



**Texas Corrections Association
2017 Annual Conference
San Luis Hotel • Galveston, Texas
June 4-7, 2017**

Dear Sponsor/Exhibitor:

We are excited to have you join us as a Sponsor for the **TCA 2017 Annual Conference** at San Luis Hotel in Galveston, Texas. The following information will aid in planning a successful showing for your company.

Exhibit Hall Schedule

Sunday, June 4th:	1:00pm - 5:00pm Set-up 7:00pm - 8:30pm Welcome Reception
Monday, June 5th:	7:30am Continental Breakfast 10:00am - 10:30am Break 3:00pm - 3:30pm Break
Tuesday, June 6th:	7:30am Continental Breakfast 10:00am - 10:30am Break

All exhibits are to be taken down by 1:00pm on Tuesday, June 6th

TCA 2017 Display Checklist

_____ Complete and return the enclosed **Exhibitor/Sponsor Contract**.

_____ Contact San Luis Hotel at 409-744-1500 to make lodging reservations. Be sure to mention that you are with the Texas Corrections Association. The group rate is valid until May 18, 2017.

The TCA Display Area is a table top display with no pipe and drape. A six foot table and two chairs are provided with each space. All materials should fit in your table area. Please note that limited on-site storage is available during the conference.

Wi-Fi is complementary in all areas of the hotel. Fees for electrical services and shipping are to be arranged *with the hotel directly*. The order form is enclosed.

All of our sponsors will be recognized in our conference workbook, at the Welcome Reception on Sunday night, and with signage at specific events your company chooses to sponsor. Please send your company logo for our presentation and signs by **May 15, 2017**.

Completed forms and payments may be mailed to us at the address below. Make checks payable to **SHSU – TCA**

Mail: TCA, George J Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296

Email: koonce@shsu.edu **Telephone:** (936) 294-1706 **FAX:** (936)-294-1671

If you have any questions please feel free to contact me. I look forward to seeing you in Galveston.

Sincerely,

Ashley Koonce
Executive Director



TEXAS CORRECTIONS ASSOCIATION

SPONSOR/DISPLAY OPPORTUNITIES



2017 Annual Training Conference & Services Display

San Luis Hotel • Galveston, TX • June 4-7, 2017

☐ **Platinum Sponsor - \$5,000**

- Two display areas at the Annual Conference
- Banner on TCA Website for One Year
- Two complimentary registrations to all Conference activities
- Recognition in the Conference Program as a Platinum Sponsor
- List of Conference attendees
- Signage at convention events

☐ **Gold Sponsor - \$3,000**

- One display area at the Annual Conference
- Banner on TCA Website for One Year
- Two complimentary registrations to all Conference activities
- Recognition in the Conference Program as a Gold Sponsor
- List of Conference attendees
- Signage at convention events

☐ **Silver Sponsor - \$1,500**

- One display area at the Annual Conference
- Two complimentary registrations to all Conference activities
- Recognition in the Conference Program as a Silver Sponsor
- List of Conference attendees
- Signage at convention events

☐ **Bronze Sponsor - \$750**

- One display area at the Annual Conference
- One complimentary registration to all Conference activities
- Recognition in the Conference Program as a Bronze Sponsor
- List of Conference attendees
- Signage at convention events

(Please type or print)

Company Name _____

Company Name to be listed on signage (if different than above) _____

CONTACT

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

☐ Yes, We Plan to Display and Sponsor as indicated above:

(Enter total from above)

TOTAL DUE \$ _____

OR

☐ Yes, We Plan to Display ONLY at the TCA Conference - Enter \$650

(Includes Table, Chairs & One Conference Registration)

TOTAL DUE \$ _____

☐ Enclosed is a Check # _____ in the amount of \$ _____

Thank You for Your Support of TCA!

Your Company Display Contact will receive a Sponsor/Display Confirmation Package upon reception of your reservation form and payment. The Packet will include additional planning information, the opportunity to name your company representatives, and purchase additional registrations for your company personnel.

San Luis Hotel

<http://www.sanluisresort.com>

5222 Seawall Blvd

Galveston, TX 77551

Group Rate Deadline: May 18, 2017 State/
Federal Rate Applies. Currently \$129 For
reservations call: 409-744-1500

Please copy form and return original along with payment to TCA Headquarters

Attn: Ashley Koonce - koonce@shsu.edu - George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296

Phone: (936) 294-1706 Fax: (936) 294-1671



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Exhibitor/Sponsor Contract

Company Contact Information

Company Name: _____

Representative: _____

Sponsor Level: Bronze Silver Gold Platinum

Address: _____

Amount Paid: \$ _____

City/State/Zip: _____

Tel: _____

Email: _____

Names of company representative(s) attending booth.

Company Representatives: (Bronze Sponsors - 1 representative; Silver, Gold, and Platinum Sponsors - 2 representatives)

1. Name: _____ Title: _____

2. Name: _____ Title: _____

Additional representatives/attendee(s) to be registered at \$275 for full registration or \$80/day:

Name: _____ Title: _____

_____ Full Registration (\$275) _____ Daily Registration (\$80/day): SUN MON TUE

Name: _____ Title: _____

_____ Full Registration (\$275) _____ Daily Registration (\$80/day): SUN MON TUE

Please check all that apply:

_____ We will NOT display, but wish to be recognized as a Conference Sponsor

_____ Yes, we will display.

_____ Yes, we will provide a drawing prize(s) to be given away during breaks.

We prefer NOT to be located beside the following exhibitor/company: _____

We would like to be located beside or near the following exhibitor/company: _____

Texas Corrections Association (TCA) and _____ (Exhibitor) agree to the following terms for the provision of exhibit space: _____
(company name)

1. Signed contract and full payment must be received in order to reserve exhibit space.
2. Space will be provided on a first-come, first-served basis for the area of choice, excluding the Platinum Sponsor locations.
3. Any additional charges for services not otherwise outlined in this agreement, including but not limited to telephone, special decorations, shipping, storage, and handling are the responsibility of the Exhibitor.
4. Exhibitor will accept booth space assignment as determined by the Executive Director of TCA.
5. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$100, if written request is received by May 22, 2017. No refunds will be granted after this date.
6. TCA 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.

Signature: _____

Title: _____

Date: _____



Utility Service Order Form

Name of Exhibition or Show: _____

Firm/Exhibitor's Name: _____ Phone: _____

Electrical Current Charges:

Rates include bringing up 20 amps minimum to your requested area. Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in total price. **THIS IS A PER DAY CHARGE PER UNIT. ALL PRICES ARE SUBJECT TO CHANGE. Deadline for service request is seven (7) days prior to arrival. Orders received after deadline will have a late charge added to prices listed.**

<u>Quantity/Requirements</u>	<u>Amps</u>	<u>Unit Charge</u>	<u>Total</u>
_____ 110 volts (1 Duplex Outlet)	20	\$ 25.00	\$ _____
_____ 220 volts (1 Duplex Outlet)	20	\$100.00	\$ _____
_____ 220 volts (1 Duplex Outlet)	50	\$250.00	\$ _____

Note: All additional requirements are available only on a pre-negotiated basis.

THIS HOTEL RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.

For any quad box set up the price is doubled. Exceeding 50 amps per circuit, there would be an additional charge of \$100.00 per circuit. Any power requirements over 50 amps must be approved in advance.

Internet Related Charges:

<u>Quantity/Item</u>	<u>Unit Charge</u>	<u>Total</u>
_____ Wireless Internet	\$150.00	\$ _____

Phone Charges:

<u>Quantity/Item</u>	<u>Unit Charge</u>	<u>Total</u>
_____ Standard Phone Line(s) with outside access	\$50.00 per line*	\$ _____
(for: _____ phone line or _____ modem line) *plus local and long distance charges		

Exhibit Tables: Group will pay this charge.

Quantity/Item

_____ Exhibit Table(s) \$35.00 per table/per day. (Skirted Table size 6'x30")

The above charges are all a PER DAY CHARGE and will be added to the group's master account, unless a credit card is provided by the vendor/exhibitor. Please fax this form to Lisa Clemons at 409 744 6913. If you need assistance, please call 409 740 8686