



# TEXAS JAIL ASSOCIATION

## 2018 JAIL MANAGEMENT ISSUES EXHIBITION CONTRACT

Galveston Island Convention Center | September 10 – 13, 2018 | 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.

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:

1. TJA will provide exhibit space in accordance with items listed below:
2. 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:

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 emailed to TJA Executive Director.

**\*A standard indoor booth is \$900 if you are registered and have paid prior to July 1, 2018 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 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 **Aimee Crockett at 936.294.3073**, or **Sharese Hurst at 936.294.1687**. If Exhibitor has an 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?  Yes  No

4. Names of firm representative(s) attending booth. (Each booth entitles you to 3 company representatives) Additional representative registrations will be \$100 each (both preregistered or onsite).

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 1, 2018. NO REFUNDS WILL BE GRANTED AFTER THIS DATE. TJA reserves the right to retain or collect fees in full for those that fail to cancel the agreement prior to the conference or for exhibitors who fail to attend.**
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 as determined by the Board of Directors.
9. Exhibit spaces are 10' wide with a 6' table and 2 chairs. Exhibit hall is not carpeted. Set up time will be Monday, September 10th beginning at 1:00pm and ending at 4:00pm at the Galveston Island Convention Center.
10. A welcome reception for participants will be held in the exhibit hall at 4:00pm on Monday.

Company Name to be listed on signage \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

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

Please copy form and return original along with payment to:

Texas Jail Association  
Sam Houston State University  
George J. Beto Criminal Justice Center  
Huntsville, TX 77341-2296.

You may fax or email contract to:

Fax: 936.294.1671  
Email: [sharese@shsu.edu](mailto:sharese@shsu.edu)

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