



Texas Jail Association
2017 Jail Management Issues Exhibition Contract
Galveston Island Convention Center
August 28-31, 2017 * Galveston, Texas

Instructions: Complete all information blanks. Sign, date, and mail with check made payable to 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.

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:

TJA will provide exhibit space in accordance with items listed below:

1. Space will be provided on a **first-come, first-served** basis for the area of choice. Exhibitor accepts TJA's offer and requests the following booth(s) according to the enclosed diagram:
2. 1st Preference # _____ 2nd Preference # _____ 3rd Preference # _____ 4th Preference # _____
 Exhibitor desires a total of _____ booth(s) at **\$900*** for each booth; for a total of \$_____ payable upon return of signed contract mailed to TJA Executive Director. ***A standard booth is \$900 prior to July 1, 2017 and \$1,000 after this date.**

Signed contract must be received in order to reserve exhibit space. You may fax your contract to 936.294.1671. 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 contact **Carmella Jones at 936.294.1668**, or **Sharese Hurst at 936.294.1687**. If Exhibitor has outstanding balance from a previous conference, that balance must be paid before a booth will be assigned.

3. Area of expertise: _____
 Is there a company that you do NOT want to be placed next to? _____
 Do you need electricity from the Convention Center? _____
4. Names of firm representative(s) attending booth. (Each booth entitles you to 3 full conference registrations. Additional are \$100)
 Name 1: _____ Title: _____
 Name 2: _____ Title: _____
 Name 3: _____ Title: _____
5. Exhibitor understands there could be other charges for electrical power, carpeting, special decorations, shipping, storage and handling.
6. Exhibitor will accept booth space assignment as determined by the Executive Director of TJA.
7. Exhibitor may cancel the agreement and receive a full refund, minus a service charge of \$100, if written request is received by Monday **August 7, 2017**. No refunds will be granted after this date.
8. 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.
9. **Exhibit spaces are 10' wide with a 6' table and 2 chairs. Exhibit hall is not carpeted. Set up time will be Monday August 28nd beginning at 1:00 pm and ending at 4:00 pm at the Galveston Island Convention Center.**
10. Are you willing to provide a door prize to be given away during the Wednesday morning break? **(circle) Yes No**

Company Name to be listed on signage: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Title: _____ Date: _____

I have enclosed a **check** or **purchase order** for payment in the amount of \$_____

Please copy form and return original along with payment to Sam Houston State University, George J. Beto Criminal Justice Center, Huntsville, TX 77341-2296. Fax: 936.294.1671 or attach and email to carmella@shsu.edu.