



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 9, 2020

Dear Potential Exhibitor,

Enclosed is information regarding the **2020 Jail Management Issues Conference**. This training will bring together approximately 300 jail professionals at the Galveston Island Convention Center in Galveston, Texas, September 14–17, 2020. We hope you will join us this year and 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 **\$1000 until the close of business on July 1, 2020**. From July 2, 2020 to the start of the conference, booths will be \$1,200, so book early for the discounted rate. Your exhibit fee will include a 10' x 10' exhibit, three company representatives per booth, with a six-foot, draped table and two chairs. The exhibit hall is **not** carpeted. 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 Encore at (409) 740-8628.**

EXHIBITS

Exhibits will be located on the first floor in Exhibit Hall B. All breakfast and refreshment breaks during exhibit hours are in Exhibit Hall B. Exhibitors must set-up Monday, September 14th from 1:00pm to 4:00pm. Exhibits will open at 4:00pm and a Welcome Reception will take place in the exhibit hall from 4:00pm to 5:30pm. The exhibit area will be open Tuesday at 7:30am for breakfast and will close at 3:00pm. We will reopen on Wednesday at 7:30am and close at 10:30am. Takedown time will be from 10:30am – 2:00pm. We encourage all exhibitors to attend our Thursday Evening Dinner and Social. This is an opportunity to mingle with the participants in the Convention Center Ballroom on September 17th from 7:00pm – 12:00am. **NO on-site sales are permitted in the Exhibit Hall.**

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 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. All booth fees must be paid within 30 days of registering or a late fee of \$200 will be applied.**

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 limelight 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 door prize, please indicate that on your application.

SHIPPING INFORMATION

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

Freeman will accept crated, boxed or skidded materials beginning Monday, September 14th, 2020, between the hours of 8:00am to 3:00pm.

Show Site Shipping Address:

Exhibiting Company Name / Booth #

TEXAS JAIL ASSOCIATION - 464651

C/O FREEMAN

GALVESTON ISLAND CC @ SAN LUIS RESORT 5600 SEAWALL BLVD, HALL B

GALVESTON, TX 77551

Shipments arriving before September 14, 2020 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!



Sharese Hurst
Executive Director

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