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

Dear Exhibitor,

The 41st Annual Texas Jail Association Conference will be held at the Embassy Suites Frisco, April 26-30, 2027. We hope you will join us to take advantage of the chance to make new contacts with jail personnel and sheriffs from across the state.

A standard indoor booth will be **$1,200 until 5:00pm on January 15, 2027.** From January 16, 2027, a standard booth will be $1,400, so book early for the discounted rate. Your standard booth exhibit fee will include **three (3)** company representative registrations per booth, with a six-foot (6') draped table and two chairs, as well as a computerized list of conference attendees. Additional representatives from your company may register for an extra $100 per person.

If you need electrical service, internet/telephone access, or audiovisual equipment for your exhibit space, **fill out the attached form and email it directly to Embassy Suites Frisco Lead AV at marlo.farrel@atriumhospitality.com.** The exhibit hall is carpeted.

A link to Embassy Suites Event Technology will be available on the TJA website. This link will describe general information on receiving, storage and shipping services. These services can be ordered in advance at a discounted rate prior to April 6, 2027.

EXHIBITS AND SPONSORSHIPS
Exhibits will be located inside the Frisco Ballroom 6-9, where attendee refreshments will be served. The first day of exhibits will begin with **two hours of exclusive exhibit time.** All exhibits will need to be set up Tuesday, April 27th between 7:00AM and 11:30AM. Exhibits will open on Tuesday, April 27th at 11:30AM with lunch and close that evening at 3:30PM. Exhibits will re-open on Wednesday, April 28th at 9:30AM. **Exhibitors will also have exclusive time available** as the participants enjoy lunch. Booth take down will begin at 2:00PM.

**** Do not breakdown your booth prior to 2:00pm. Please note that any exhibitor who dismantles or removes their booth before the official close of the event will be subject to a fine of $500.00.****

Along with exhibiting your products, or even if you are unable to attend the conference, please consider **sponsorship of conference events (see attached Event List)** 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 featured by 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 posted throughout the conference center. In addition, all companies sponsoring events will be recognized in the digital conference workbook and on the conference app.** If you cannot join the sponsors, but want to provide a prize during the exhibit hall hours, please indicate that as well so we may plan accordingly.

You may select your preferred booth(s) using the Interactive Exhibit Hall floor plan available on the TJA website. Spaces will be assigned as contracts are received on a first come, first served basis. **Payment must be received within 30 days of the booth assignment or the booth will be released.** 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.

HOTEL INFORMATION
A room block for exhibitors has been reserved at the Embassy Suites Dallas-Frisco. **Be sure to book your hotel room early by calling (972) 712-7200.** Overflow hotel options will be available, and information about these hotels is posted on **www.texasjailassociation.com**. Shuttle service to the Embassy Suites will be available.

SHIPPING INFORMATION
All Exhibit shipments should be sent to the Embassy Suites. Full shipping information and instructions will be included in the Embassy Suites Exhibitor Kit, which is available via link on the TJA website under Vendor Conference Information.

All vendor information can also be found on our website at **www.texasjailassociation.com** under the Vendor tab, along with availability of booth space on the **Interactive Map.** We look forward to another great conference. Please feel free to contact me should you have questions or require assistance. See you in Frisco!

Dates: April 26-30, 2027

Set Up: Tuesday, April 27th between 7:00AM and 11:30AM

Breakdown: April 28th after 2:00PM

Exclusive Exhibit Times: April 27th 11:30AM–1:00PM & April 28th 11:30AM–1:00PM

Location: Frisco Ballroom 6-9, Embassy Suites, Frisco, Texas

Anticipated Attendance: 500-600 attendees

Exhibit Dates and Times: Tuesday, April 27th 11:30AM to 3:30PM &
Wednesday, April 28th at 9:30AM to 1:00PM

Sincerely,

Sharese Hurst

Sharese Hurst, Executive Director
Texas Jail Association
936-294-1687

EXHIBITION CONTRACT

41ST ANNUAL CONFERENCE

April 26 – 30, 2027 | Frisco, TX

Complete all information blanks. Sign, date, and email to 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.

Signed contract must be received in order to reserve exhibit space. **Your payment must be received within 30 days, or a $200 late fee will be assessed. If payment is not received after the second invoice, 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

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); for a total of $_____ payable within 30 days of contract.

A standard booth is $1,200 prior to January 16, 2027 and $1,400 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 1, 2027 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. If your assigned booth is not paid for within 30 days of assignment, your booth may be reassigned to another company.
3. Area of expertise _____

   a. Is there a company(s) that you would prefer to be placed next to?

   _____

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

   _____

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

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

4. Any name badge changes received prior to April 1, 2027 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.**
5. Exhibitor understands there could be other charges for electrical power, internet, telephone, special decorations, shipping and storage/handling.
6. Exhibitor will accept booth space assignment as determined by the Executive Director of TJA.
7. All booths will remain as set by Embassy Suites Frisco. No altering of pipe and drape will be allowed unless approved by TJA Executive Director.
8. 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, 2027. No refunds will be granted after this date.
9. 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.
10. Exhibitor declares: a) Value of Exhibit at: $_____ b) Net Weight of Exhibit: _____
11. 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 Sponsorshop 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.

To reserve your booth, please complete the contract and email to sharese@shsu.edu. You can pay online using this link, www.cmitonline.org/tjapayment. All checks should be mailed to the following address within 30 days of receiving your confirmation of booth assignment. 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, 2027. **The dimensions of a full page ad should be 8.5" x 11", half page ad should be 8.5" x 5.5" and quarter page ad should be 8.5" x 2.75".**

SPONSORSHIP OPPORTUNITIES

41ST ANNUAL CONFERENCE

April 26 – 30, 2027 | Frisco, TX

One way to convey your support of TJA is to sponsor a conference event for the attendees. Sponsorships of these events allow TJA to spend our dollars during the year on vital educational training for our membership. Sponsors of these events will be recognized in accordance with the designations on the following page. Events will be assigned on first come, first served basis. The previous year's sponsors of signature events have first right of refusal for that event.

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Title _____ Signature _____

☐ I have enclosed a check in the amount of $ _____ for this sponsorship.

AVAILABLE SPONSORSHIPS

Indicate choice by placing a number in the corresponding blank with #1 being first choice. Please consider sponsoring/co-sponsoring one or more of the following events for our attendees. If choosing to co-sponsor an event or promotion, please enter in the amount (if applicable) you would like to support.

Please Note: Sponsorships DO NOT include exhibit space, unless otherwise noted.
***Denotes a signature event/promotion.**

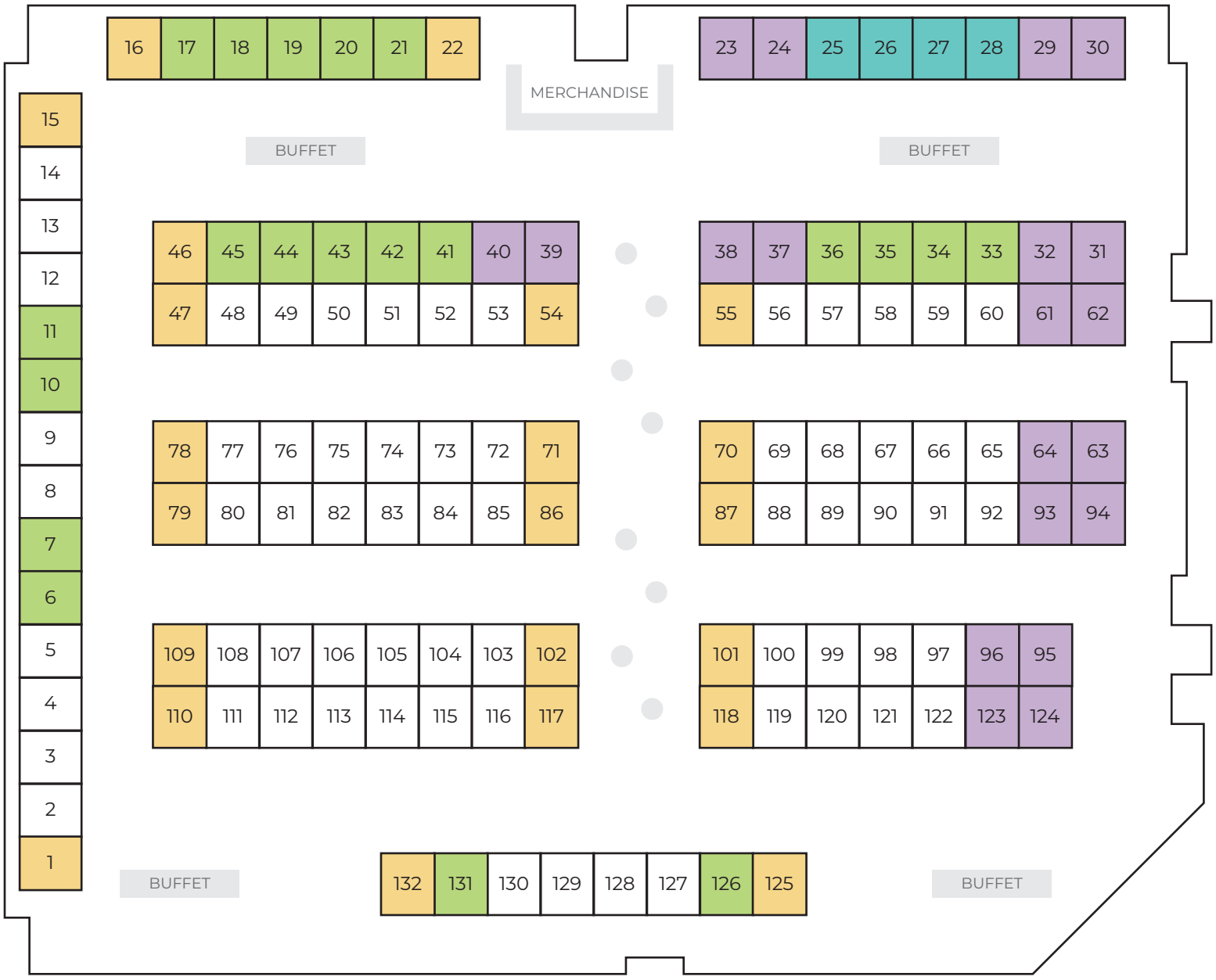
Event/Promotion	#	Full Sponsorship	#	Co-Sponsorship
MONDAY				
Golf Tournament*		NOT APPLICABLE		$_____ $1000 min
Jack Crump Scholarship BBQ Fundraiser*		$5,000		$2,500
Morning Refreshment Break		$7,500		$_____ $1000 min
Afternoon Refreshment Break		$7,500		$_____ $1000 min
TUESDAY				
Morning Refreshment Break		$7,500		$_____ $1000 min
Afternoon Refreshment Break		$7,500		$_____ $1000 min

Exhibit Hall Lunch*		$10,000		$_____ $1000 min
Cornhole Tournament Snacks		$5,000		$_____ $1000 min
WEDNESDAY				
Morning Refreshment Break		$7,500		$_____ $1000 min
Afternoon Refreshment Break		$7,500		$_____ $1000 min
Exhibit Hall Lunch*		$10,000		$_____ $1000 min
Cornhole Tournament Snacks		$5,000		$_____ $1000 min
THURSDAY				
Morning Refreshment Break		$7,500		$_____ $1000 min
Afternoon Refreshment Break		$7,500		$_____ $1000 min
Awards Banquet Dinner*		$25,000		$_____ $1000 min
Casino Night*		$3,000		$_____ $1000 min
Casino Night Prizes*		$3,000		$_____ $1000 min
Awards Banquet Beverages*		$3,000		$_____ $1000 min
FRIDAY				
Morning Beverage Break		$5,000		$_____ $1000 min
ADDITIONAL SPONSORSHIP OPTIONS				
Exhibit Hall Game*		$200 (per booth)		NOT APPLICABLE
Participant Gifts**		$5,000		$_____ $1000 min
Speaker Sponsorships*		$1,500		$_____ $500 increments

***A lanyard sponsor for the 41st Annual Conference has already been assigned.** Sponsors have the opportunity to sponsor alternative participant gifts in coordination with event staff. Gift ideas may include notebooks, padfolios, pens, stress balls, flash drives, power banks, cleaning cloths, but other ideas are considered. Please contact Sharese Hurst at sharese@shsu.edu if you are interested in exploring additional gift sponsorship options.*

All event and promotion sponsors are recognized on conference signage, the digital workbook, conference workbook and the pre-session powerpoint slideshow. All event and promotion sponsors (with the exception of the exhibit hall game sponsors) will be recognized with their logo and company website displayed.

In order to be recognized on signage, a logo must be received in High Resolution PDF, EPS or SVG format by February 1, 2027.



Sponsorship Levels

- PRESIDENTIAL
- PLATINUM
- GOLD
- SILVER
- REGULAR

Check out up to date booth availability online!

Scan here or visit texasjailassociation.com

Texas Jail Association - 41st Annual Conference

April 26–30, 2027 · Embassy Suites · Frisco Ballroom 6-9 · 7600 John Q Hammonds Drive, Frisco, TX 75034

41st TJA CONFERENCE EXHIBITOR LEVELS

PRESIDENTIAL - $9,500

- Two (2) Exhibit booths at annual conference, premium location
- One (1) Exhibit booth at JMI conference, first choice location with four (4) company representatives
- Eight (8) company representative at annual conference
- First opportunity to book hospitality suite for annual conference
- Recognition in the conference app and digital conference program
- One (1) large ad (8.5" x 11" portrait) in annual and JMI digital conference workbook
- Company Logo (linked to company website) displayed on the TJA Website for 1 year
- Full page color ad in all publications of Key Issues
- Main Banner Display on mobile app displayed at each conference
- Company recognized at the TJA Annual Awards Banquet
- Reserved seating at the TJA Awards Banquet for company employees and guests
- Recognition on conference signage
- Selected TJA Merchandise
- One year business membership
- Priviledge of staying at Embassy Suites (host hotel) — maximum of 3 rooms

PLATINUM - $6,500

- Two (2) exhibit booths at conference, premium location
- Six (6) company representatives
- Recognition in the conference app and digital conference program
- One (1) large ad (8.5" x 11" portrait) in annual and JMI digital conference workbook
- Full page company ad in two issues of Key Issues
- Company recognized during the TJA Annual Awards Banquet
- Selected TJA merchandise
- One year business membership
- Priviledge of staying at Embassy Suites (host hotel) — maximum of 2 rooms

GOLD - $3,500

- One (1) exhibit booth at conference, premium location
- Five (5) company representatives
- Recognition in the conference app and digital conference program
- One (1) medium ad (8.5" x 5.5" landscape) in digital conference workbook
- Half page company ad in two issues of Key Issues
- Company recognized during the TJA Annual Awards Banquet
- Selected TJA merchandise
- One year business membership

SILVER - $2,500

- One exhibit booth at conference
- Recognition in the on-site conference program
- One (1) banner ad (8.5" x 2.75" landscape) in digital conference workbook
- One year business membership

JERRY BAGGS SCHOLARSHIP FUNDRAISER GAME

SPORTS CITY, USA

Frisco, TX is also known as Sports City USA due to the top tier sports organizations that call the city home. To learn more about this distinction, head to the Frisco Visitors Site at www.VisitFrisco.com!

Take advantage of this guaranteed chance to interact with TJA's conference participants.

Each sponsoring vendor will receive an image necessary for each participant to fill out his or her game card. This guarantees the attendee will make contact with participating vendors.

There will be cash prizes for the winner's drawing. The prizes will be funded out of the sponsorship money, and all remaining proceeds will go to the Jerry Baggs Scholarship Fund.

Sponsorship is only $200 per booth

For more information:
Sharese Hurst
sharese@shsu.edu | 936.294.1687

DIGITAL WORKBOOK AD SIZES

As the Texas Jail Association has moved away from physical workbooks, we are also updating our ad sizes to ensure that our vendors are able to be presented at their very best in our digital workbook. Please reference this page for the sizes we request for your advertisement in our digital workbook. These ads are for the **digital workbook ONLY** and not for the conference app.



LARGE AD

8.5 inches wide
11 inches high

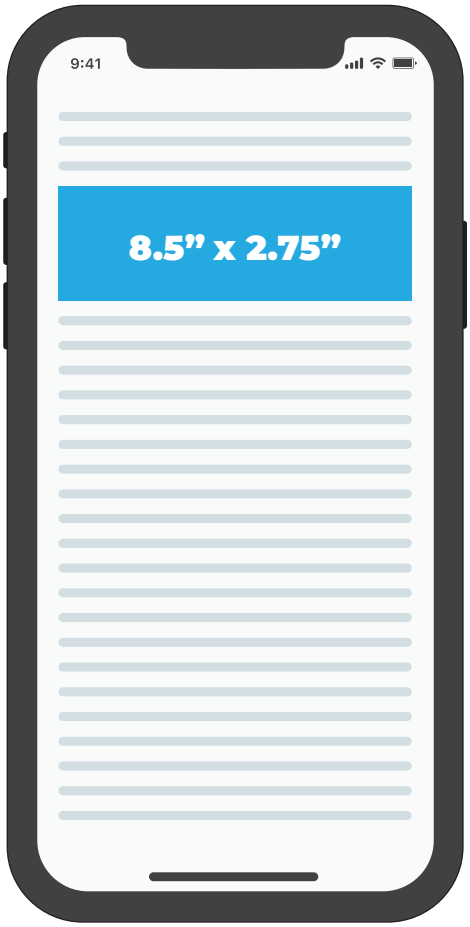
Available to Presidential & Platinum Sponsors



MEDIUM AD

8.5 inches wide
5.5 inches high

Available to Gold Sponsors



BANNER AD

8.5 inches wide
2.75 inches high

Available to Silver Sponsors

All Digital Ads will be set as links directing to the exhibitor’s company website.

Please submit your ads in a high-resolution PDF or JPG format with no bleeds or crop marks. A vector format (resizable SVG or EPS) is ideal. Animation accepted (no video.) Small text or long bodies of text may not be readable on small screens. We recommend taking advantage of large font sizes, bold colors and big graphics to make your ad stand out.

These ads are for the **digital workbook ONLY** and not for the conference app.

EMBASSY SUITES HOTEL®

Dallas–Frisco

Embassy Suites Hotel Dallas-Frisco
Hotel & Conference Center Load-In/Out and AV Guidelines

Overview:
The purpose of this document is to provide our clients, exhibitors, as well as outside vendors and contractors (hereinafter referred to as "Supplier") of products and services with Rules & Regulations and necessary documentation to conduct business on the property of the Embassy Suites Hotel Dallas-Frisco (hereinafter referred to as "Hotel").

I. LOAD-IN/LOAD-OUT/DRAYAGE/MATERIALS HANDLING

1. Exhibit areas must be covered with visqueen (Minimum of 3 Mil) or exhibit booth carpet prior to any freight materials or wood runways being brought into the exhibit hall. The Supplier shall be responsible for any damage done to the floor or carpet while moving in or out. Fork lifts, scissors lifts or any other rolling equipment may not come in contact with carpeted surfaces, and wheels must be of the white, non-marking variety. **Loading in/out shall only take place at the back dock and/or roll-up door at Frisco 8.**

2. The Hotel has no storage facilities on property for exhibit materials. All freight must be assigned to a Supplier. Shipments that arrive prior to the event will be refused or forwarded to the official Supplier at the Supplier's expense unless prior arrangements have been made with the Hotel in writing prior to the deliveries.

Load-In/Load-Out/Drayage/Materials Handling cont'd

3. At no time may chalk be used to mark the floor for the exhibit booths.

4. All decorating materials, exhibits and related products must be handled by the Supplier contracted to do the work. All items belonging to the individual exhibitors must use approved service entrances. The Hotel maintains no storage facilities for empty cases, crates, skids, containers, cartons or vehicles.

5. At the close of the show, the Supplier and or the exhibitors must remove all exhibit materials and trash from all public spaces. Wood pallets and crates not removed by the event personnel will be assessed a $25 per pallet and/or crate disposal fee to the group.

6. The Supplier will work with the Hotel to outline the exact days and times for both load-in and load-out. The schedule of times and numbers of vehicles used for load-in and load-out, productions or entertainment events must be submitted to the Hotel a minimum of ten (10) days prior to the event or your requested load-in and load-out schedule may be altered accordingly.

7. No grease or food products may be disposed of in the restroom sinks, toilets or broom closets.

8. A Hotel representative must be assigned to monitor load-in and load-out. These charges may be assessed to the Supplier at the Hotel's discretion.

9. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage will encompass. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials permitted. No sawing or cutting of materials with any power tools permitted.

10. The Supplier is responsible for traffic control of all vehicles scheduled by them for load-in and load-out. Parking of trucks or trailers overnight at the loading docks or on Hotel property is prohibited without prior written consent of the Hotel. Unless a trailer is being loaded or unloaded, it must be removed from the property.

11. Pipe and Drape is not allowed in the Foyer areas Hotel or Conference Center. The only exception to this would be for Registration booths (maximum of 3) Table Top Exhibits only in pre-function space. P**ipe and drape set ups may not block internal or external exits of the rooms, foyers and building.**

Load-In/Load-Out/Drayage/Materials Handling cont'd

12. Gas or diesel powered vehicles are not permitted for movement of exhibits or materials into the function spaces. These vehicles will be allowed to move into the building for set-up but must not be allowed to idle once in place.

13. The space for each group will be walked with the Supplier and a Hotel representative. This will include access to corridors, loading docks, roll-up doors and the driveway or any area pertaining to the exhibit move-in. The inspections are to take place prior to move-in and at the completion of move-out. If two groups are moving in and out at the same time, a room-by-room inspection will be done with each Supplier.

14. Platform dollies of the four-wheel type are permitted for material movement into and out of the hotel. Platform or deck trucks are also acceptable but must be equipped with hard or soft rubber wheels at least 4-inches in diameter. Group or supplier to supply equipment.

15. At no time will the Hotel allow nails to be applied to the walls, furnishings or Air-walls. Any property damaged by the use of tape or other materials will be repaired to its original condition at the expense of the Supplier. This includes the removal of all types of residues. The use of packing tape on floors is prohibited. No painting of any kind is allowed on Hotel property.

16. Exhibits using food, beverage, ink, chemicals or other substances that may damage furnishings, etc., must have visqueen over the existing carpets. If carpet damage is incurred, a *minimum* cleaning fee of $250 will be assessed to the group, dependent on the square footage of the carpet affected. The exhibitor must cover the entire booth area with a carpet of their choice and at their expense. Proper removal of accumulated liquid waste is required twice daily.

17. Several conditions apply to installation for the most effective move-in possible. First, total dock access must be possible for the entire installation. Decorating and freight move-in will occur simultaneously, but the exhibitor move-in will occur during completely separate times. This should reduce competition for dock access by freight handlers and exhibitors.

18. The roll up door next to Frisco 8 is 12 feet, 10 inches tall and 10 feet, 8 inches wide. The loading dock is 48" high. Back dock doors are 70" wide and 95" high. Supplier must confirm with hotel that any large equipment being moved into the ballroom can be accommodated.

II. RIGGING

1. The Hotel is required to use in-house Riggers.

2. A Hotel or LEAD AV technician will observe and review all connections to the structure, ceiling, or overhead surface of the Hotel.

3. No flown equipment will be moved without a Hotel technician present in the room.

4. Air-wall rigging is not permitted.

5. Span sets used below the suspended ceiling will also utilize a second or redundant aircraft cable “safety”.

6. Articulate or dynamic (moving) items require an arrestor device.

7. The bottom of any item attached to the suspended ceiling or structure must be a minimum of eight (8) feet above the floor.

8. No foreign, untraceable, or offshore rigging hardware may be utilized. All equipment and materials flown must meet the standards and requirements established by these Guidelines and Regulations. Hardware not acceptable in a weight bearing capacity include: carabineers (excluding Omega locking steel carabineers), any open weave straps, snap clips, french clips, dog clips, malleable wire rope clips, or brass fittings.

9. Nuts and bolts used overhead must utilize nylon locking nuts.

10. No triangular truss with continuous cords, or triangular truss with cords of less than 7/16” diameter, will be allowed. Additional documents of structural certification will be required for custom trussing and/or custom hardware.

11. All flown or suspended materials must be non-flammable and must conform to the fire regulations of the Frisco County Fire Marshall.

12. All electric cable and connections, along with electrical devices of any sort, must be UL rated for the amperage capacity required for safe operation and must conform to all local codes.

13. A site survey is strongly recommended. Contact a Hotel representative when a walk through is planned so that a rigger can be scheduled to meet and assist with any rigging issues for the show.

Rigging cont'd

14. The Hotel must receive all requests for services, with drawings, no later than seven (7) calendar days prior to the scheduled load in. As noted above some ballrooms require fourteen (14) days notice. Requests made with less than seven (7) days notice may be charged on-site rates. An agenda or on-site schedule should be included with drawings and/or each request for services so the Hotel can properly schedule necessary personnel. Rigging drawings for lighting and sound equipment are strongly recommended. The Hotel will not be held responsible for lost time or additional costs resulting from rigging modifications, adjustments or changes required on-site.

15. Rigging drawing should include all flown items with known weights and quantities on each truss system, i.e. speakers, lighting, audio visual, scenic, special effects or any other miscellaneous non-standard items. All rigging drawings should be to scale.

16. All Hotel & Presentation Serivces rigging calls will consist of a minimum of (1) rigging supervisor and (1) rigger. The Hotel will determine the need, if any, for additional riggers and will accommodate the event host's needs within Hotel guidelines. A four (4) hour minimum per man will apply to all production rigging calls. Any calls extending beyond four (4) hours will be billed at prevailing hourly rates.

17. Notice of cancellation is required. Cancellation of any service within 72 hours of the scheduled call time will require payment in full for all services previously agreed upon.

III. BANNERS & SIGNS GUIDELINES AND REGULATIONS FOR PUBLIC AREAS

1. The Hotel reserves the right to refuse service where equipment does not meet the standards and requirements established by these Guidelines and Regulations.

2. All banners and signs must be hung by LEAD AV staff.

3. All banners and signs that are to be flown overhead in a common area of the hotel must be constructed of vinyl or cloth fabric. Hard material such as wood and metal cannot be suspended in any public space area.

4. Banners for use in areas outside of the foyer may utilize grommet holes as suspension points.

Banners & Signs Guidelines and Regulations for Public Areas cont'd

5. The bottom of any banner or sign attached to the suspended ceiling or structure must be a minimum of eight (8) feet above the floor.

6. The Hotel must receive all requests for banner hanging no later than five (5) days prior to the event. On-site requests for service will be accommodated as quickly as possible within the context of all calls scheduled at that time.

7. Hanging banners outside of the building will require a city permit obtained by the customer. Final approval to hang the sign will be at the discretion of the Hotel.

8. Written notice of cancellation of banner hanging requests is required. Cancellation of any scheduled service within 24 hours of the event will require payment in full for all services previously agreed to.

9. All requests for placement of group directional and informational signs should be forwarded to the Hotel at least seven (7) days in advance for approval. Placement of signs, placards, and announcements or distribution of any periodicals is prohibited without the prior written consent of the Convention Services Manager.

10. Signs cannot be taped and/or pinned to the meeting space walls. Any damage to the building or furnishings will be the responsibility of the Supplier.

11. All banners to be hung must be framed by the customer for proper hanging. Banners can only be installed on the airwalls and must be able to be supported by stick pins. Banners may not be attached to wallpaper in any fashion.

IV. ELECTRICAL SERVICES

1. All electrical services must be coordinated through the Hotel's Audio Visual department, LEAD AV.

2. It is the responsibility of the Supplier to provide the Hotel a detailed list of all power requirements at least one week prior to the show. There is a charge for electrical hook-up and services.

3. The following electrical sources are available:
    a. (2) each 200 amp three phase disconnect
    b. (2) each 100 amp three phase disconnect
    c. 60 amp three phase – Minimum of (3) in each room
    d. (3) each 20 amp GFCI outlets at each floor well located in meeting rooms- See Diagram

4. Our electrical sources, 208Y, are 120 volt to ground and 208 between phases

5. Additional sources of electrical services may be required based on customer actual needs.

6. For additional information regarding Electrical needs, please contact our Engineering Department.

V. MOTORIZED VEHICLE DISPLAY

Definition: *Motorized vehicles are defined as any type of vehicle which is propelled by an internal combustion engine using Class 1 or Class 2 fuel, such as but not limited to: automobiles, trucks, motorcycles, aircraft and watercraft.*

1. All motorized vehicles which are displayed shall have all batteries disconnected at the "Hot" lead. The lead shall be safely secured to prevent contact with the battery.

2. Fuel tanks in vehicles on display shall not exceed one-fourth of a tank **or five (5) gallons, whichever is greater**

3. All motor vehicle tanks containing fuel shall be furnished with locking – type caps or sealed with tape to prevent inspection by viewers. Tractors, chainsaws, generators and other such fuel-powered equipment shall be safeguarded in a similar manner. A protective floor mat is required. If carpet damage is incurred, a *minimum* cleaning fee of $250 will be assessed to the group, dependent on the square footage of the carpet affected.

Motorized Vehicle Display cont'd

4. Upon entering, visqueen (3 mil thickness) must be laid under the vehicle. The visqueen must remain under the vehicle during the entire time that it is on display. A drip pan must also be used at all times under the engine/transmission and any other possible leak sites.

5. A Hotel representative must be present during the load-in and load-out of vehicles.

6. Gas or diesel powered vehicles are not permitted for movement of exhibits or materials into the function spaces.

7. Propane fueled vehicles such as forklifts, can be used in the building, but cannot idle for long periods of time and must be removed from the building for storage.

VI. SECURITY

1. The Hotel does not provide security for events. Customers may contact Frisco Police Department for security coverage and cost associated with their request.

2. The Supplier is responsible for the security of its own equipment at all times.

3. Rooms can be rekeyed, except Frisco 1 through 9, at customer request with a non-refundable charge of $50.00 (Keycards) for each room. Hard keys for Reg 1/Reg 2 are $150.00++

EMBASSY SUITES FRISCO
LEAD AV EXHIBIT & POWER
EQUIPMENT ORDER FORM

Hotel Contact:	Marlo Farrell
Email:	marlo.farrell@atriumhospitality.com
Phone Number:	972-963-9181

EVENT NAME:	
EVENT ARRIVAL:	
EVENT DEPARTURE:	
VENDOR NAME:	
BOOTH #:	
CLIENT NAME:	
CLIENT PHONE NUMBER:	
CLIENT EMAIL ADDRESS:	

AUDIO VISUAL

Quantity	Item	Days	Price	
				$ -
	General Power Support			$ -
	Extension Cord and Power Strip		$50.00	$ -
	(15 Amp support for laptops, monitors, phones, basic lighting)			$ -
				$ -
				$ -
	Video/Computer Display Equipment			$ -
	20" Flat Screen Monitor w/Table Stand		$250.00	$ -
	32" LED TV w/Table Stand		$400.00	$ -
	55" Smart TV w/Rolling Stand,HDMI		$550.00	$ -
	65" Smart TV w/Rolling Stand,HDMI		$650.00	$ -
				$ -
	Internet - Wifi			$ -
	Single Wi-Fi Connection (Per Device)		$25.00	$ -
	Wired Connection		$200.00	$ -
	8 – 24 Network Router		$175.00	$ -
	Connect Client Owned Router		$150.00	$ -
				$ -
				$ -
				$ -
	Subtotal Before Discount			**$ -**
	SUB TOTAL			**$ -**
	Service Charge (taxable)		**25%**	**$ -**
	Sales Tax		**8.25%**	**$ -**
	TOTAL			**$ -**

Additional Comments /Notes:

All equipment is subject to LEAD AV availability. Forms and payment are due 10 business days prior to the event date. Forms will not be accepted after this date. Premium rates apply on-site at our Buisness Center.

SHIPPING AND PACKAGE HANDLING PROCEDURES

Company Name:

Group/Event Name:

Group: ☐ Exhibitor: ☐

SHIPPING AND PACKAGE HANDLING PROCEDURES

1. All incoming packages should be addressed to a client's name and marked with a company's name and the date of a conference. We do not deliver packages to booths or rooms. Packages are held in Business Center. Charges apply for the storage space.

GUEST NAME (Name of the On-Site Contact Person)
GROUP/EVENT NAME
CONFERENCE DATE
ADDRESS: 7600 John Q. Hammons Dr.
Frisco, TX 75034
# of boxes (i.e. Box 1 of __)

2. Packages that are shipped through the business center have to have shipping labels attached. All boxes being shipped out require the Sender to call the Carrier (UPS, FedEx) and arrange for pick up. If Business Center is closed, the Sender needs to take packages to a FedEx or UPS store.

Holding & Shipping Fees/Policies

Here are the charges and fees for package handling. Charges are Per Day after 24 hours
Boxes left on the premises for longer than 30 days after departure without shipping instructions will be discarded.

<u>Incoming & Outgoing package handling fees:</u>

Boxes up to 36" x 24" x 24" up to 20 lbs	$15.00 per box / per day
Boxes 21 lbs or larger or display cases	$25.00 per box / per day
Pallets	$250.00 per pallet/per day

**There is no charge if packages (boxes) are picked up on the day they arrived.*

Hours of Operation & Instructions

All incoming shipments must be tracked and picked up from the business center by the recipient. If you would like your shipment delivered to you, you must notify our business center supervisor or our staff for delivery. If you would like to ship a package through the business center, we will gladly accommodate you between Business hours (hours may vary,) however, please have your own shipping labels attached to your package and be prepared to call in your shipment so that FedEx/UPS knows it is ready for pick-up! If you would like to handle all of your shipping needs through the business center account, we can gladly do so, but there will be additional fees to cover the shipping expenses as well as the pick-up fee that will be placed on our account. Please also note that shipping tape is not free; if needed and you do not supply your own it will need to be purchased if you would like to use our services.

SHIPPING AND PACKAGE HANDLING PROCEDURES

EMBASSY SUITES by HILTON
Dallas - Frisco/Hotel, Convention Center & Spa

After-Hours

If you need to ship a package outside of business center hours (hours vary) on the weekends, the closest FedEx and UPS locations are listed below or feel free to speak with our staff about after-hours shipping attendant packages. You are welcome to leave your package at the front desk for shipping, however, if your package is NOT shipped through the business center, you are leaving it at your own risk; we do not have a shipping specialist to advise you, the package cannot be documented in our log or stored in our locked storage area, and no member of the hotel staff shall be responsible for it. Packages left unattended are in no way the responsibility of the hotel staff.

FedEx Office Print & Ship Center
1-800-463-3339
8290 Texas 121
Frisco, TX 75034

UPS: (8:00 AM - 6:30 PM)
1-800-742-5877

The UPS Store
4760 Preston Rd. #244
Frisco, TX 75034