



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

April 21, 2017

Dear Potential Exhibitor:

Enclosed is information regarding the 2017 Jail Management Issues Conference. This training will bring together around 300 jail professionals at the Galveston Island Convention Center in Galveston, Texas, September 11-14, 2017. 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.

The price of a booth will be **\$900 until the close of business on July 1, 2017**. From July 2, 2017 to the start of the conference, booths will be \$1,000, so book early for the discounted rate. Your exhibit fee 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 \$100 per person. Representatives can attend all the functions of the conference. **For TV monitors or other audiovisual equipment contact Freeman at (409) 740-8628.**

Exhibits:

Exhibits will be located on the first floor in Exhibit Hall B. All breakfasts and refreshment breaks during exhibit hours are in Exhibit Hall B. Exhibitors must set-up on **Monday, September 11th from 1:00pm - 4:00pm. There will be a reception inside the exhibit hall from 4:00pm to 5:30pm.** The exhibit area will be open Tuesday at 8:00am for breakfast and will close at 3:00pm. We will reopen on Wednesday at 8:00am and close at 10:30am. Takedown time will be from 10:30am - 2:00pm. We encourage all exhibitors to attend our Wednesday Evening Social and mingle with the participants on September 13th from 7:00pm - 12:00am.

You may select your preferred booth(s) using the exhibitor 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 do not 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 exhibitors that have an outstanding bill from a previous conference, that balance must be paid before a booth will be assigned.

Sponsorship:

In addition to exhibiting your products, **or even if you are not able 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 in the lime light of the Association and receive special recognition for their level of participation at the conference should fill out the Sponsorship Form and return it as soon as possible. **Signage denoting sponsorship will be provided during the conference.**

Door prizes: If you cannot join the sponsors, but would like to provide a nice door prize during the training sessions or at the Wednesday Night Social, please indicate that on your application so we may plan accordingly.

SHIPPING INFORMATION – If you need assistance with Freeman Online, please call the Customer Support Center at 888-508-5054.

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

TEXAS JAIL ASSOCIATION - 418363

C/O FREEMAN

9258 PARK SOUTH VIEW, SUITE 100

HOUSTON, TX 77051

Freeman will accept crated, boxed or skidded materials beginning Wednesday, August 02, 2017, at the above address. Material arriving after **September 6,** 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am - 3:30 pm.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

TEXAS JAIL ASSOCIATION - 418363

C/O FREEMAN

GALVESTON ISLAND CC @ SAN LUIS RESORT

5600 SEAWALL BLVD, HALL B

GALVESTON, TX 77551

Freeman will receive shipments at the exhibit facility beginning Monday, September 11, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: 713-770-6750. **Please note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

We are planning a great conference and hope you will be a part of it. Please feel free to contact us should you have questions or require assistance. See you in Galveston!

Sincerely,



Sharese Hurst

Executive Director

Texas Jail Association

(936) 294-1687 (phone)

(936) 294-1671 (fax)