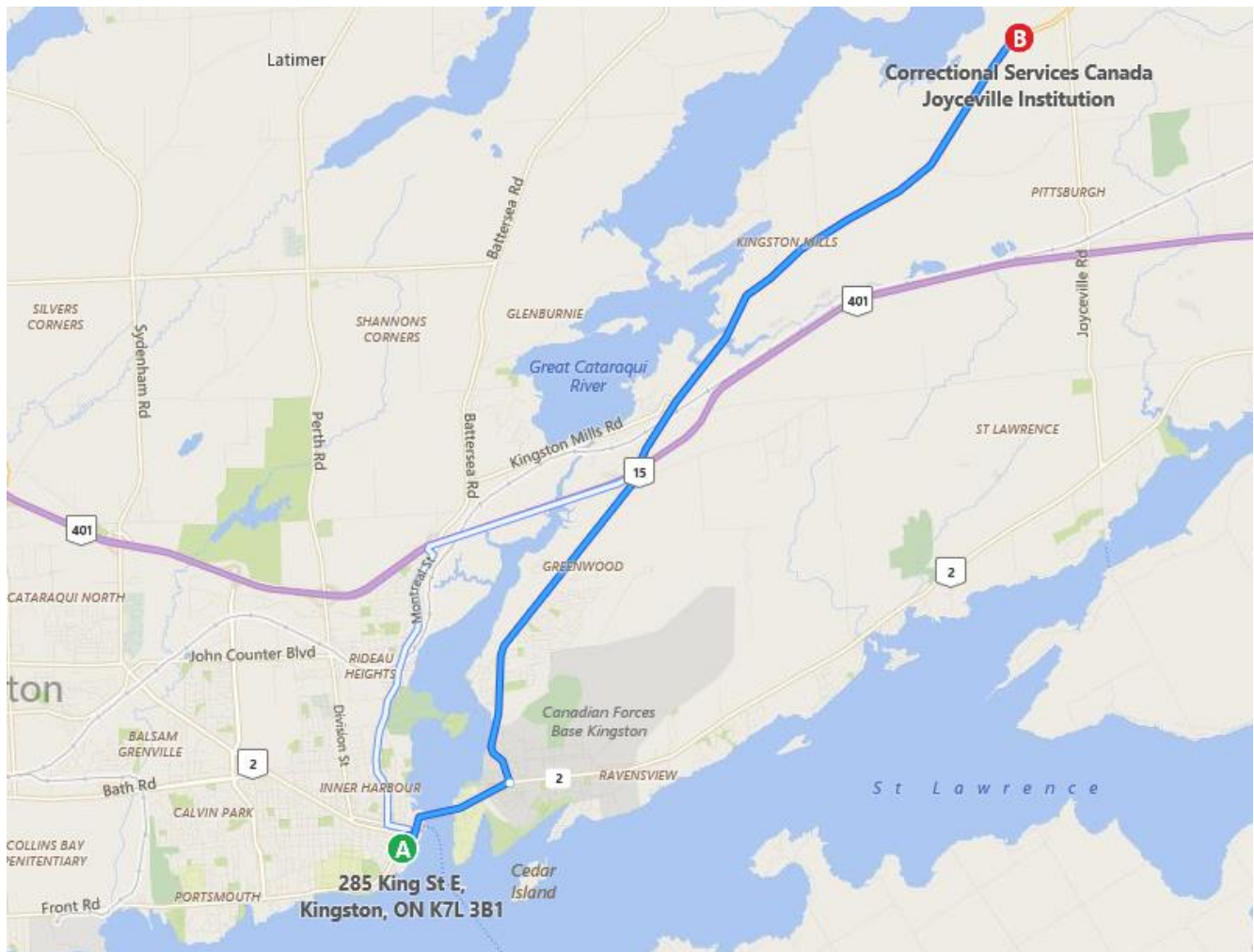
Head northeast on King St. E towards Clarence St.

Follow Hwy 2 to Hwy 15

Turn left onto Hwy 15

Continue onto Hwy 15 North

Destination will be on the right



# Pre-release Fair 2016 Information

## Collin's Bay Institution

Head Northeast on King St. E towards Clarence St.

Turn left onto Brock St.

Slight right onto Sir John A MacDonald Blvd.

Turn left onto Bath Rd.

Destination will be on the left

