



# TEXAS JAIL ASSOCIATION

## 2021 JAIL MANAGEMENT ISSUES EXHIBITION CONTRACT

Galveston Island Convention Center | September 13-17, 2021 | Galveston, 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. Credit card payments can be made by visiting [www.cmitonline.org/tjapayment](http://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 [sharese@shsu.edu](mailto:sharese@shsu.edu). Your payment must be received within 30 days, or your booth space may be released or you may be charged a late fee of \$200. If you need to discuss payment options, booth locations, special sponsorships, or special needs such as large equipment, contact 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 within 30 days of contract. If payment has not been received within 30 days a late fee of \$200 will be incurred.

A standard indoor booth is \$1000 prior to July 1, 2021 and \$1,200 after this date.

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

Exhibit spaces are 10' X 10' with a 6' table and 2 chairs. The exhibit hall is not carpeted.

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

Name 1: \_\_\_\_\_ Title: \_\_\_\_\_

Name 2: \_\_\_\_\_ Title: \_\_\_\_\_

Name 3: \_\_\_\_\_ Title: \_\_\_\_\_

Texas Jail Association, referred to hereinafter as "TJA" and the undersigned firm, referred to hereinafter as "Exhibitor" and Galveston Island Convention Center, 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 above 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 Encore/ Galveston Island Convention Center?  Yes  No
5. Any name badge changes received prior to August 15, 2021 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.**
6. Exhibitor understands there could be other charges for electrical power, carpeting, special decorations, shipping & storage, and handling.
7. Exhibitor will accept booth space assignment as determined by the Executive Director of TJA.
8. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$200, if written request is received by August 5, 2021. **No refunds will be granted after this date.**
9. 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.
10. Exhibit spaces are 10' wide with a 6' table and 2 chairs. Exhibit hall is not carpeted. Set up time will be Monday, September 13, 2021 beginning at 1:00pm and ending at 4:00pm at the Galveston Island Convention Center.
11. Are you willing to provide a prize to be given during the Wednesday morning break?  Yes  No
12. Are you willing to sponsor/co-sponsor an event at the conference?  Yes  No

*If you would like to sponsor/co-sponsor an event at the conference, please complete the Sponsorship Contract indicating what you wish to sponsor and your commitment level.*

**Please Note: any Sponsor fees are in addition to the Exhibit Fees outlined above.**

**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.

**You may fax or email contract to:**

Fax: 936.294.1671 Email: sharese@shsu.edu

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