

January 8, 2008

«Company»  
«Representative»  
«Address»  
«City», «State» «Zip»

Dear «Representative»:

Enclosed is information regarding the Jail Management Issues Conference 2008. This conference will bring together over 175 professionals at the Radisson Resort in South Padre Island, Texas, August 18 - 21, 2008. We hope you will be joining us this year to take advantage of the chance to make some new contacts with jail personnel and Sheriffs from across the State.

Your exhibit fee of \$600 will include three full conference registrations per booth, with a six-foot draped table and two chairs. Additional exhibit personnel from your company may register for an extra \$50 per person. Representatives can attend all the functions of the conference. If you are requesting extra services such as phone lines or electricity, the attached form must be completed and faxed directly to Pat Blancas, Coordinator at the Radisson Resort, Fax (956) 761.5397. She may also be contacted by phone at (800) 292.7704 ext. 5803. For TV monitors or audiovisual equipment contact Edward Elizondo of E & F Audio Visual Rental Services, Phone (956) 544.5565, Fax (956) 544.7782.

**Exhibits:**

Exhibits will be located inside the Tower ballroom and the concourse conference registration area of the second floor. These include the Nautilus, Conch and Sundial rooms. All refreshment breaks will be held in the exhibit area. We have made some changes in our exhibit schedule this year, per your request. All exhibits will need to be set-up Monday, August 18<sup>th</sup> between 8:00a.m. and 10:00a.m. Exhibits will be open Monday from 10:15a.m. - 4:00p.m.. They will reopen on Tuesday at 8:30a.m. and close at 3:00p.m. Take-down time will be from 3:00p.m. - 4:00p.m. We encourage all vendors to attend our 3<sup>rd</sup> Annual Poolside Social and mingle with the participants. This year will be a Mexican Fiesta on Wednesday, August 20<sup>th</sup> from 7:00p.m. – 10:00p.m. Please see the enclosed agenda for more information.

You may select your preferred booth(s) using the Exhibit Hall floor plan enclosed. Booths will be assigned on a first come, first serve basis as contracts and payments are received. 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 don't delay in making your reservations for a booth and a hotel room. If you need special accommodations for your booth, please contact Sharese Hurst at (936) 294.1687. For those vendors that have an outstanding bill from a previous conference, that balance must be paid before a booth may be assigned.