



# EXHIBITION CONTRACT

## 38TH ANNUAL CONFERENCE

May 6 – May 10, 2024 | San Marcos, TX

Complete all information blanks. Sign, date, and email to [sharese@shsu.edu](mailto:sharese@shsu.edu). Checks should be made payable to Sam Houston State University/ Texas Jail Association (SHSU/TJA). Checks should be mailed to: Sam Houston State University, George J. Beto Criminal Justice Center, Huntsville, TX 77341-2296.

**Credit card payments can be made by visiting [www.cmitonline.org/tjapayment](http://www.cmitonline.org/tjapayment).**

Signed contract must be received in order to reserve exhibit space. **Your payment must be received within 30 days, or your booth space may be released.** If you need to discuss payment options, booth locations, special sponsorships, or special needs such as large equipment, contact 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 \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_ Signature \_\_\_\_\_

I have enclosed a check or purchase order in the amount of \$ \_\_\_\_\_

I have paid online in the amount of \$ \_\_\_\_\_

**LOCATION PREFERENCE**

1st Preference # \_\_\_\_\_ 2nd Preference # \_\_\_\_\_ 3rd Preference # \_\_\_\_\_ 4th Preference # \_\_\_\_\_

Exhibitor desires a total of \_\_\_\_\_ booth(s); for a total of \$ \_\_\_\_\_ payable within 30 days of contract.

**A standard indoor booth is \$1000 prior to January 31, 2024 and \$1,200 after this date. This amount is for booth space only. Any sponsorships for events, golf, or other activities will be an additional fee.**

Exhibit spaces are 8' X 10' with a 6' table and 2 chairs. The exhibit hall is carpeted.

Names of firm representative(s) attending booth. (Each booth entitles you to 3 company representative registrations) Additional representative registrations will be \$100 each (both preregistered or onsite). Name changes after April 15, 2024 will be \$25 each.

Name 1: \_\_\_\_\_ Title: \_\_\_\_\_

Name 2: \_\_\_\_\_ Title: \_\_\_\_\_

Name 3: \_\_\_\_\_ Title: \_\_\_\_\_

Texas Jail Association, referred to hereinafter as "TJA" and the undersigned firm, referred to hereinafter as "Exhibitor" and Embassy Suites, referred to hereinafter as "Exhibit site" agree to as follows:

1. TJA will provide exhibit space in accordance with items listed below:
2. Booths will be assigned on a first-come, first-served basis.
3. Exhibitor accepts TJA's offer and requests the following 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?

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b. Is there a company that you do NOT want to be placed next to?

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c. Do you need electricity from Embassy Suites?  Yes  No

\*\*If yes, please fill out the attached form and return to Event Technology.\*\*

5. Any name badge changes received prior to April 15, 2024 will be made at no charge. **Changes after that date, as well as onsite will be \$25 each and due at time change is made.**

6. Exhibitor understands there could be other charges for electrical power, internet, telephone, special decorations, shipping and storage/handling.

7. Exhibitor will accept booth space assignment as determined by the Executive Director of TJA.

8. All booths will remain as set by Embassy Suites San Marcos. No altering of pipe and drape will be allowed unless approved by TJA Executive Director.

9. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$200, if written request is received by February 15, 2024. No refunds will be granted after this date.

10. 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.

11. Exhibitor declares: a) Value of Exhibit at: \$\_\_\_\_\_ b) Net Weight of Exhibit: \_\_\_\_\_

12. Are you willing to sponsor/co-sponsor an event at the conference?  Yes  No

If you would like to sponsor/co-sponsor an event at the conference, please complete the Sponsorship Contract indicating what you wish to sponsor and your commitment level.

All "Signature" sponsors should contact Sharese Hurst, so that all arrangements are clear to both parties. "Signature" sponsors should also submit their company logo in high resolution. Scalable vector format (SVG or EPS) is ideal.

**Please Note: Any Sponsor fees are in addition to the Exhibit Fees outlined above.**

**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.

\*For advertisements to be placed in the Digital Program Book, it must be received in High Resolution PDF, SVG or EPS format by February 1, 2024. The dimensions of the quarter page ad should be 4.25" x 5.5" and the half page ad should be 8.5" x 5.5".