



TEXAS JAIL ASSOCIATION

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November 16, 2009

«Representative»

«Company»

«Address»

«City», «State» «Zip»

Dear «Representative»:

It is hard to believe, but the 24th 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 over 500 professionals at the Austin Renaissance Hotel in Austin, Texas, May 10 – 14, 2010.

We are planning a great conference and hope you will be a part of it. In addition to indoor exhibit space, this year we will offer a limited amount of outdoor exhibit space. If your company chooses to have an exhibit booth indoors and outdoors, the TJA Board of Directors is offering a discount to your company.

A standard indoor booth will be \$800 until the close of business on January 31, 2010. From February 1, 2010 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 \$75 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.**

For the first time in TJA history, we will offer outdoor exhibit space. Outdoor exhibit space is priced at \$250 per standard parking space. We will need to know the size of the vehicle or equipment you will bring in order to determine how many spaces you will need. For more information about this new opportunity, please contact Jason Schwarz at 936-294-1668 or jschwarz@shsu.edu.

Convention Decorating Services, Inc. will forward you an **EXHIBITOR SPONSOR KIT**. This kit will describe information on rental furniture, labor to install and dismantle exhibits, special booth decorations, carpeting, special sign service, etc. and these services can be ordered in advance.

Exhibits and Sponsorships:

Exhibits will be located inside the Rio Grande Exhibit Hall. All refreshment breaks will be held in the exhibit area. All exhibits will need to be set-up Tuesday, May 11th between 7:30AM and 11:30AM. Exhibits will open on Tuesday, May 11th at Noon and close that evening at 7:00PM after the conclusion of the President's Reception. The President's Reception will be held in the Rio Grande Exhibit Hall. Exhibits will re-open on Wednesday,

May 12th at 7:30AM and booth take down will begin at 1:00PM. Breakfast will be served in the Rio Grande Exhibit Hall on May 12th at 7:30AM.

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 in the lime light of 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. No billing will be done after the conference. 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, 24th Annual TJA Conference, Booth Number (if known)**, Attention: Alicia Lubert/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 will be:

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.

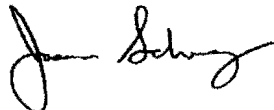
This information can also be found on our website at www.texasjailassociation.com, along with availability of booth space-updated weekly.

We look forward to another great conference. Please feel free to contact me should you have questions or required assistance. See you in Austin!

Sincerely,



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