



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 32nd 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 new contacts with jail personnel and sheriffs from across the state. This conference will bring together 400-500 jail professionals at the Austin Renaissance Hotel, May 14 – 18, 2018 in Austin, Texas.

A standard indoor booth will be **\$900 until 5:00pm on January 31, 2018**. From February 1, 2018, to May 14, 2018, a standard booth will be \$1,000, so book early for the discounted rate. Your standard booth exhibit fee will include **three (3)** 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 representatives 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, 2018.

EXHIBITS AND SPONSORSHIPS

Exhibits will be located inside the Rio Grande Exhibit Hall, where refreshment breaks will be held. The first day of exhibits will begin with **two hours of exclusive exhibit time**. All exhibits will need to be set-up Tuesday, May 15th between 7:00AM and 11:30AM. Exhibits will open on Tuesday, May 15th at 11:30AM with the Presidential Apron Lunch and close that evening at 5:00PM. Exhibits will re-open on Wednesday, May 16th 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 prize during the exhibit hall hours, please indicate that as well so we may plan accordingly.

You may select your preferred booth(s) using the Exhibit Hall floor plan enclosed or on the Interactive Exhibit Hall floor plan available on the TJA website. Spaces will be assigned as contracts are received on a first come, first served basis. 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 Exhibit shipments should be sent to Freeman. Full shipping information and instructions will be included in the Freeman Exhibitor Kit, which will be sent to all exhibitors by email.
- **Do not** ship packages to the hotel. You will be charged for any packages they receive.

This information can also be found on our website at www.texasjailassociation.com under the Vendor tab, along with availability of booth space. 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,



Aimee Crockett, Program Specialist
Correctional Management Institute of Texas
936-294-3073



Sharese Hurst, Executive Director
Texas Jail Association
936-294-1687



Texas Jail Association 32nd Annual Conference

Austin Renaissance Hotel | May 14 – 18, 2018 | Austin, Texas
Exhibition Contract

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. Credit card payments can be made by visiting www.cmitonline.org/tjapayment.

Signed contract must be received in order to reserve exhibit space. You may fax your contract to 936.294.1671 or email to acrockett@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 Aimee Crockett at 936.294.3073, 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 _____

Email _____

Title _____ Signature _____

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

BOOTH PREFERENCE

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

Exhibitor desires a total of _____ booth(s); for a total of \$ _____ payable prior to May 1, 2018.

A standard indoor booth is \$900 prior to January 31, 2018 and \$1,000 after this date.

This amount is for booth space only. Any sponsorships for events, golf, or other activities will be an additional fee.

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. Booths will be assigned on a first-come, first-served basis.
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? ☐ Yes ☐ No
***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. Any name badge changes received prior to May 1, 2018 will be made at no charge. **Changes after that date, as well as onsite 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, 2018. 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? ☐ Yes ☐ No

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 Aimee Crockett 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.

Exhibitor Request Form

If you have any questions or need help filling out this form,
please do not hesitate to contact the Event Technology Team at 512-765-6097
****Completing this form electronically will give an accurate cost estimate****

YOUR INFORMATION

Company Name _____
Phone _____ Fax _____
Your Name _____
Email Address _____
Address _____
City _____ State _____ Zip _____

SHOW INFORMATION

Conference Name _____ Booth # _____
Start Date _____ End Date _____
Start Time _____ End Time _____
On-Site Contact _____
On Site Contact/Cell Phone _____

BILLING INFORMATION

☐ Master Card ☐ VISA ☐ American Express ☐ Check (payable to Event Technology - Renaissance Austin Hotel) Check # _____
Card Holders Name (as it appears on card) _____
Credit Card # _____
Exp (month/year) _____ Security Code (if applicable) _____
Signature (to serve as authorization to use credit card to settle charges) _____
Will you Need a Receipt? ☐ No ☐ Yes (if yes, please make sure to include your email address above)

All Electrical Orders incur State Occupancy Tax

Audio Visual & Internet Fees subject to Service Charge & Tax (Service Charges are subject to Tax) +B53

ORDERING GUIDELINES & REQUIREMENTS

1. Please submit this form 10 days prior to the show setup date in order to ensure availability.
2. If exhibitor is providing their own cables, all cable must be taped down or a \$90.00 fee will be charged.
3. Under no circumstances should anyone other than a house electrician make/break electrical connections.
4. Credit will not be given for electrical services installed but not used.
5. Walls, columns, and utility outlets are not a part of booth space and shall not be used by exhibitors
6. All equipment must be properly tagged and wired with complete information as a type of current, voltage, amperage, phase, cycle, horsepower, etc.
7. All equipment must comply with local, federal, and state codes.

CANCELLATIONS

1. Cancellations must be received 48 hours prior to avoid a 1-day rental charge.
2. Cancellations made on the day of the show will be subjected to a 1-day rental charge.

Exhibitor Request Form

Audio/Video	Daily Rates	QTY	# of Days	Sub Total
19" LCD Monitor	\$200			
32" LCD Monitor	\$325			
42" LCD Monitor	\$400			
55" LCD Monitor	\$450			
65" LCD Monitor	\$475			
Power Strip w/ Extension Cord	\$30			

Standard Electrical	Show Rate	QTY		Sub Total
500 Watt/120V	\$85		—	
1000 Watt/120V	\$105		—	
20A/120V	\$125		—	

Extension Cords and Power Strips are not included with Electrical Drops. Please Order Above.

208V Service	Rate Per Amp	# AMPS		Sub-Total
Single Phase	\$8		—	
Three Phase	\$10		—	

Internet	Daily Rates	QTY/Users	# of Days	Sub-Total
Wired	\$65			
Wireless	\$25			

Banner Hanging	Rate	QTY		Sub-Total
Up to 6' Length	\$45		—	
7' to 10' Length	\$90		—	

Rental Totals	Sub-Total	25% Service Charge	8.25% State Tax	6% State Occupancy	Total
Equipment					
Electrical		—	—		
Internet Sub Total				—	
Banner Hanging		—			
Total Estimated Charges					

Service Charge and Taxes outlined are current rates. Subject to change based on rates in effect at the time of the event.

RETURN FOR PROCESSING

Renaissance Austin Hotel
Event Technology Department
9721 Arboretum Blvd | Austin, TX 78759
Phone: (512) 795-6097 Fax: (512) 795-6090
event.technology@renaissancehotels.com

OFFICE USE ONLY

Event Order # _____
PMS # _____
CC Authorization _____





Texas Jail Association 32nd Annual Conference

Austin Renaissance Hotel | May 14 – 18, 2018 | Austin, Texas
Sponsorship Opportunities

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 Sponsorship	Co-Sponsorship
MONDAY, MAY 14TH		
Golf Tournament	<i>Not Applicable</i>	_____ (\$ _____)
First Time Attendee Meet & Greet	_____ (\$5,000)	_____ (\$2,500)
TUESDAY, MAY 15TH		
Morning Refreshment Break	_____ (\$7,500)	_____ (\$ _____) min \$1000
Afternoon Refreshment Break	_____ (\$7,500)	_____ (\$ _____) min \$1000
Signature Events		
Presidential Apron Lunch	_____ (\$10,000)	_____ (\$ _____) min \$1000
Exhibit Hall Game	_____ (\$200)	_____ (\$ _____) min \$1000
WEDNESDAY, MAY 16TH		
Morning Refreshment Break	_____ (\$7,500)	_____ (\$ _____) min \$1000
Mid-Morning Refreshment Break	_____ (\$5,000)	_____ (\$ _____) min \$1000
Afternoon Refreshment Break	_____ (\$7,500)	_____ (\$ _____) min \$1000
Entertainment	_____ (\$2,500)	_____ (\$ _____) min \$1000
THURSDAY, MAY 17TH		
Morning Refreshment Break	_____ (\$7,500)	_____ (\$ _____) min \$1000
Afternoon Refreshment Break	_____ (\$7,500)	_____ (\$ _____) min \$1000
Signature Events		
Awards Banquet Dinner	_____ (\$25,000)	_____ (\$ _____) min \$1000
Awards Banquet Entertainment	_____ (\$3,000)	_____ (\$ _____) min \$1000
Awards Banquet Beverages	_____ (\$3,000)	_____ (\$ _____) min \$1000
FRIDAY, MAY 18TH		
Morning Beverage Break	_____ (\$5,000)	_____ (\$ _____) min \$1000
Speaker Sponsorships		_____ (\$ _____) \$500 increments

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Title _____ Signature _____

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

32nd TJA EXHIBITOR LEVELS

PRESIDENTIAL - \$8,500

- 2 - Exhibit booths at annual conference, premium location
- 1 – Exhibit booth at JMI conference, first choice location
- 8 - Full conference registrations at each conference
- Recognition in both on-site conference programs
- One full page ad in annual conference workbook
- Complimentary Banner on the TJA Website
- Full page ad in all four publications of Key Issues
- Main Banner Display on mobile app displayed at each conference
- Company recognized and Presidential gift presentation at the TJA Annual Awards Banquet
- Reserved seating at the TJA Awards Banquet for company employees and guests
- Recognition on conference signage
- Selected TJA Merchandise
- One year business membership

PLATINUM - \$5,000

- Two exhibit booths at conference, premium location
- Six full conference registrations
- Recognition in the on-site conference program
- One full page ad in conference workbook
- Full page company ad in two issues of Key Issues
- Company recognized and gift presentation during the TJA Annual Awards Banquet
- Selected TJA merchandise
- One year business membership

GOLD - \$2,500

- One exhibit booth at conference, premium location
- Five full conference registrations
- Recognition in the on-site conference program
- One Half Page ad in conference work book
- Half page company ad in two issues of Key Issues
- Company recognized and gift presentation during the TJA Annual Awards Banquet
- Selected TJA merchandise
- One year business membership

SILVER - \$1,500

- One exhibit booth at conference
- Recognition in the on-site conference program
- Quarter page company ad in two issues of Key Issues
- Four full conference registrations
- One year business membership



GOIN' FISHING

JERRY BAGGS SCHOLARSHIP FUNDRAISER

Take advantage of this guaranteed chance to interact with TJA's conference participants. Each sponsoring vendor will receive a portrait of a fresh water fish which each participant will be required to find as part of the game. This guarantees the participant makes contact with the vendor.

There will be two \$250 gift cards for the winner's drawing. The cards will be funded out of the sponsorship money, and all of the remaining proceeds will go to the Jerry Baggs Scholarship Fund.

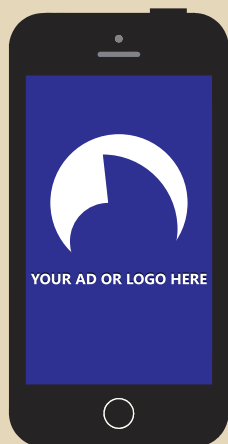
SPONSORSHIP IS ONLY \$200 PER BOOTH

For more information, contact Sharese Hurst

sharese@shsu.edu | 936.294.1687

MOBILE SPONSORSHIP OPPORTUNITIES

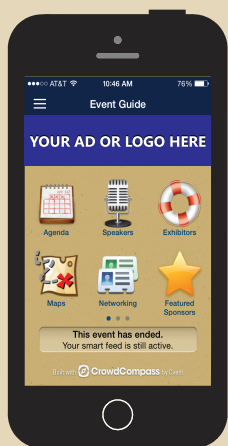
At this year's **32nd Annual TJA Conference**, we are offering a new and exciting opportunity for our sponsors. We will be taking advantage of the CrowdCompass mobile conference app and would love for our sponsors to utilize the advertising opportunities that the application offers. With three different options that are sized to **fit any iPhone, iPad, or Android device**, sponsors will have even more opportunities to get their brand to our conference attendees.



Splash Screen

- Covers the entire screen
- Displays whenever the app is opened

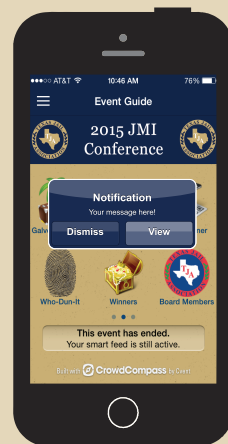
\$600 *only 1 spot available*



Main Banner

- Posted at the top of the screen
- Cycles through multiple banners
- Displays each banner for 5 seconds

\$325 *10 spots available*



Push Notification

- Alerts display at the top and center of the screen
- Attendees receive messages as long as they have the app

\$175 *15 spots available*
5 spots will be shown per day of the conference

Ad Specifications

Vendor Logo

(no pixel requirement)
Must be JPG, PNG, or GIF
(This will be a small icon that appears next to the vendor name)

Mobile Phone Banner

640x150 px.
Only PNG, JPEG, and GIF image files allowed.

Tablet/Online Event Banner

552x150 px.
Only PNG, JPEG, and GIF image files allowed.

Event Splash Screens

iPhone 4/4s
640 x 960 px. PNG only.

iPhone 5 and up, Android phones and small tablets
1242 x 2208 px. PNG only.

Tablet (portrait)
1536 x 2048 px. PNG only.

Tablet (landscape)
2048 x 1536 px. PNG only.

Contact for more info:

Kevin Stuart
979-361-4846
kstuart@co.brazos.tx.us

