



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 40th Annual Texas Jail Association Conference will be held at the Embassy Suites San Marcos, May 4-8, 2026. 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 31, 2026**. From February 1, 2026, 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 Event Technology at SanMarcosExhibitor@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 1, 2026.

EXHIBITS AND SPONSORSHIPS

Exhibits will be located inside the Veramendi Ballroom, 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, May 5th between 7:00AM and 11:30AM. Exhibits will open on Tuesday, May 5th at 11:30AM with lunch and close that evening at 3:30PM. Exhibits will re-open on Wednesday, May 6th 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.****

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 provided at all events and in the hotel lobby. 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 Holiday Inn Express & Suites San Marcos South. **Be sure to book your hotel room early by calling (512) 392.6355.** 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 San Marcos!

Dates: May 4–8, 2026

Set Up: Tuesday, May 5th between 7:00AM and 11:30AM

Breakdown: May 6th at 2:00PM

Exclusive Exhibit Times: May 5th 11:30AM–1:00PM & May 6th 11:30AM–1:00PM

Location: Veramendi Ballroom, Embassy Suites, San Marcos, Texas

Anticipated Attendance: 500-600 attendees

Exhibit Dates and Times: Tuesday, May 5th 11:30AM to 3:30PM &
Wednesday, May 6th at 9:30AM to 2:00PM

Sincerely,



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



EXHIBITION CONTRACT

40TH ANNUAL CONFERENCE

May 4 – May 8, 2026 | San Marcos, 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 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 31, 2026 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, 2026 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, 2026 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 San Marcos. 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, 2026. 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 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.

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, 2026. **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

40TH ANNUAL CONFERENCE

May 4 – May 8, 2026 | San Marcos, 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

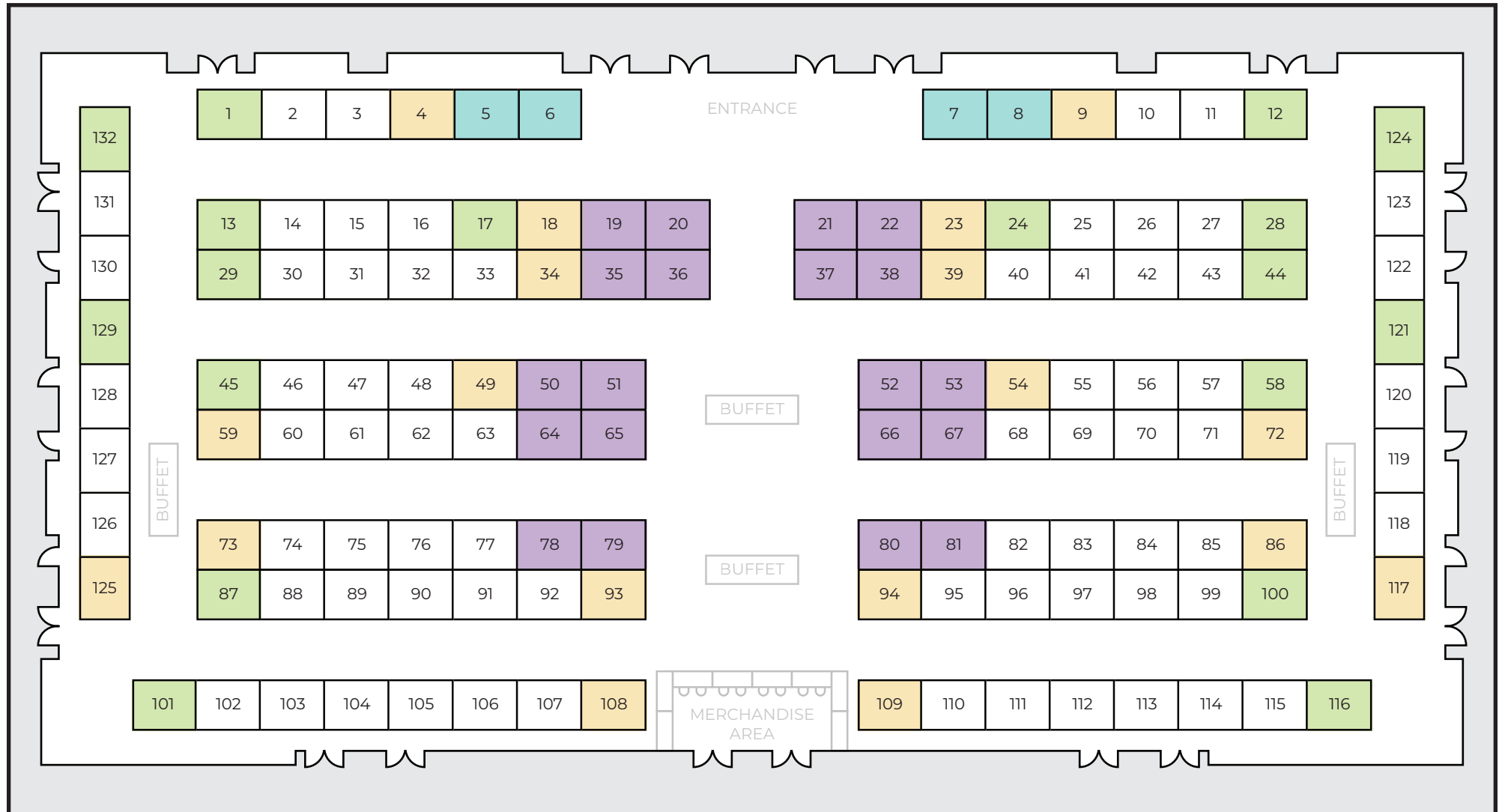
****The featured participant gift for 2026 is a 12oz tumbler with etched artwork. A lanyard sponsor for the 40th Annual Conference has already been assigned.** Sponsors have the opportunity to sponsor alternative participant gifts in coordination with event staff. Gift ideas may include notebooks, padfolios, 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, 2026.

Texas Jail Association - 40th Annual Conference

May 4– May 8, 2026 • Embassy Suites • Veramendi Ballroom • 1001 E. McCarty Lane, San Marcos, TX 78666



To check up to date booth availability, visit www.texasjailassociation.com/vendor-map/annual.php

PRESIDENTIAL

PLATINUM

GOLD

SILVER

40th TJA CONFERENCE EXHIBITOR LEVELS

PRESIDENTIAL - \$9,200

- 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
- Privilege of staying at Embassy Suites (host hotel) — maximum of 3 rooms

PLATINUM - \$6,200

- 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
- Privilege of staying at Embassy Suites (host hotel) — maximum of 2 rooms

GOLD - \$3,200

- 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 - \$2,200

- 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



TASTES OF TEXAS

**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.

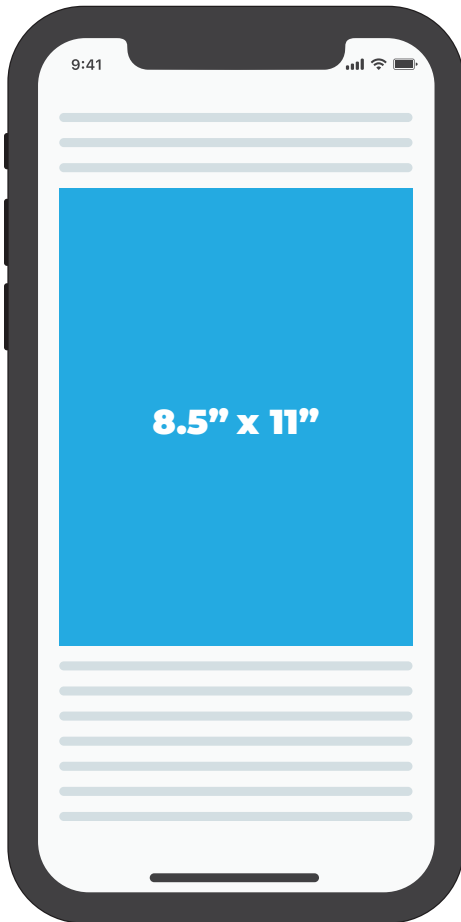
There will be cash prizes for the winner's drawing. The prizes will be funded out of the sponsorship money, and all remaining proceeds will go to the Jerry Baggs Scholarship Fund.

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

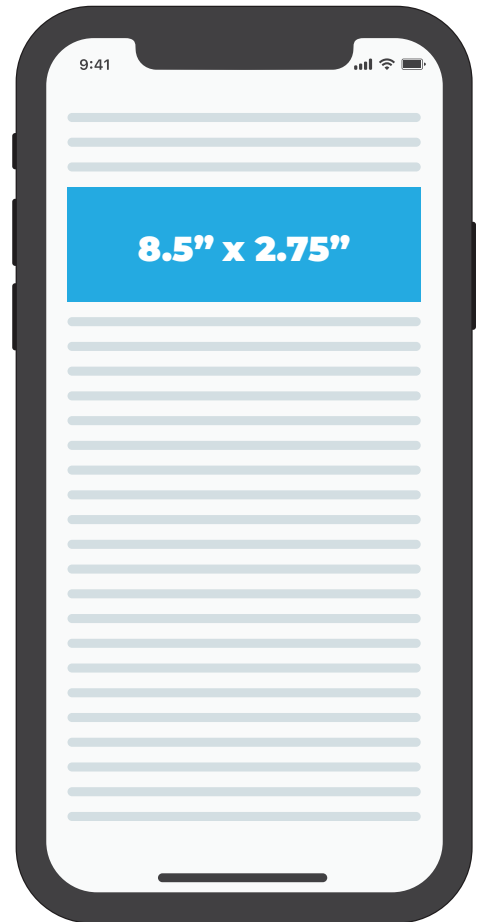
Available to Presidential
& Platinum Sponsors



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.

Welcome to the Embassy Suites by Hilton San Marcos Hotel & Conference Center. For our many exhibitors attending a conference or trade show at the San Marcos Convention Center, our in-house Audio-Visual Department is the exclusive utility service provider. To meet all of your needs, we provide a wide range of services from shipping and receiving to all of the essentials needed for your exhibitor booth. Enclosed is an information packet containing descriptions of each of our offered services, pricing, and order forms as well as our service terms and conditions. Please read through and complete the enclosed order forms paying special attention to the deadline dates for pricing and restrictions of services offered.

Please note that we offer a Discount, Standard and Floor rate on our Exhibitor Service Orders. To receive the Discount Rate your order must be completed and submitted by email or postmarked fourteen (14) days before the first contracted date of the event you are attending. The Standard rate applies to services ordered thirteen (13) days to four (4) days before the first contract date of the event. All orders received within three (3) days of the first contract date of the event or during the event are subject to the Floor Rate pricing. Note, if services are not paid by end of setup day, installed services will be removed until bill is settled.

If you have questions or require services not listed, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Nick McMahon
Audio Visual Supervisor
D:(512) 805-5343
E: sanmarcosexhibitor @AtriumHospitality.com
Embassy Suites San Marcos Hotel & Conference Center
1001 E McCarty Ln, San Marcos, TX 78666
(512) 392-6450



**EMBASSY
SUITES**
by HILTON™

TABLE OF CONTENTS

Page 3	Exhibitor Information and Requirements
Page 4-5	Exhibitor General Information
Page 6	Exhibitor Receiving and Storage Services Form
Page 7	Exhibitor Shipping Services Form
Page 8-9	Exhibitor Package Label
Page 10	Exhibitor Services Order Form

Exhibitor Information and Requirements

Location

Exhibitor registration and the trade show will be held at Embassy Suites by Hilton San Marcos Hotel and Convention Center 1001 E. McCarty Lane, San Marcos, TX 78666

The Embassy Suites will serve as General Service Contractor (GSC) for the event and will provide all labor, equipment and supervision. Complete information and instructions, a schedule of prices regarding shipping and storage, labor for erecting and dismantling electrical work will be provided to each exhibitor after confirming the space.

Exhibit Schedule

A schedule for move in, show hours and move out will be determined based on the client information provided to the GSC and agreed on per contract.

Loading area

Load in and out will be on the north side of the building. Trucks that are dock height may load in via the loading dock. All other vehicles including trucks with a lift gate may load in through the 16x16 Roll up door. Loading in any materials that can not be carried by hand through any other entry point is strictly prohibited and may result in a fine.

Booth equipment

Standard booth equipment consists of black drape assembled on piping structures for 8-foot-high back walls and 36- inch-high side rails, a draped table and two chairs, a small waste basket, and a name identification sign unless otherwise arranged with conference organizer. See Conference Organizer for any exceptions. The exhibit hall is carpeted.

Care of Exhibit Space

The exhibit hall shall be returned to the facility in the condition which it was received apart from reasonable wear and tear. All trash cans will be picked up by Embassy Suites Staff. Boxes that are left in the exhibit hall after closure of room will be discarded unless the intent to ship or load out is explicitly communicated to Hotel Staff. Embassy Suites is not responsible for exhibitor material or personal belongings. Do not dump liquids into trash can. No one is allowed in back service hall.

I have read & understand Embassy Suites
Exhibitor Policies.

☐

Exhibitor General Information

- In general, all entities are responsible for complying with the Uniform Fire code and the below are guidelines, not an attempt to cover the criteria and standards contained in such.
- No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
- Aisle space must be kept clear during exhibit show hours. All display material and items must be contained in the exhibitors assigned space.
- The exhibitors are encouraged to insure themselves against property loss or damage and against liability for personal injury at their own expense and obtain a certificate of insurance from any outside contractor hired by the exhibitor.
- Exhibitors may be asked to show Identification upon entering exhibit hall.
- Nothing shall be tacked, taped, nailed, screwed or otherwise attached to air walls, walls, floors or other parts of the building or furniture.
- Visqueen or alternate surface protectors are required with all heavy equipment.

Security

Hotel does not provide security services but can help arrange such service. Hotel is not responsible for items left in exhibit hall.

Shipping

All inbound shipment will incur a Drayage fee see Page 6: Exhibitor Receiving & Storage Services

Shipping Form must be completed, signed and payment received before shipment is scheduled. All shipments require signature upon delivery to destination. All Packages are allowed Free storage 48 Hrs. upon arrival and departure. Ensure an Exhibitor Package Label is attached to packages sent to the Hotel. Full Payment is due on site prior to Exhibit Show opening. Exhibitor is responsible for scheduling shipments to and from the Hotel with outside vendor. Packages left on site after 48hrs. will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees. Materials designated for outbound shipment must be accompanied by necessary paperwork (Bill of Lading, shipping label, etc. contact your shipper for necessary paperwork). Inform hotel staff when outbound shipments are ready to be moved in to outbound staging area and provide paperwork at that time. Do not enter staff area without explicit permission from hotel staff.



Exhibitor General Information (cont.)

Vehicles

- Hotel will prepare and coordinate load in of all vehicles, additional Fees will apply. (See Page 10)
- Vehicle batteries must be disconnected
- Overweight or oversized vehicles or equipment are subject to additional fees.
- Protecting the carpet under a vehicle is required either with Visqueen or other protective cover.

Signs

- Hanging signs from the ceiling are prohibited
- Use of balloons are prohibited inside the exhibit hall
- Adhering any item to walls of the facility is prohibited

Electrical Services

208/220 Volts - (This notice DOES NOT apply to standard 120 Volt electrical services.)

- Connecting HOTEL wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- HOTEL requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.
- Please contact Hotel's Audio Visual Supervisor at 512-805-5343

Payment Terms Conditions

- Full payment, including sales tax, is due on the date of setup. Purchase orders are not accepted, please have valid credit card.
- Labor Charges may apply for services rendered on site.
- A deposit prior to event date may be required for any specialty items requested. Deposits are non refundable.
- Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitor's care or control. Any additions or variances will be billed within 24 hours after close of the event.

☐

Exhibitor Receiving & Storage Services

COMPANY INFORMATION	EXHIBIT ROOM INFORMATION
Exhibitor Company Name:	Program: _____
On-Site Exhibitor Name:	Function Room: _____ Booth #: _____
Billing Address:	Set Up Date: _____ Set Up Time: _____
City, State, Zip:	End Date: _____ End Time: _____
Telephone Number:	<p style="text-align: center; margin: 0;">Need to Know</p> <ul style="list-style-type: none"> Vendors are not allowed to pick up packages on their own. All Packages are allowed free storage 48 Hrs. upon arrival and departure. Use the Exhibitor Package Label on all packages being sent to the Hotel. Full payment is due 10 business days prior to group event. Purchase orders are not accepted. Must Schedule pick up or will be subject to Hotel fees. Exhibitor Responsible for scheduling Shipping directly with outside vendor or may use Hotel Shipping Services. Any Packages left on site after 48hrs. will incur applicable storage fees, before shipping, Hotel will collect payment for any accrued fees.
Email Address:	

Package Storage Fees

Type	Cost	QTY	Days	Total
1-10 pounds	\$5 per package			
11-20 pounds	\$8 per package			
21-50 pounds	\$12 per package			
51-100 pounds	\$15 per package			
100+ pounds	\$20 per package			
Pallets				
Inbound Storage	\$55 per pallet *First Day			
Outbound Storage	\$45 per pallet *First Day			
Extended Storage	\$75 per pallet *Second day onward			
Drayage Fees				
Under 10 lbs.	\$5 per package		N/A	
Between 10-60 lbs.	\$15 per package		N/A	
Over 60 lbs.	\$35 per package		N/A	

I have indicated above all Receiving & Storage Services I will need: ☒

I will not need Receiving & Storage Services: ☐

Subtotal	
25% Service Charge	
8.25% Sales Tax	
Subtotal + 25% + 8.25% = Grand Total	
GRAND TOTAL	

Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.
By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.

For questions regarding pricing & services please contact Hotel's Audio Visual Department:

Phone: 512-805-5350

Email: SanMarcosExhibitor@atriumhospitality.com



**EMBASSY
SUITES**
by HILTON™



**EMBASSY
SUITES**
by HILTON™

EXHIBITOR PACKAGE

To: Embassy Suites – San Marcos
1001 E. McCarty Lane
San Marcos, TX 78666

Group: _____

On-Site Exhibitor Name: _____

Company: _____

Booth #: _____

Date of Arrival: _____

Box _____ of _____ PCS



EXHIBITOR PACKAGE

To: Embassy Suites – San Marcos
1001 E. McCarty Lane
San Marcos, TX 78666

Group: _____

On-Site Exhibitor Name: _____

Company: _____

Booth #: _____

Date of Arrival: _____

Box _____ of _____ PCS

Exhibitor Services Order Form

<p>Company Information:</p> <hr/> <p>Exhibitor Company Name</p> <hr/> <p>On-site Contact Name</p> <hr/> <p>Billing Address</p> <hr/> <p>City, State, Zip</p> <hr/> <p>Telephone Number</p> <hr/> <p>Fax Number</p> <hr/> <p>Email Address</p> <hr/>	<p>Exhibitor Information <i>(Please Complete the requested)</i></p> <p>Event _____</p> <p>Booth # _____ Set Up Date _____</p> <p>Payment Terms & Conditions</p> <ul style="list-style-type: none"> Payment Total is due on exhibitor setup day. Any unpaid balances at the close of day will be removed until payment is settled in full. Purchase orders and checks are not accepted. Please have a valid credit card available for payment. Specialty items may require an advance deposit prior to arrival. Deposits are non-refundable. Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control. A 25% Service Charge will be applied to all AV services rendered for each day's use. Discount Price available 14 days prior to event, Standard Price available 13 to 4 days prior to event, Floor Price available 3 days prior to event and on-site. <p style="text-align: center;">For questions regarding pricing & services please contact Hotel's Audio Visual Department: Phone: 512-805-5350 Email: SanMarcosExhibitor@atriumhospitality.com</p>
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ELECTRICITY	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Basic Power*	\$20	\$30	\$45			
20 AMP Power**	\$55	\$75	\$95			

HIGH SPEED INTERNET						
Wi-Fi Connections (2 Users)	\$10	\$15	\$20			

Audio Visual						
43" Monitor	\$100	\$125	\$200			
Laptop Computer	\$225	\$275	\$350			
HDMI Cable	\$15	\$25	\$35			
25' VGA Cable	\$15	\$25	\$35			
6' MIL Protective Plastic 8x10/10x10 Exhibit booth	\$45	\$65	\$75			
Flip Chart	\$25	\$45	\$65			
Up lights	\$30	\$60	\$80			
Self-Powered Speaker	\$60	\$80	\$100			
4 Channel Mixer	\$50	\$50	\$70			
Wired Microphone	\$75	\$95	\$125			
Wireless Microphone	\$65	\$85	\$115			
Computer Sound Package	\$180	\$225	\$275			
Computer Speakers	\$15	\$25	\$55			

Accessories						
Labor- Half Hour Min.	\$45	\$55	\$60			
Cocktail Table or AV Cart	\$25	\$35	\$55			
6' or 8' Table	\$70	\$75	\$85			
Ice per 10 lbs.	\$10	\$15	\$20			
Hot Water per gallon	\$10	\$15	\$20			
Vehicle Load in	\$150-\$250	\$250-\$300	\$350			

*Includes electricity, power cord & labor

**Includes dedicated 20 AMP circuit, power cord & labor

	Subtotal	
Service Charge	25%	
Sales Tax	8.25%	
	Grand Total	

I have indicated all Exhibitor Services I will need : ☒

Grand Total = Subtotal + 25% + 8.25%

I will not need any Exhibitor Services: ☐

Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.

By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.