



**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](mailto: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 \$ \_\_\_\_\_

1<sup>st</sup> Preference # \_\_\_\_\_ 2<sup>nd</sup> Preference # \_\_\_\_\_ 3<sup>rd</sup> Preference # \_\_\_\_\_ 4<sup>th</sup> 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.