



# GEAR UP

**JANUARY 22-25, 2019**  
SANDS EXPO CENTER | LAS VEGAS, NEVADA



SAMPLE LETTER ONLY

[Date Inserted]

**TO:** [Insert Officer Name, Title]

**FROM:** [Insert Officer Name, Title]

**SUBJECT:** Training and New Equipment Review Opportunity for [Insert Officer Name]

In January, there is a trade event where our agency will have access to every major manufacturer and tactical equipment supplier of the latest firearms, protective equipment and accessories, as well as specialized training sessions for law enforcement. We can discuss our [Insert Agency or Department Name] specific needs directly with manufacturers, and we can learn about current challenges from other agencies around the country. With your permission, I would like to attend the Shooting, Hunting, and Outdoor Trade Show<sup>SM</sup> (SHOT Show<sup>®</sup>), January 22-25, 2019, on behalf of our agency.

The SHOT Show is well-known as a massive gathering for the shooting sports industry, but many people do not realize the extensive law enforcement and armed forces applications also present at the show. Nearly one-third of the SHOT Show's exhibit halls are dedicated to protection equipment and tactical accessories needed by law enforcement, SWAT teams, private security and the armed forces. More than 650 exhibits at the show are manufacturers and distributors wanting to meet with law enforcement agencies and personnel. If you approve my request to attend, I will be sure to review the latest technology in communication products, eyewear, hearing protection, optics, scopes, sights, training and safety equipment, plus the latest releases of new firearms and accessories.

The Law Enforcement Education Program (LEEP) at the SHOT Show has various training sessions that run throughout the week. Sponsored by Police Magazine, presenters include the National Tactical Officers Association and leading manufacturers, and each of these sessions provides valuable insights into real-world, on-scene applications of various technology and training methods. These courses are so valuable that they are packed every year, with a waiting line outside. For 2019, participation in the LEEP is a one-time fee of \$25 that will give me access to all the courses for which I pre-register. I will be able to provide a certificate of completion when I return from the event.

In addition, the National Tactical Officers Association is offering a full-day training session that explores the most recent and relevant civil litigation cases that impact law enforcement operations. Attendees will have a better understanding of how to guarantee their agencies have taken the steps necessary to ensure their decision making and subsequent operations are in the most defensible position possible. A separate fee of \$89 applies to this course.

Finally, on Monday evening, January 21, there is also a networking event exclusively for law enforcement and armed forces personnel. This Kick-Off Meet & Greet will allow me to interact with law enforcement personnel who attend show. It is a great opportunity to gain insights into common challenges.

The best way to save our agency funds when participating in this event is a timely approval and pre-registration. If I register by December 20, 2018, below is an estimate of the participation fees for attending the SHOT Show.

[Insert Selected Participation Levels/Fees For Officer]:

### 2019 SHOT SHOW ATTENDANCE/TRAVEL BREAKDOWN

<b>Show Registration:</b>	<b>LE Buyers</b> ..... \$35 on or before Dec. 20 ..... \$70 starting Dec. 21
	<b>Non-Buying LE</b> ..... \$175 on or before Dec. 20 ..... \$350 starting Dec. 21
<b>LEEP Participation:</b>	\$25 total for all classes (the first is \$25, any after is \$0); must be registered for the 2019 SHOT Show
<b>Kick-Off Meet &amp; Greet:</b>	Complimentary

*Plus travel and overnight expenses.*

I hope you will consider and approve my participation in this event. I look forward to bringing back the insights gained to share with our entire department.

Sincerely,

[Insert Your Name, Title]