



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

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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](http://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  
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(936) 294.1668