

May 24, 2010

Dear Representative:

Enclosed is an exhibitor packet for the 6th Annual Juvenile Sex Offender Management Conference. This conference will bring together close to 200 professionals involved in the treatment and supervision of juvenile sex offenders at the Omni Bayfront Hotel in Corpus Christi, Texas, June 20 – 23, 2010.

Exhibits:

Your exhibit fee of \$250 includes a six-foot table and two chairs, as well as a computerized list of conference attendees. **Exhibits will be located outside of the main Ballrooms** (see enclosed hotel map). The exhibits will open on Monday, June 21st after 7:30 a.m. Exhibits will close Wednesday, June 23rd at 12:00 p.m. Unstaffed booths will be permitted at a cost of \$100 per booth.

Electricity/Internet/Telephone Access

If you are requesting extra items such as phone lines or electrical power, the attached form must be completed and *faxed directly to the Convention Services Department of the Omni Hotel*, Fax (361) 886-3575. In addition, the Omni has requested that any signage that needs to be attached to the walls needs to be facilitated by the Convention Services Department. For high speed internet access, TV monitors, easels, or any audiovisual equipment, contact Bryan Bullard of the Presentation Services Department at the Omni, (361) 882-5754, Fax (361) 882-8097. Rosie Dyer is the Conference Service Manager and can be contacted at (361) 886-3561, Fax (361) 886-3574.

Shipping Information:

All incoming packages for the conference should be addressed to the **Omni Corpus Christi Hotel: 6th Annual JSOM Conference** at 900 North Shoreline Boulevard, Corpus Christi, Texas 78401. All shipping of packages from the Omni to your destination should be pre-arranged with Omni receiving. Any materials left behind will be held no longer than three business days.

Booths will be assigned on a first come, first serve basis as contracts and payments are received. Only a limited number of spaces will be available, so don't delay in having your exhibit fee sent to our office as soon as possible. If you need special accommodations for your booth, please contact me.

Sincerely,



Amanda Bilnoski
Phone: (936) 294-1227
bilnoski@shsu.edu



Texas Probation Training Academy
Correctional Management Institute of Texas
6th Annual Juvenile Sex Offender Management Conference
Omni Bayfront Hotel * June 20- 23, 2010 * Corpus Christi, Texas

Instructions: Complete all information. Signed contract must be received A.S.A.P. in order to reserve exhibit space. If you need to discuss special needs such as large equipment, contact Vanessa Farmer at (936) 294-1639.

Texas Probation Training Academy, referred to hereinafter as "TPTA" and the undersigned firm, referred to hereinafter as "Exhibitor" and **Omni Bayfront Hotel**, referred to hereinafter as "Exhibit site" agree to as follows:

TPTA will provide exhibit space in accordance with items listed below:

1. Space will be assigned on a **first-come, first-served** basis by TPTA.
2. **Exhibitor will accept booth space assignment as determined by TPTA.**
3. Exhibitor desires a total of _____ booth(s) at \$250 for each booth (\$100 for each unstaffed booth); for a total of \$ _____ payable upon return of signed contract mailed to TPTA. Vendor spaces are 8' wide with a 6' table.
4. Exhibitor understands there could be other charges for electrical power, telephone, shipping and storage/handling.
5. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$50, if written request is received by **May 20, 2010**. *No refunds will be granted after this date. TPTA reserves the right to collect fees in full for those who fail to cancel prior to the training or for those who fail to attend.*
6. TPTA reserves the right to refuse any exhibit or Exhibitor and further reserves the right to shut down any exhibit or Exhibitor for breach of this agreement, or for cause.

Company Name to be Listed on Signage _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Area of expertise _____

Is there a company that you would prefer to be placed next to? _____

Is there a company that you do NOT want to be placed next to? _____

Names of firm representative(s) attending booth (sponsorship entitles you to 3)

Name 1: _____ Title: _____ Email: _____

Name 2: _____ Title: _____ Email: _____

Name 3: _____ Title: _____ Email: _____

Payment Method

Check Enclosed: Make payable to **Texas Probation Training Academy**

Please Invoice: Contact Person _____

Invoice Address (if different from above): _____

Credit Card (Visa, MasterCard, American Express):

Card Number: _____ Exp. Date _____

Agreement of Person Authorized to Sign Contract

Printed Name: _____ Phone: _____

Signature: _____ Title: _____ Date: _____

Return contract and payment to:
 Texas Probation Training Academy
 Attn: Amanda Bilnoski
 Sam Houston State University
 George J. Beto Criminal Justice Center
 Huntsville, TX 77341-2296 Fax: (936) 294-1671

OMNI CORPUS CHRISTI HOTEL BAYFRONT AND MARINA

EXHIBITOR INFORMATION SHEET

Shipping Hours: Monday – Friday 7:30am – 4:00pm
Saturday – Sunday 7:00am – 1:00pm

<u><i>Shipping to Hotel:</i></u>	<u><i>Shipping from Hotel:</i></u>
<p>1. Please ship to the appropriate address for the tower in which you will be exhibiting. If you are unsure of which tower please contact the hotel prior to shipping at 361-886-3535.</p> <p style="text-align: center;"><i>John Smith/Guest “Sample” Conference Bayfront Tower 900 N. Shoreline Boulevard Corpus Christi, TX 78401</i></p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><i>John Smith/Guest “Sample” Conference Marina Tower 707 N. Shoreline Boulevard Corpus Christi, TX 78401</i></p> <p>2. Address to recipient Name/Guest.</p> <p>3. Conference name must also be listed.</p> <p>4. Shipment should be shipped to hotel no more than two (2) days prior to the conference.</p> <p>5. Mark all articles with total number in shipment. (i.e. 1 of 3)</p>	<p>The hotel recommends that you make arrangements for pickup of all materials prior to your arrival at the hotel. If this is not possible then the hotel can provide the following assistance:</p> <ol style="list-style-type: none"> 1. Any necessary packaging required for shipping such as shrink wrapping, taped closures, etc. must be completed by the guest with guest provided supplies. 2. Packages may be shipped UPS or FedEx with guest provided shipping labels that include account numbers. 3. If you do not have an account with a shipping company, the hotel can ship your package via FedEx only with a credit card for payment. If you have a credit card on file with the hotel, you may charge the shipping fee to your room, but it must be done prior to your checkout. 4. Should any materials be left behind, they will be held no longer than three (3) business days. After this the hotel will no longer be responsible for these items.

Assistance is available during regular shipping hours for large packages.

The loading docks for both towers, which are located on the west sides of the hotels on Water Street, each have two loading areas for large trucks.

The Bayfront Tower has a large freight elevator that is accessible from the dock for heavier or larger loads. Limited to 5,000 lbs.

OMNI CORPUS CHRISTI HOTEL

Bayfront & Marina Towers
 900 North Shoreline Boulevard
 Corpus Christi, Texas 78401

ENGINEERING SERVICE FORM

Mail to the Attention of:
Rosie Dyer / Convention Services Manager
 Tel: (361) 886-3535 Fax: (361) 886-3575

Conference/Convention/Event Name: 6th Annual Juvenile Sex Offender Mgmt Conf. Event Date: June 20 – 23, 2010

Company Name: _____ Room/Booth #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Exhibitor/Company Representative: _____ Phone Number: _____

Set-up/Connect Date: _____ Tear Down/Disconnect Date: _____

METHOD OF PAYMENT

_____ Enclosed Check # _____ _____ Charge to Master Account # _____ _____ Bill to Guest Room of _____	_____ Credit Card # _____ Card Type _____ Expiration Date _____ Authorized Signature _____
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ELECTRICAL SERVICE (Prices Noted are a One Time Set-up Fee)

Quantity	Description	Advance Order	Floor Order	Amount
_____	115 Volt 5 AMP (0 – 500 watt)	\$30.00	\$40.00	_____
_____	115 Volt 10 AMP (501 – 1000 watt)	\$35.00	\$45.00	_____
_____	115 Volt 15 AMP (1001 – 1500 watt)	\$40.00	\$50.00	_____
_____	115 Volt 20 AMP (1501 – 2000 watt)	\$50.00	\$55.00	_____
_____	115 Volt 30 AMP (2001 – 3000 watt)	\$70.00	\$80.00	_____
_____	208 Volt 20 AMP Single PHASE	\$90.00	\$110.00	_____
_____	208 Volt 50 AMP Single PHASE	\$160.00	\$200.00	_____
_____	208 Volt 30 AMP Triple PHASE	\$200.00	\$250.00	_____
_____	208 Volt 50 AMP Triple PHASE	\$225.00	\$300.00	_____

Note: Please contact the Convention Service Department to Order Service beyond what is listed above.
 Wall Outlets are subject to the 115 Volt 5 AMP Service Charge noted above.

**** **SEE BACK OF THIS FORM FOR EXAMPLES OF COMMON POWER REQUIREMENTS** ****

BANNER HANGING SERVICES (Prices Noted are a One Time Service Fee)

_____ Eight (8) Foot Banner or Less: \$15.00	_____ Banners Over Eight (8) Feet: \$20.00
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Note: Banner Hanging is done from 8:00AM – 10:00PM Daily (Prior notice required to schedule off hour Services)

OMNI CORPUS CHRISTI HOTEL

Bayfront & Marina Towers
900 North Shoreline Boulevard
Corpus Christi, Texas 78401

ENGINEERING SERVICE FORM
Mail to the Attention of:
Rosie Dyer / Convention Services Manager
Tel: (361) 886-3535 Fax: (361) 886-3575

COMMON POWER REQUIREMENTS AND SAMPLE USAGE

(To Better Inform the In-house Electrician of your Requirements you may Circle the Sample Usage Closest to your needs)

115 Volt 5 Amp = Five (5) 100 Watt Bulbs (1 2 3 4 5) or One (1) Personal Computer and One (1) 100 Watt Bulb

115 Volt 10 Amp = Ten (10) 100 Watt Bulbs (1 2 3 4 5 6 7 8 9 10) or Two (2) Computers & Two (2) 100 Watt Bulbs

115 Volt 15 Amp = (15) 100 Watt Bulbs (1 2 3 4 5 6 7 8 9 10 11 12 13 14 15) or Three (3) Personal Computers and Three (3) 100 Watt Bulbs, or Two (2) Computers with Printers and One (1) Overhead Projector.

115 Volt 20 Amp = Up to Ten (10) 100 Watt Bulbs and Two (2) Personal Computers with LCD Projectors and Printers

115 Volt 30 Amp = One House Type Appliance Like a Refrigerator or Motor Driven Equipment with Known Rating Available or Four (4) Computers and Printers or Standard Show Style Food Warmers

208 Volt 30 Amp = Large Copier Machine or Heavy Motor Driven Equipment with Known Rating

Note:

The above examples are noted as a guide to determining and ordering the appropriate Electrical Requirements for your Booth and/or Display. Ordering inappropriate electrical services can cause unexpected complications at the time of set-up due to specialized couplings, differing socket sizes, and intrusive heavy power cables. Our Engineering Department is pleased to discuss your needs in advance so as to best understand and service your needs.

MAXIMUM BALLROOM CAPABILITIES

Corpus Christi Ballroom

13 Wall Receptacles at 20 Amps each, feeding off a 60 Amp Maximum Circuit
4 Wall based Twist Locks feeding off a 120 Amp Maximum Circuit
4 Ceiling based Twist Locks feeding off a 120 Amp Maximum Circuit
One "Tie In Box" in Service Corridor of 100 Amp
(250 Amp Gross Total Available)

Nueces Ballroom

6 Wall Receptacles at 20 Amps each, feeding off a 30 Amp Maximum Circuit
4 Wall based Twist Locks feeding off a 120 Amp Maximum Circuit
One "Tie In Box" in Service Corridor of 60 Amp
(175 Amp Gross Total Available)

CONVENTION TELEPHONE REQUEST FORM continued...

Below are the only approved methods of payments. Payment and/or guarantee of payment must be enclosed with form.

METHOD OF PAYMENT/PAYMENT GUARANTEE

<p><i>Charge to "Group Permanent Billing Folio":</i> (Note: Select "Banquet Event Order" if you would like this charge associated with a specific scheduled 'event.' Select "Direct Posting" if this is to be a stand-alone 'miscellaneous' type charge.)</p> <p>Charge on Banquet Event Order #:</p> <p>Direct Posting to Group Master #:</p> <p>Authorized Signature: (Must be an Authorized Signer on Group Master Account)</p>	<p><i>Check Enclosed</i></p> <p>Check #:</p> <p>Name on Check: (Note: Personal Checks must be Imprinted by Manufacturer with current Physical Address; <u>P.O. Box is Not acceptable.</u> Include Telephone Number on Check)</p> <p>Drivers License #:</p> <p>Expiration Date:</p>
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<p><i>Charge to Credit Card</i> (Include Photo Copy of Front and Back of Credit Card)</p> <p>Credit Card #:</p> <p>Type (Visa/MasterCard/Amex/Diners Club):</p> <p>Expiration Date:</p> <p>Authorized Signature: (Card Holder)</p>	<p><i>Charge to Guest Room</i></p> <p>Guest Name:</p> <p>Arrival Date:</p> <p>Confirmation #:</p> <p>Authorized Signature: (Registered Guest)</p>
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SERVICE REQUEST/REQUIREMENTS:

Specify Line #1 or Line #2 in Space Provided

NOTE: A limited number of Local/Long Distance Access Telephone Lines Exist on Property. "Requests" will be filled In the Order In Which They Are Received.

_____ **IN-HOUSE ACCESS ONLY**

One (1) Complimentary Handset Each Day, At Group Registration/Staff Desk (No Outside Connections)

_____ **LOCAL/LONG DISTANCE ACCESS \$50.00 Per Day plus Long Distance Toll Charges**
 Must Dial 9 For Outside Line

_____ **Dedicated Line/ISDN/TR1**

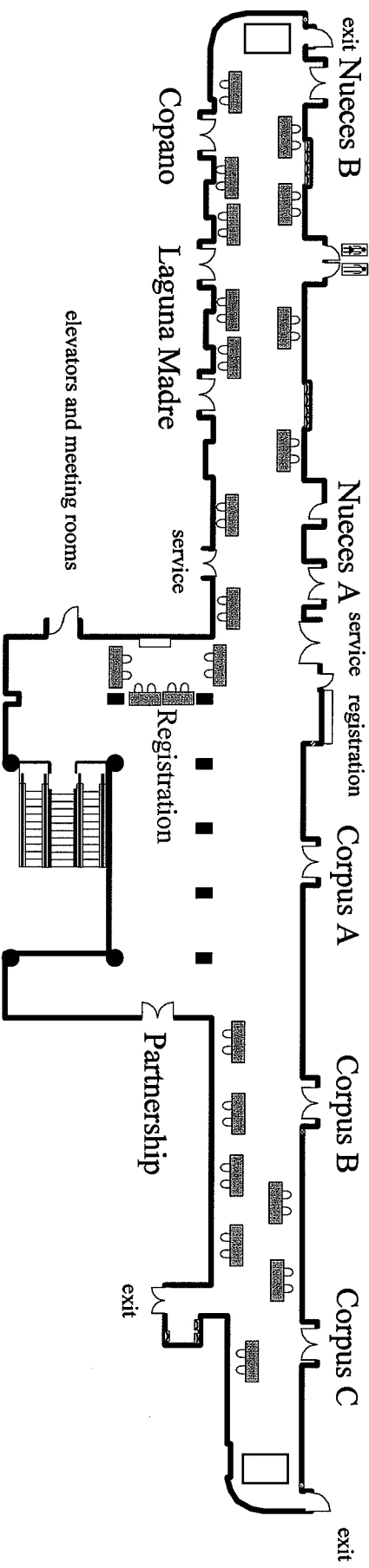
\$250.00 Per Day plus Long Distance Toll Charges
 Service Requires At Least Three (3) Weeks Notice to Enable Installation by local telephone company.

_____ **Internet Access**
 In Meeting Rooms

Contact the Catering/Convention Manager assigned to your program to discuss prices and arrangements.

RETURN FORM & PAYMENT TO: OMNI CORPUS CHRISTI HOTEL
C/O Rosie Dyer, Convention Services Manager
900 North Shoreline Blvd.
Corpus Christi, TX 78401

(20) 8'x10' Table Top Exhibits Bayfront Foyer



Break Locations (2 each at end of hallway)