



TEXAS JAIL ASSOCIATION
Correctional Management Institute of Texas
Sam Houston State University
Huntsville, TX 77341-2296

Sharese Hurst, *Executive Director* • Correctional Management Institute of Texas • 936.294.1687 • sharese@shsu.edu

Dear Exhibitor:

It is hard to believe, but the 31st Annual Texas Jail Association Conference is right around the corner. We hope you will be joining us this year in Austin to take advantage of the chance to make some new contacts with jail personnel and sheriffs from across the state. This conference will bring together around 500 jail professionals at the Austin Renaissance Hotel in Austin, Texas, May 15 – 19, 2017.

A standard indoor booth will be **\$900 until the close of business on January 31, 2017**. From February 1, 2017, to the start of the conference, a standard booth will be \$1,000, so book early for the discounted rate. Your standard booth exhibit fee will include **three** full conference registrations per booth, with a six-foot (6') draped table and two chairs, as well as a computerized list of conference attendees. Additional exhibit personnel from your company may register for an extra \$100 per person. Representatives can attend all functions at the conference.

If you need electrical service, internet/telephone access, or audiovisual equipment for your indoor exhibit space, **fill out the attached form and fax it directly to Event Technology** at the Renaissance Austin Hotel, (512) 795.6090.

A link to the Freeman Exhibitor Kit will be forwarded to you by email. This kit will describe information on furniture rental, labor to install and dismantle exhibits, special booth decorations, carpeting, special sign service, etc. These services can be ordered in advance at a discounted rate prior to April 20, 2017.

Exhibits and Sponsorships:

Exhibits will be located inside the Rio Grande Exhibit Hall. Refreshment breaks will be held in the exhibit area. The first day of exhibits will begin with **two hours of exclusive exhibit time**. All exhibits will need to be set-up Tuesday, May 16th between 7:00AM and 11:30AM. Exhibits will open on Tuesday, May 16th at 11:30AM with the Presidential Apron Lunch and close that evening at 5:00PM. Exhibits will re-open on Wednesday, May 17th at 8:00AM and booth take down will begin at 11:00AM.

**** Do not breakdown your booth prior to 11:00am.****

Along with exhibiting your products, or even if you are unable to attend the conference, please **consider sponsorship of conference events** as another means of conveying your message to attendees. These events are well attended and sponsors generate a great deal of goodwill through the provision of such amenities. Companies that want to be featured by the Association and receive special recognition for their level of participation in the conference should fill out the Sponsorship Opportunity Form and return it as soon as possible. **Signage denoting sponsorship will be**

provided at all events and in the hotel lobby. In addition, all companies sponsoring events will be recognized in the conference workbook. If you cannot join the sponsors, but want to provide a nice prize during the exhibit hall hours or banquet, please indicate that as well, so we may plan accordingly.

You may select your preferred booth(s) using the Exhibit Hall floor plan enclosed. Spaces will be assigned as contracts are received on a first come, first served basis for your area of choice. Please have your exhibit fee sent to our headquarters as soon as possible in order for TJA to ensure full utilization of exhibit hall space. Only a limited number of spaces will be available, so do not delay in making your reservations for a booth and a hotel room. For those vendors that have an outstanding bill from a previous conference, that balance must be paid before a booth may be assigned.

Shipping Information:

- All incoming packages for the conference should be addressed to [**Person Claiming the Package**], 30th Annual TJA Conference, [**Booth Number**] (if known), Attention: Bryant Eldridge, Renaissance Austin Hotel, 9721 Arboretum Boulevard, Austin, Texas 78759.
- Packages received more than two (2) working days prior to the date of guest pickup will be charged by box per day. Please advise the hotel in advance of arrival of any packages or crates in excess of 75 lbs. as special arrangements will need to be made for shipments of that weight. After the conference, any boxes left past three (3) days will be discarded.

General Receiving Hours:

8:00AM – 5:00PM Monday through Friday

- All shipping of packages from the Renaissance Austin Hotel to your destination should be pre-arranged with the Hotel Shipping & Receiving Department.

This information can also be found on our website at www.texasjailassociation.com under the Vendor Information tab, along with availability of booth space which will be updated weekly. We look forward to another great conference. Be sure to book your hotel room early by calling (512) 343.2626. Please feel free to contact me should you have questions or require assistance. See you in Austin!

Sincerely,



Sharese Hurst, Executive Director
Texas Jail Association
(936) 294.1687



Carmella Jones, Program Specialist
Correctional Management Institute of Texas
(936) 294.1668



**Texas Jail Association
31st Annual Conference Exhibition Contract
Austin Renaissance Hotel * May 15 -19, 2017 * Austin, Texas**

Instructions: Complete all information blanks. Sign, date, and mail with check made payable to Sam Houston State University/ Texas Jail Association (SHSU/TJA), Sam Houston State University, George J. Beto Criminal Justice Center, Huntsville, TX 77341-2296; or call 936.294.1668, or 936.294.1687 for more information.

Signed contract must be received in order to reserve exhibit space. You may fax your contract to 936.294.1671 or email to carmella@shsu.edu . **Your payment must be received within 30 days, or your booth space will be released.** If you need to discuss payment options, booth locations, special sponsorships, or special needs such as large equipment, contact Carmella Jones at 936.294.1668, or Sharese Hurst at 936.294.1687. If Exhibitor has an outstanding balance from a previous conference, that balance must be paid before a booth may be assigned.

Date _____

Company Name to be listed on signage: _____

Address _____ City _____ State ____ Zip _____

Phone _____ Fax _____

Signature _____ Title: _____

Email Address _____

I have enclosed a check or purchase order in the amount of \$ _____

1st Preference # _____ 2nd Preference # _____ 3rd Preference # _____ 4th Preference # _____

Exhibitor desires a total of ____ booth(s); for a total of \$_____ payable prior to May 1, 2017.

A standard indoor booth is \$900 prior to January 31, 2017 and \$1,000 after this date.

Exhibit spaces are 8' X 10' with a 6' table and 2 chairs. The exhibit hall is carpeted.

Texas Jail Association, referred to hereinafter as "TJA" and the undersigned firm, referred to hereinafter as "Exhibitor" and Austin Renaissance Hotel, referred to hereinafter as "Exhibit site" agree to as follows:

1. TJA will provide exhibit space in accordance with items listed below:
2. Space will be provided on a **first-come, first-served** basis for the area of choice, excluding the Platinum Sponsor locations.

3. Exhibitor accepts TJA's offer and requests the following indoor booth(s) according to the enclosed diagram.
4. Area of expertise:
 - a. Is there a company(s) that you would prefer to be placed next to? _____

 - b. Is there a company that you do **NOT** want to be placed next to? _____

 - c. Do you need electricity from Austin Renaissance Hotel? _____

**If yes, please fill out the attached form and return to Event Technology.

5. Names of firm representative(s) attending booth. (Each booth entitles you to 3 full conference registrations) **Additional representative registrations will be \$100 each** (both preregistered or onsite).

Name 1:	_____	Title:	_____
Name 2:	_____	Title:	_____
Name 3:	_____	Title:	_____

6. Onsite name badge changes will be **\$10 each and due at time change is made.**
7. Exhibitor understands there could be other charges for electrical power, internet, telephone, special decorations, shipping and storage/handling.
8. Exhibitor will accept booth space assignment as determined by the Executive Director of TJA.
9. All booths will remain as set by Freeman decorating service. No altering of pipe and drape will be allowed unless approved by TJA Executive Director.
10. 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 **April 1, 2017**. No refunds will be granted after this date.
11. TJA 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.
12. Exhibitor declares: a) Value of Exhibit at: \$_____ b) Net Weight of Exhibit: _____
13. **Are you willing to sponsor/co-sponsor an event at the conference?** _____

If so, please fill out the attached sponsorship form indicating the event you wish to sponsor and your commitment level. **All "Signature" sponsors should contact Carmella Jones or Sharese Hurst, so that all arrangements are clear to both parties.**

Please copy form and return original along with payment to TJA, Sam Houston State University, George J. Beto Criminal Justice Center, Huntsville, TX 77341-2296. Fax: 936.294.1671.

Texas Jail Association

May 9-13, 2016

Renaissance Austin Hotel / Rio Grand Exhibit Hall
Austin, Texas

BOOTH LEGEND

Inventory as of 10/06/2015

Dimension Qty
8'x10' 106

Totals: 106

	Platinum	\$5000
	Gold	\$2500
	Silver	\$1500

BUILDING LEGEND:

- FX - Fire Extinguisher
- FH - Fire Hose Cabinet
- Ballroom Column 49"x49"
- Ballroom Column 2' Diameter
- Foyer Column 16"x16"

FREEMAN

INNOVATION DEDICATED TO YOUR BRAND

JOB NUMBER:
423573
SELLING AE:
Megan Elrod
PRODUCING AE:
Megan Elrod

SCALED TO FIT PAGE

DISCLAIMER

EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOORPLAN. HOWEVER NO WARRANTIES, EITHER EXPRESSED OR IMPLIED ARE MADE WITH RESPECT TO THIS FLOORPLAN. IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSIONS AND LOCATIONS.





**EXHIBITOR REQUEST FORM
AUSTIN RENAISSANCE HOTEL**

Remit to: Event Technology, Renaissance Austin
9721 Arboretum Blvd. Austin, TX 78759
Phone: # (512) 795-6099 or (512) 795-6098 Fax: (512) 795-6090
event.technology@renaissancehotels.com

YOUR ORGANIZATION		CONFERENCE NAME:	
ADDRESS		EVENT DATES:	
CITY / STATE		BOOTH #	
ON SITE CONTACT:		DELIVERY/SET	DAY: _____ DATE: _____ TIME: _____ AM/PM
PHONE:		PICKUP/TEAR	DAY: _____ DATE: _____ TIME: _____ AM/PM
EMAIL:			
FAX #			

METHOD OF PAYMENT	
<input type="checkbox"/> CREDIT CARD:	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> COMPANY CHECK CHECK # _____
NAME ON CARD:	
CREDIT CARD NUMBER:	
EXPIRATION DATE:	
SIGNATURE TO SERVE AS AUTHORIZATION TO USE CREDIT CARD TO SETTLE CHARGES:	
Will you need a receipt ? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please make sure to include your email address above)	

AUDIO VISUAL EQUIPMENT	
Additional equipment available upon request	
_____ 19" LCD Monitor	\$ 200 per day
_____ 32" LCD Monitor	\$ 325 per day
_____ 42" LCD Monitor with Stand	\$ 400 per day
_____ 55" LCD Monitor with Stand	\$ 450 per day
_____ 65" LCD Monitor with Stand	\$ 475 per day
_____ Tripod Screens	\$ 75 per day
_____ Extension Cord with Power Strip	\$ 30 per day
AV EQUIPMENT SUB-TOTAL	\$ _____
Pricing subject to 24% Service Charge and Sales Tax (currently 8.25%)	

HI-SPEED INTERNET	
One Time Set Up Fee	\$ 100
Hard Wired Connections	\$ 35 /each / per day
Wireless Internet Connections	\$ 12.95/user/per day
Wired Internet Cost Breakdown	
\$ 35 x _____ (# of lines) x _____ (# of days) + 100 set up = Internet Sub Total	
Wireless Internet Cost Breakdown	
\$ 12.95 x _____ (# of users) x _____ (# of days) + 100 set up = Internet Sub Total	
INTERNET SUB -TOTAL	\$ _____
Pricing subject to 24% Service Charge and Sales Tax (currently 8.25%)	

ELECTRICAL		Show Rate
_____ 500 Watt 120V		\$ 85.00 each
_____ 1000 Watt / 120V		\$ 105.00 each
_____ 20 AMP / 120 V		\$ 125.00 each
_____ 20 AMP / 208V / Three Phase *		\$ 225.00 each
_____ 30 AMP / 120V / Single Phase		\$ 155.00 each
_____ 30 AMP / 208V / Three Phase *		\$ 265.00 each
_____ 50 AMP / 120V / Single Phase		\$ 195.00 each
_____ 50 AMP / 208V / Three Phase *		\$ 350.00 each
_____ 100 AMP / 120 V / Single Phase		\$ 375.00 each
_____ 100 AMP / 208V / Three Phase *		\$ 750.00 each
ELECTRICAL SUB -TOTAL		\$ _____
Extension Cords and Power Strips are not included with electrical drops. To Order, please refer to AV Equipment Section		
Prices above are for electrical drops only. Should there be a need for additional labor for extensive set ups, please refer to the labor rates listed below.		
All Electrical services are subject to 6% occupancy tax.		
*Requires Overhead Installation in Exhibit Hall. Price includes Additional labor cost		

**To Ensure Availability, please return your order at
Least 10 days prior to the show set up date.**

**Last Minute Orders (Received Within 48 Hours of Show
Set Up Date) are subject to a 25% Price Increase**

BANNER HANGING	
_____ Up to 6' in Length	\$ 45.00
_____ 6' - 10' in Length	\$ 90.00
_____ Over 10" in Length	Call
BANNER SUB-TOTAL	\$ _____
Subject to 8.25% Tax	

**EXHIBITOR REQUEST FORM
AUSTIN RENAISSANCE HOTEL**

RENAISSANCE AUSTIN TECHNOLOGY – TERMS AND CONDITIONS

1. Orders must be received a minimum of (10) Days prior to the scheduled Show opening date.
2. Payment in Full must be rendered prior to delivery of service. Sorry, No Exceptions.
3. Credit will not be given for Electrical Service Installed but not used.
4. All material and equipment furnished by Renaissance Austin Hotel for The service order shall remain the property of the hotel and shall be Removed only by the hotel staff at the conclusion of the show.
5. Rates quoted for all connections cover the delivery and service to the Booth/space in the most convenient manner and do not include Connecting equipment and/or special wiring. Request for special services Such as placing cords or relocating service(s) will be subject to additional Labor fees.
6. Walls, columns, and permanent building utility outlets are not a part of Of Booth space and are not to be used by exhibitors.
7. All equipment, regardless of power, must comply with all federal, State and local codes.
8. Use of open sockets, latex or lamp cord wire, duplex or triplex Attachment plugs in exhibits are prohibited.
9. Under no circumstances should anyone other than a house electrician Make electrical connections.
10. All equipment must be properly tagged and wired with complete Information as to type of current, voltage, phase, cycle, horsepower, etc.
11. All exhibitor’s cords must be of the 3 wire grounded type. All exposed Non-current carrying metal parts of fixed equipment, which are liable to Be energized, shall be grounded.
12. All exhibitor’s extension cords and power strips must be securely taped Down. It is the exhibitor’s responsibility to bring tape no less than 3” Wide to tape any cables. Should the exhibitor fail to secure the cables, The hotel will access a labor fee of \$ 90
- 13 Overhead Electrical Service will incur additional 50% fee.

ESTIMATED CHARGES

AUDIO VISUAL SUB-TOTAL	\$ _____
24% Service Charge	\$ _____
8.25% Tax (Applies to both AV & Service Charge)	\$ _____
TOTAL AUDIO VISUAL	\$ _____
HI SPEED INTERNET SUB-TOTAL	
24% Service Charge	\$ _____
8.25% Tax (Applies to both Internet & Service Charge)	\$ _____
TOTAL HI SPEED INTERNET	\$ _____
ELECTRICAL SUB-TOTAL	\$ _____
6% Occupancy Tax	\$ _____
TOTAL ELECTRICAL	\$ _____
BANNER HANGING FEE	\$ _____
8.25% Tax	\$ _____
TOTAL BANNER HANGING FEE	\$ _____
GRAND TOTAL	\$ _____

Cancellation of Equipment and Services Must Be received 24 hours prior to avoid a 1 day rental charge.

Orders received within 48 hours will be subject to 25% price increase



Texas Jail Association
31st Annual Conference Sponsorship Opportunities
Austin Renaissance Hotel * May 15 – 19, 2016 * Austin, Texas

Dear Exhibitor:

One way to convey your support of TJA is to sponsor a conference event for the attendees. Sponsorships of these events allow TJA to spend our dollars during the year on vital educational training for our membership.

Sponsors of these events will be recognized in accordance with the designations on the following page. Events will be assigned on first come, first served basis. The previous year's sponsors of signature events have first right of refusal for that event. Indicate choice by placing a number in the corresponding blank with #1 being first choice. Please consider sponsoring/co-sponsoring one or more of the following events for our attendees:

Event	Full Sponsor	Co-Sponsor
Monday, May 15th Golf Tournament	<i>Not Applicable</i>	_____ (\$ _____)
Tuesday, May 16th Morning Refreshment Break	_____ (\$7,500)	_____ (\$ _____) Minimum \$1,000
Afternoon Refreshment Break	_____ (\$7,500)	_____ (\$ _____) Minimum \$1,000
Preliminary TJA Idol Competition	_____ (\$2,500)	_____ (\$ _____) Minimum \$1,000
Signature Event:		
President's Apron Lunch	_____ (\$10,000)	_____ (\$ _____) Minimum \$1,000
Treasure Hunt (per booth)	_____ (\$300)	
Wednesday, May 17th Morning Refreshment Break	_____ (\$7,500)	_____ (\$ _____) Minimum \$1,000
Mid-Morning Refreshment Break	_____ (\$5,000)	_____ (\$ _____) Minimum \$1,000
Afternoon Refreshment Break	_____ (\$7,500)	_____ (\$ _____) Minimum \$1,000
Preliminary TJA Idol Competition	_____ (\$2,500)	_____ (\$ _____) Minimum \$1,000
Thursday, May 18th Morning Refreshment Break	_____ (\$7,500)	_____ (\$ _____) Minimum \$1,000
Afternoon Refreshment Break	_____ (\$7,500)	_____ (\$ _____) Minimum \$1,000
Signature Event:		
Awards Banquet <i>Dinner</i>	_____ (\$25,000)	_____ (\$ _____) Minimum \$1,000
Awards Banquet <i>Entertainment</i>	_____ (\$3,000)	_____ (\$ _____) Minimum \$1,000
Awards Banquet <i>Beverages</i>	_____ (\$3,000)	_____ (\$ _____) Minimum \$1,000
Friday, May 19th Morning Refreshment Break	_____ (\$5,000)	_____ (\$ _____) Minimum \$1,000
Speaker Sponsorships		_____ (\$ _____) Increments of \$500

Company Name: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Signature _____ Title: _____

I have enclosed a check or purchase order in the amount of \$ _____ for this sponsorship.

Thank You for Your Support!

31ST TJA ANNUAL CONFERENCE

Sponsor Levels



Platinum Sponsor – \$5,000

- Two (2) Exhibit booths at conference, premium location
- One (1) Full page ad in conference workbook (\$500 value)
- Full page company ad in two (2) issues of Key Issues (\$1200 value)
- A sign at the sponsored event
- Six (6) Full conference registrations (\$300 value)
- Recognition in the on-site conference program
- Company representative introduced during the Annual Awards Banquet
- Four (4) TJA polo shirts (\$200 value)
- One (1) year business membership (\$100 value)



Gold Sponsor – \$2,500

- One (1) Exhibit booth at conference, premium location
- Half Page company ad in two (2) issues of Key Issues (\$800 value)
- One (1) Half Page ad in conference work book (\$300 value)
- Five (5) Full conference registrations (\$200 value)
- A sign at the sponsored event
- Recognition in the on-site conference program
- Company recognized during the TJA Annual Awards Banquet
- Three (3) TJA T-Shirts (\$100 value)
- One (1) year business membership (\$100 value)



Silver Sponsor – \$1,500

- One (1) Exhibit booth at conference
- Quarter page company ad in two (2) issues of Key Issues (\$400 value)
- Four (4) full conference registrations (\$100 value)
- A sign at the sponsored event
- Recognition in the on-site conference program
- One (1) year business membership (\$100 value)



Presidential Sponsorship Level

\$8500

You receive

Two (2) Exhibit booths at annual conference, premium location (\$5000 value)

One (1) Exhibit booth at JMI conference, first choice location (\$1000 value)

One (1) full page ad in annual conference workbook (\$500 value)

One (1) full page ad in JMI conference workbook (\$500 value)

Full page ad in all four (4) publications of Key Issues (\$2400 value)

Eight (8) Full conference registrations at each conference (\$1000 value)

Two (2) TJA board member shirts (\$200 value)

One (1) year business membership (\$100 value)

Recognition in both on-site conference programs. (Immeasurable)

Presidential Award bestowed at Annual Banquet. (Immeasurable)

Company representative introduced during the TJA Annual Awards Banquet. (Immeasurable)

Reserved table for 10 at Awards Banquet for company employees and guests. (Immeasurable)

Recognition on all conference signage. (Immeasurable)

Total measurable value \$10,700

KEY ISSUES, the official journal of the Texas Jail Association, is published quarterly. TJA members will receive a printed copy by mail each July, and a digital copy every January, April, July, and October via e-mail.

Each issue will also be accessible from the Association's website:

www.texasjailassociation.com

Advertise with the Texas Jail Association

The journal is authorized to publish advertisements and the following rate schedule has been established:

Full Color Prices

Quarter Page	\$200 per issue	\$600/4 issues
Half Page	\$400 per issue	\$1300/4 issues
Full Page	\$600 per issue	\$2000/4 issues
Double Pag	\$1000 per issue	\$3500/4 issues

Advertisers should provide digital ready copy. High resolution eps, tif, or pdf files on disk are accepted. Advertisements, along with a check made payable to the "SHSU - TJA" in the correct amount, should be mailed to the following:

Sharese Hurst
Editor, Key Issues
Sam Houston State University
Correctional Management Institute of Texas
George J. Beto Criminal Justice Center
Huntsville, Texas 77341-2296

**For additional information about advertising, contact:
Sharese Hurst**

(936) 294 - 1687 • sharese@shsu.edu • Fax: (936) 294-1671