

# Pre-release Fair 2017 Information

## Pre-release Fair Package 2017



This package contains the following items:

- Introduction to Pre-Release Fair Events
- Schedule of events
- Hotel Information
- Specific Needs Form
- Approved items for entry into the institution
- Dress Code
- 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 to provide new documentation.\*

*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 ext 115*

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# Pre-release Fair 2017 Information

Dear Participants,

The John Howard Society of Kingston and Peterborough is pleased to welcome you again to the 2017 Pre-release fair. We will be starting this year at Warkworth Institution on June 12<sup>th</sup>, 2017.

This year, all registration should take place through the Eventbrite page listed at the bottom. No forms will have to be sent in, unless there are issues with the online registration. The event is private yet you are allowed to share it with agencies you believe would be appropriate for this event.

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, the Institutional Services Worker Adam Labelle, or Megan Carrick from John Howard Peterborough.

Your response is due by **May 24th, 2017**.

We look forward to hosting you this year!

Sincerely,

*Adam Labelle*

Institutional Service Worker

John Howard Society of Kingston

## EVENT REGISTRATION AT:

**<https://www.eventbrite.ca/e/john-howard-society-of-kingston-district-pre-release-fair-2017-tickets-32824103778>**

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# Pre-release Fair 2017 Information

## Schedule of Events

### Monday June 12<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 13<sup>st</sup> - Bath and Millhaven Institutions

8:00-9:00 am	Enter <b>Bath Institution</b> display set up
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 14<sup>th</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>Smoking Carnivore Food Truck will be on property w/Vegan options</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 15<sup>th</sup> – Collins Bay Medium and Collin's Bay Minimum (Frontenac)

8:00-9:00 am	Enter <b>Collins Bay Med</b> , display set up
9:00-11:00 am	Pre-release fair
11:00-11:30 am	Take down and leave <b>Collins 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>Collins 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>Collins Bay Min (Frontenac)</b>

# Pre-release Fair 2017 Information

## Hotel Booking Information

Dear Participants,

The John Howard Society of Kingston has reserved a block of rooms at The **Ramada Inn** located at 33 Benson Street, Kingston, Ontario. The room rate is \$109.00 plus taxes and must be booked by **May 23th, 2017 at 4:00pm**.

We are offering a hotel booking rate at the Ramada Inn, located at 33 Benson Street, Directly off Highway 401. We will be hosting a welcome reception after our second day of events at the Ramada in our hospitality suite.

The Ramada Inn at 33 Benson Street, Kingston. Phone: (613) 546-3661

I have held the block under- John Howard Society and the block code is LCJOHN. Since guests will be covering their own rooms they can call the front desk to book and let the guest services agent know it is part of the group. With the group we have a 30 day cut off, meaning **any rooms not picked up by May 12th 2017 will be released** back to the Hotel for general sale.

The price is lower than previous years, however the location is NOT DOWNTOWN. There is a major Queens conference that has booked-up most downtown accommodations. The Ramada Inn group rate we have secured is 109\$ per room plus taxes, and includes free breakfast and parking.

You can make your reservations for this event by calling the Hotel's front desk (613) 546-3661. 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 and use the **code LCJOHN**. 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.

# Pre-release Fair 2017 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

## DRESS CODE

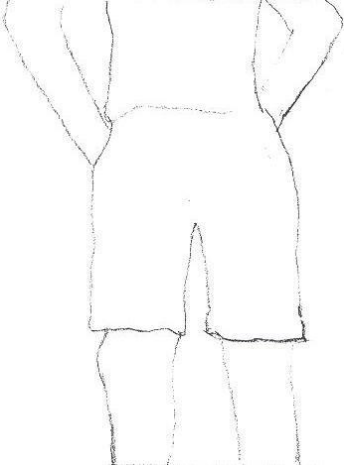
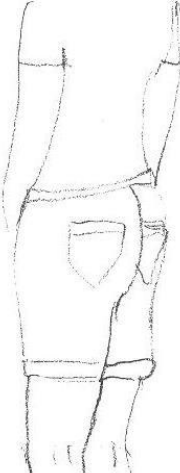
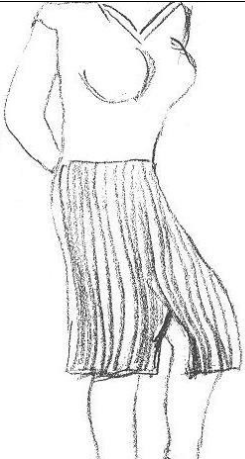
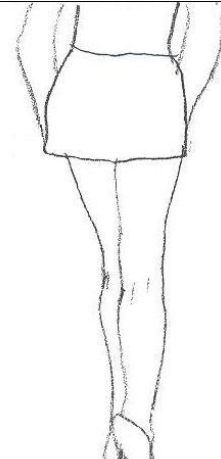
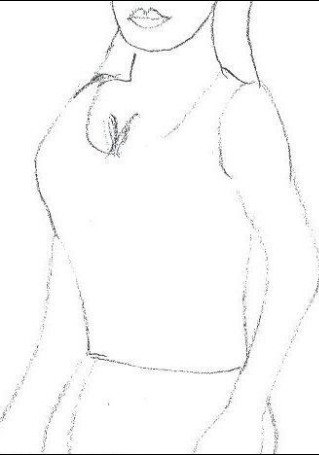
- No sleeveless shirts, halter tops, tank tops, revealing or low cut tops
- No camouflage clothing
- Beware of certain colors that might be affiliated with local gangs
- Do not wear same colors as the inmates (so you are not mistaken as an inmate)
- No Shorts or short dresses
- No flip-flops

# Pre-release Fair 2017 Information

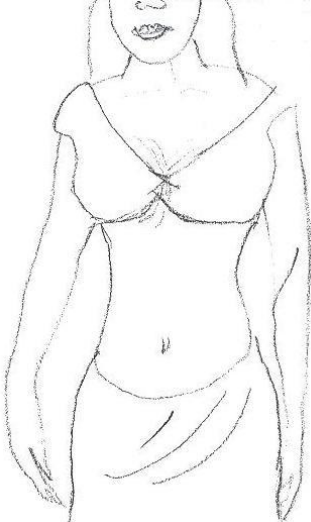
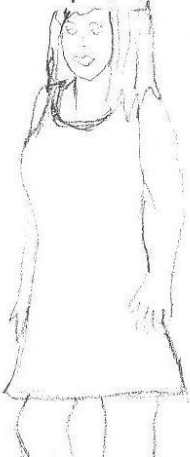

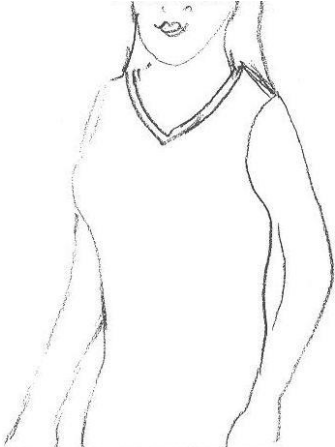

ACCEPTABLE	NOT ACCEPTABLE
<p>Clothing appropriate for a family friendly environment</p> <p>Skirts, shorts or dresses with a hem no more than three inches above the knee</p> <p>Tops and dresses that cover the chest, stomach and back</p> <p>Clothing free of gang logos, or references to sex, obscene language, drugs or violence</p> <p>Spandex leggings, pants or shorts <u>only when covered up</u> by tops, shorts, skirts or dresses</p> <p>Undergarments must be worn</p>	 <p>Clothing with holes or rips that are located more than three inches above the knee</p> <p>Hooded garments, hats and head coverings</p> <p>Clothing identifying a gang by name or logo</p> <p>Clothing that makes explicit reference to obscene language, drugs, sex, or violence</p> <p>Swimming attire or see-through garments</p> <p>Jewelry other than a wedding ring and religious medal</p> <p>Tops, dresses, exposing the chest, stomach, or back</p> <p>Shorts, skirts, or dresses with a hem more than 3 inches above the knee</p> <p>Spandex leggings, pants or shorts that are not covered up by tops, shorts, skirts or dresses</p> <p>Outer garments including coats, shawls, ponchos, jackets, vests, gloves, or overboots or overshoes (outer boots or shoes that slip over other shoes)</p>



# Pre-release Fair 2017 Information

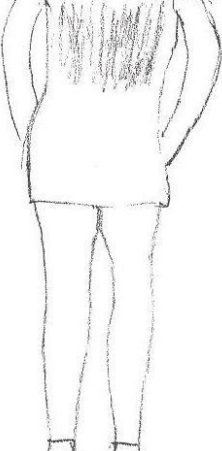
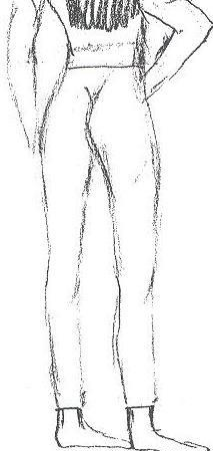
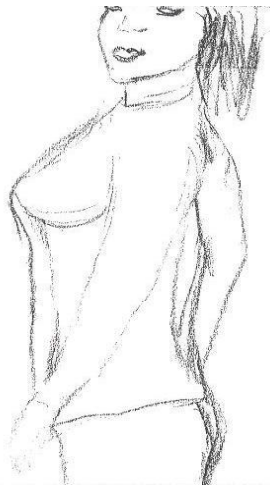
▼ ACCEPTÉ / ACCEPTED ▼	▼ REFUSÉ / FORBIDDEN ▼
 <p>Bermudas - deux (2) pouces au-dessus du genou</p> <p>Bermudas - two (2) inches above the knee</p>	 <p>Bermudas - plus court que deux (2) pouces au-dessus du genou</p> <p>Bermudas - shorter than two (2) inches above the knee Shorts with holes, tears or distressed look in inappropriate areas</p>
 <p>Jupe fendue deux (2) pouces au-dessus du genou</p> <p>Shirt with acceptable breast line - skirt with split no higher than two (2) inches above the knee</p>	 <p>Jupe - plus courte que deux (2) pouces au-dessus du genou</p> <p>Skirt - shorter than two (2) inches above the knee</p>
<p>Chandail, t-shirt , gilet</p> <p>Sweatshirt, t-shirt or shirt with cap sleeve</p> <p>Coats are available for use in visiting area.</p>	 <p>Camisole Bretelles spaghetti</p> <p>Tanktop, spaghetti strapped clothing, Muscle shirts</p>

# Pre-release Fair 2017 Information

	 <p>Bustier</p> <p>"Bra shirt"</p>
<p>▼ <b>ACCEPTÉ / ACCEPTED</b> ▼</p>	<p>▼ <b>REFUSÉ / FORBIDDEN</b> ▼</p>
 <p>Robe - deux (2) pouces au-dessus du genou</p> <p>Dress - two (2) inches above the knee</p>	 <p>Décolleté trop prononcé</p> <p>Low-necked shirt</p>
 <p>Robe avec petit décolleté</p> <p>Dress with small breast line</p>	 <p>Chandail avec capuchon</p> <p>Sweater with hood, Cardigans, Jackets, Zippered sweaters</p>



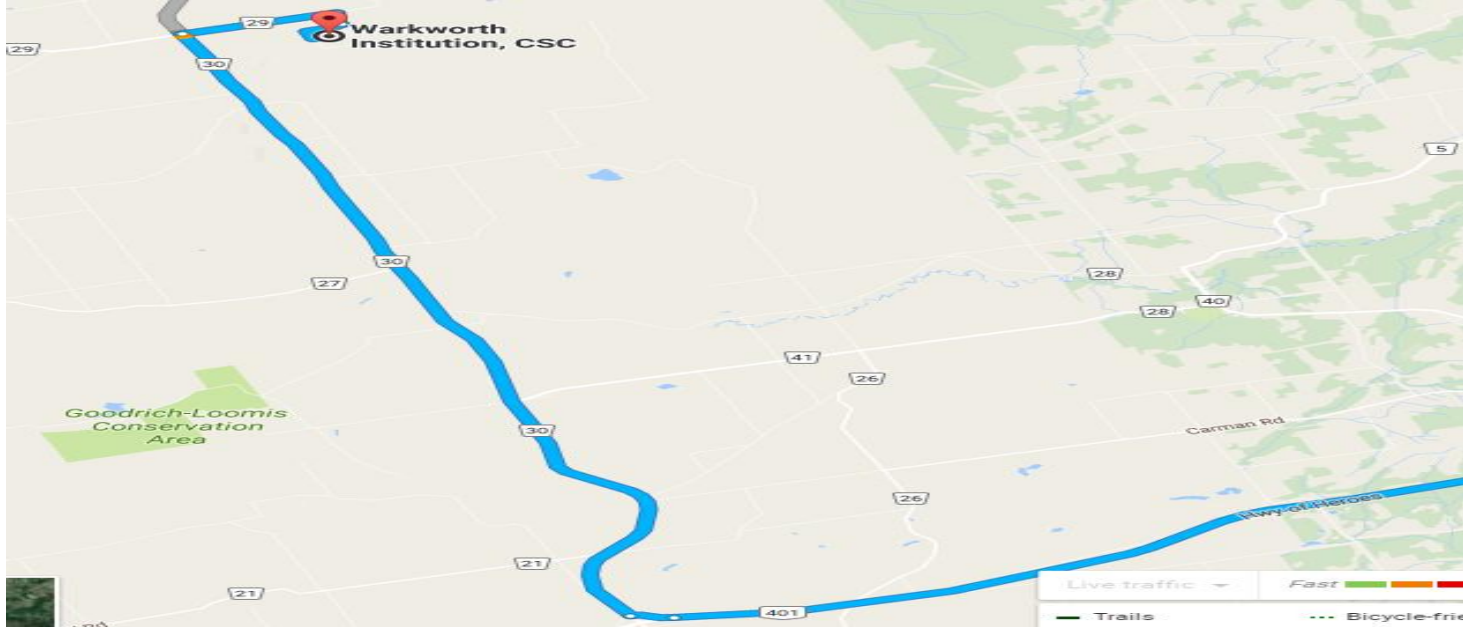
# Pre-release Fair 2017 Information

 <p>Pantalon moulant avec gilet sous le fessier</p> <p>Legging with sweater under the bottom</p>	 <p>Pantalon moulant</p> <p>Legging, Pants with holes, tears or distressed look in inappropriate areas</p>
	 <p>Gilet transparent</p> <p>Transparent shirt</p>

The above dress code was supplied by Bath Institution

# Pre-release Fair 2017 Information

## Warkworth Institution



Get on ON-401 W 2 min (1.1 km)

Head west on Benson St 160 m

Turn right onto Division St 400 m

Use the right lane to take the Ontario 401 W ramp to Toronto 550 m

Follow ON-401 W to County Rd 30 in Brighton. Take exit 509 from ON-401 W 58 min (107 km)

Merge onto ON-401 W 106 km

Take exit 509 for County Road 30 toward Brighton/Campbellford 450 m

Continue on County Rd 30. Drive to Wind Whisper Dr 17 min (19.1 km)

Turn right onto County Rd 30 16.5 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 600 m

Warkworth Institution, CSC 15847 Northumberland County Rd 29, Warkworth, ON K0K 3K0

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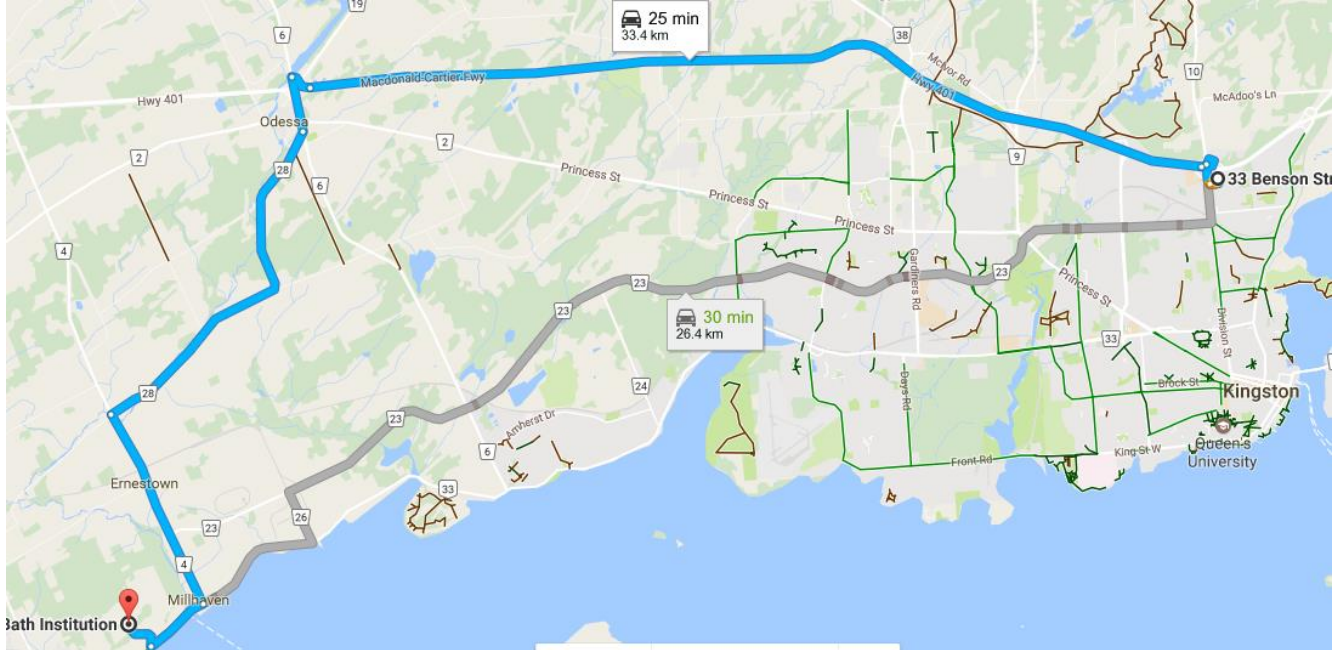
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# Pre-release Fair 2017 Information

## BATH/ MILLHAVEN INSTITUTION



33 Benson St, Kingston, ON K7K 5W2 to Bath Institution

Get on ON-401 W 2 min (1.1 km)

Head west on Benson St 160 m

Turn right onto Division St 400 m

Use the right lane to take the Ontario 401 W ramp to Toronto 550 m

Follow ON-401 W to Wilton Rd/Route 6 in Loyalist. Take exit 599 from ON-401 W 10 min (17.9 km)

Merge onto ON-401 W 17.5 km

Take exit 599 for County Road 6/Wilton Road toward Amherstview/Odessa/Yarker 450 m

Take Millhaven Rd and County Rd 4 to your destination in Millhaven 14 min (14.4 km)

Turn left onto Wilton Rd/Route 6 (signs for County Road 6 S/Wilton Road S/ON-401 E/Mud Lake Road S/Odessa/Amherstview) 1.1 km

Turn right onto Millhaven Rd 7.3 km

Turn left onto County Rd 4 (signs for ON-33) 4.0 km

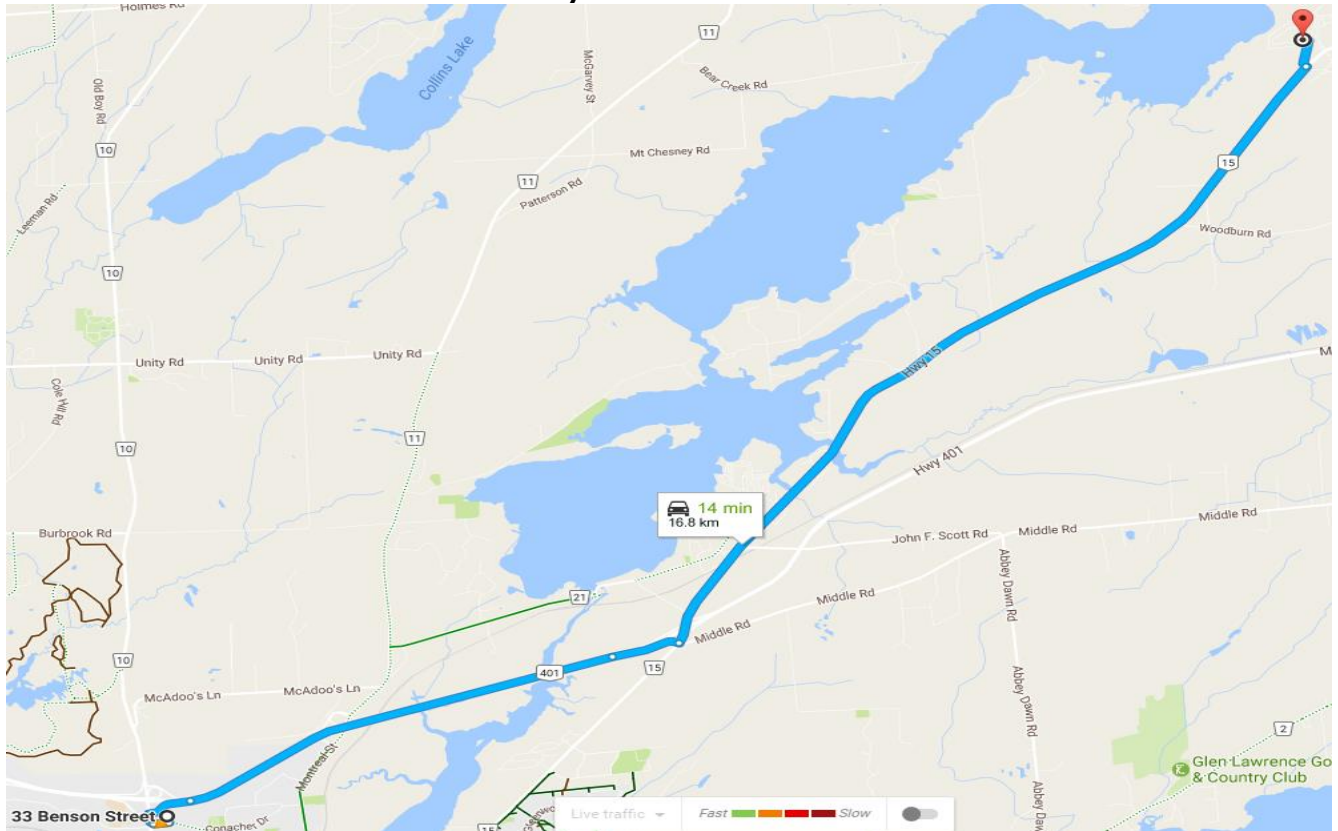
Turn right onto Bath Rd/ON-33 (signs for Amherst Island Ferry/Glenora Ferry) 1.3 km

Turn right, Destination will be on the right 750 m

Bath Institution 5775 Bath Road, Bath, ON K0H 1G0

# Pre-release Fair 2017 Information

## Joyceville Institution



**33 Benson St Kingston, ON K7K 5W2**

**Get on ON-401 E 2 min (800 m)**

**Drive along ON-15 N 11 min (15.6 km)**

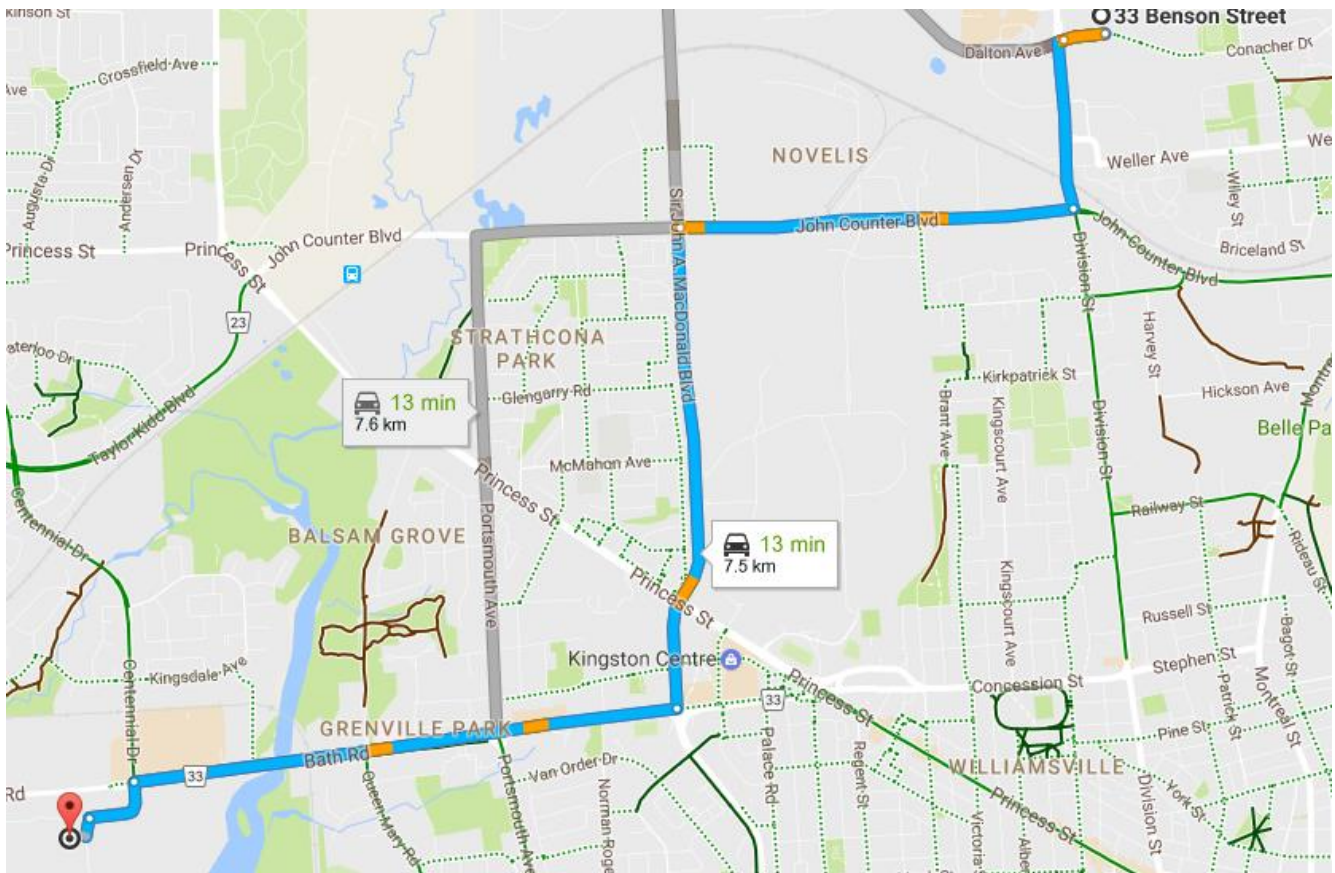
**Drive to your destination on the left 1 min (400 m)**

**CSC - Joyceville Institution Kingston, ON K7L 4X9**



# Pre-release Fair 2017 Information

## Collins Bay Institution



**START: 33 Benson St**

**Head west on Benson St 180 m**

**Turn left onto Division St 750 m**

**Turn right onto John Counter Blvd 1.7 km**

**Turn left onto Sir John A. MacDonalld Blvd 2.1 km**

**Turn right onto Bath Rd/Route 33 W 2.4 km**

**Turn left onto Collins Bay Compound Ln 300 m**

**Turn left to stay on Collins Bay Compound Ln**

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# Pre-release Fair 2017 Information

**THESE FORMS ARE ONLY TO BE COMEPLTED IF YOU HAVE NOT REGISTERED THROUGH EVENTBRITE**

## Participant Form

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Organization Name		Contact Person	
Address	City	Province	Postal Code
Telephone		E-mail (required)	

---

Name of Participant	Regional Clearance

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

**What institutions do you plan on attending?:** \_\_\_\_\_  
\_\_\_\_\_

**Display Requirements:**

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

Specify any other requirements you may have:  
\_\_\_\_\_  
\_\_\_\_\_



# Pre-release Fair 2017 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 to alert the food truck that will be at joyceville institution.

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

**The deadline to return this form is May 24nd, 2017.**

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