

December 22, 2009

Dear Representative:

The 34th Annual Texas Association for Court Administration Education Conference is fast approaching and we hope you will be joining us this year to take advantage of the chance to make some new contacts with court personnel and judges from across the State. This conference will bring together over 200 court professionals at the Omni Hotel in San Antonio, Texas, **October 12 - 15, 2010.**

We are planning a great conference and hope you will be a part of it. Your exhibit fee of **\$750 (\$1000 if contract received after July 14, 2010)** will include a six-foot (6') draped table and two chairs as well as a computerized list of conference attendees. ***You are also invited to attend a reception honoring our members on Tuesday, October 12th at 5:30PM.***

Electricity/Internet/Telephone Access

If you are requesting extra items such as phone lines or electrical power, the attached form must be completed and ***faxed directly to the Engineering Department of the Omni Hotel***, Fax (210) 699-5925. In addition, the Omni has requested that any signage that needs to be attached to the walls needs to be facilitated by the Engineering Department. For high speed internet access, TV monitors, easels, or any audiovisual equipment, contact Alberto Alvarez of the Presentation Services Department at the Omni, (210) 696-1709, Fax (210) 696-1724. Donna Stachowiak is the Conference Service Manager and can be contacted at (210) 699-5829, Fax (210) 699-5844.

Exhibit Location/Times:

Exhibits will be located in the LaJoya Room. All refreshment breaks will be held in the exhibit area. Exhibit set-up may begin Tuesday, October 12th after 10:00AM, but before 3:00 PM. Exhibits close on Thursday, October 14th at 3:30PM. Exhibits will open each morning at 8:00AM.

Sponsorship

Along with 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 lime light of the Association and receive special recognition for their level of participation in the conference should fill out the Sponsorship Form and return it as soon as possible. **Signage denoting sponsorship will be provided at all events.**

Door Prizes

If you can't join the sponsors or exhibitors but want to provide a door prize, please indicate this on the exhibitor contract. In return for donating a door prize, we will include your company

pamphlets/information in each participant packet as well as provide recognition in the conference workbook.

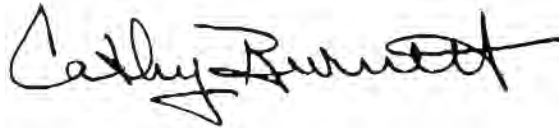
Shipping Information:

All incoming packages for the conference should be addressed to the **Omni Hotel San Antonio: TACA Annual Education Conference** at 9821 Colonnade Blvd, San Antonio, Texas 78230. All shipping of packages from the Omni to your destination should be pre-arranged with Omni receiving. Any materials left behind will be held no longer than three business days.

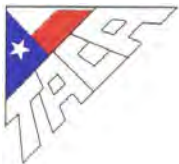
Spaces will be assigned by TACA. Only a limited number of spaces will be available so don't delay in having your exhibit fee sent to our headquarters as soon as possible. If you need special accommodations for your booth, please contact me. For those vendors that have an outstanding bill from a previous conference, that balance must be paid before a booth may be assigned.

We look forward to another great conference. Please feel free to contact me should you have questions or require assistance. See you in San Antonio!

Sincerely,

A handwritten signature in black ink that reads "Cathy Burnett". The signature is fluid and cursive, with a long horizontal stroke at the end.

Cathy Burnett
Exhibitor Liaison
Texas Association for Court Administration
(806) 935-2711 (phone)



**Texas Association for Court Administration
2010 Annual Conference Exhibition Contract
Omni Hotel * October 12 – 15, 2010 * San Antonio, TX**

**Instructions: Complete all information. Signed contract must be received A.S.A.P. in order to reserve exhibit space.
If you need to discuss special needs such as large equipment, contact Cathy Burnett at (806) 935-2711.**

Texas Association for Court Administration, referred to hereinafter as “TACA” and the undersigned firm, referred to hereinafter as “Exhibitor” and the Omni Hotel Corpus Christi referred to hereinafter as “Exhibit site” agree to as follows:

TACA will provide exhibit space in accordance with items listed below:

1. **Exhibitor will accept booth space assignment as determined by TACA.**
2. Exhibitor desires a total of _____ booth(s) at \$750 for each booth (*\$1000 if contract received after July 14, 2010*); for a total of \$_____ payable upon return of signed contract mailed or faxed to TACA. Vendor spaces are at least 8’ wide with a 6’ – 8’ table
3. Exhibitor understands there could be other charges for electrical power, telephone, shipping and storage/handling.
4. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$50, if written request is received by **September 21, 2010. No refunds will be granted after this date. TACA reserves the right to collect fees in full for those who fail to cancel prior to the conference or for those who fail to attend.**
5. TACA 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.

Company Name to be Listed on Signage _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Area of expertise _____

Is there a company that you would prefer to be placed next to? _____

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

Names of firm representative(s) attending booth

Name 1: _____ Email: _____

Name 2: _____ Email: _____

Payment Method

Check Enclosed: Make payable to **Texas Association for Court Administration**

Please Invoice: Contact Person _____

Invoice Address (if different from above): _____

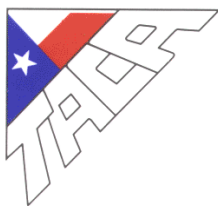
Agreement of Person Authorized to Sign Contract

Printed Name: _____ Phone: _____

Signature: _____ Title: _____ Date: _____

- We would like to send a door prize and have our company information included in the participant packets
- We are also interested in a Sustaining Membership: \$200 (details in enclosed flyer)
- We would also like to advertise in the TACA Journal (pricing and details in the enclosed flyer)

Return contract and payment to:
Texas Association for Court Administration
Sam Houston State University
George J. Beto Criminal Justice Center
Huntsville, TX 77341-2296
Fax: (936) 294-1671



**Texas Association for Court Administration
 2010 Annual Conference Sponsorships
 Omni Hotel * October 12 – 15, 2010 * San Antonio, TX**

Dear Exhibitor:

One way to convey your support of TACA is to sponsor a conference event for the attendees. Even if a company representative cannot attend the conference, this act builds *goodwill* among the TACA membership. If your company chooses to become a sponsor, TACA will provide **signage** for your company at the conference event as well as **recognition** for your company in the participant packet.

Indicate your choice by placing a checkmark in the corresponding. 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. Please consider sponsoring/co-sponsoring one of the following events:

Event	Full Sponsor Price	Full Sponsor ✓	Co- Sponsor ✓	Amount of Co-Sponsorship
<i>Signature Events</i>				
Welcome Reception	\$2000	_____	_____	\$ _____
Icebreaker at the Icehouse	\$2000	_____	_____	\$ _____
Wednesday Business Luncheon	\$6000	_____	_____	\$ _____
Thursday Business Luncheon	\$6000	_____	_____	\$ _____
<i>Breaks</i>				
Tuesday Afternoon	\$2000	_____	_____	\$ _____
Wednesday Morning	\$2000	_____	_____	\$ _____
Wednesday Afternoon	\$2000	_____	_____	\$ _____
Thursday Morning	\$2000	_____	_____	\$ _____
Thursday Afternoon	\$2000	_____	_____	\$ _____
Friday Morning	\$2000	_____	_____	\$ _____

Company Name to be Listed on Signage: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

Printed Name: _____ Email: _____

Signature: _____ Title: _____ Date: _____

Check Enclosed: Make payable to **Texas Association for Court Administration.**

Invoice our Company

We would like to provide a Door Prize

Thank You for Your Support!

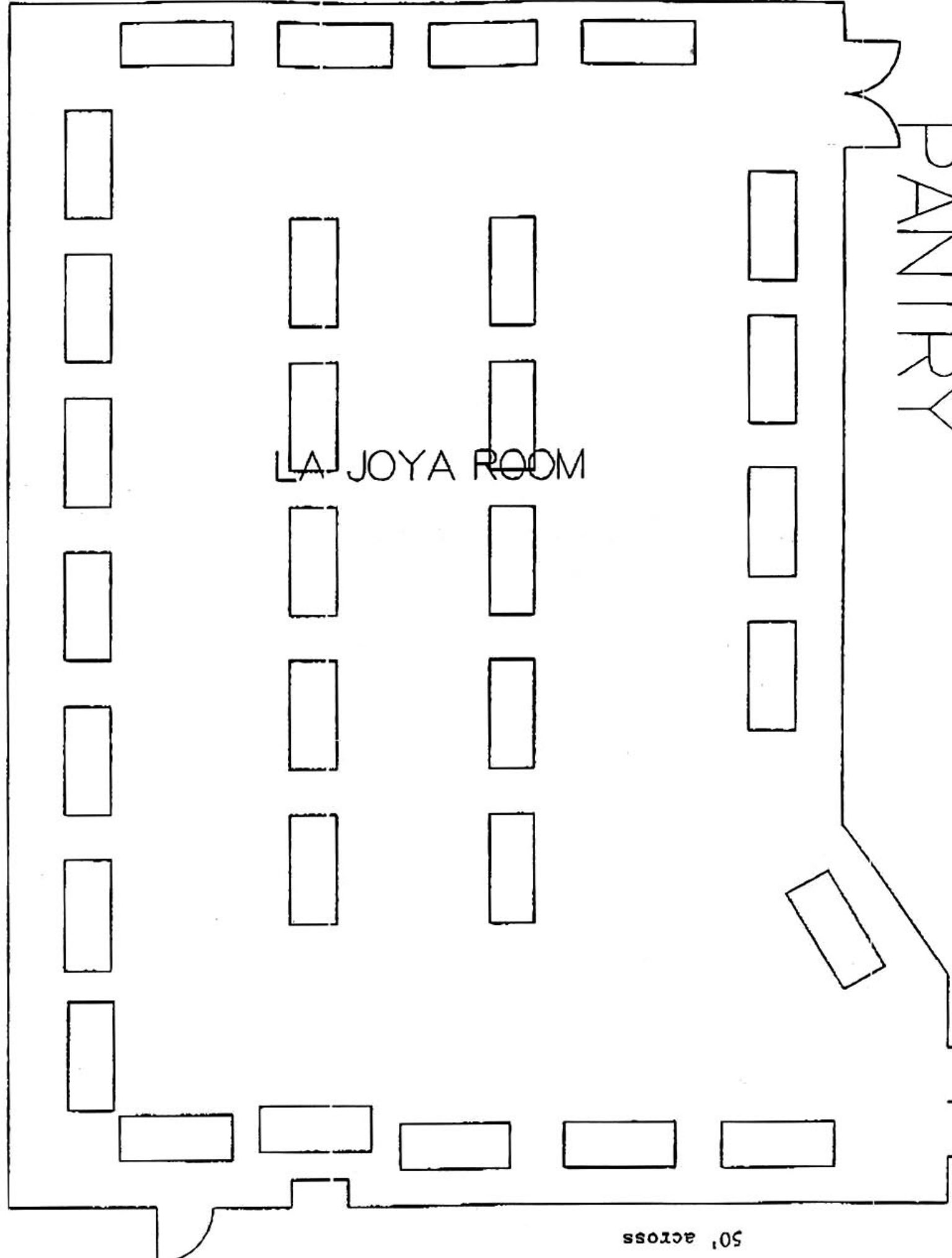
46' across

PANTRY

LA JOYA ROOM

WINDOW
WINDOW
WINDOW
WINDOW
WINDOW
WINDOW
WINDOW

50' across



Omni San Antonio Hotel Engineering Department Electrical Request Form

Group Name:	Function Date:
Group Contact:	Omni Group Contact:
On-Site Contact:	

All Listed Prices are Charged Daily

Electrical Services	Advance	On Site Req	Qty.	Line Total
120 Volt				
4 Amps	\$20.00	\$40.00		
20 Amps	\$40.00	\$60.00		
30 Amps	\$55.00	\$75.00		
208 Volt/Single Phase Service				
20 Amps Each	\$70.00	\$90.00		
50 Amps Each	\$140.00	\$170.00		
208 Volt/Three Phase Service				
30 Amps Each	\$150.00	\$180.00		
50 Amps Each	\$200.00	\$250.00		
100 Amps Each	\$275.00	\$350.00		
Additional Services				
Power Distribution Panel 50 Amps 3 Phase	\$200.00	\$250.00		
Power Distribution Panel 100 Amps 3 Phase	\$275.00	\$350.00		
Banner Hanging / Priced Per Banner	\$15.00	\$30.00		
Genie Lift / Priced Per Day (Engineer to operate)	\$100.00	\$200.00		
Phone Line (Dial "9" Local Access)	\$35.00	\$50.00		
Phone Line (Direct Incoming Line)	\$85.00	\$95.00		
Extension Cord Rental:				
50' Heavy Duty	\$30.00	\$45.00		
			Sub Total	
			Sales Tax @ 8.125%	
			Grand Total	

1. Under no circumstances shall anyone other than the "house electrician" make electrical connections.
2. Quoted rates cover bringing the service to the booth/exhibit in the most convenient manner, and does not cover the cost associated with special wiring.
3. Each exhibitor/group expressly releases Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.
4. All requests for electrical service shall be returned to the Engineering Department at least 14 days prior to the date of the requested service.
5. Service for late or on-site requests is not guaranteed.
6. Live bands can require unusual and/or extensive electrical set ups. This information must be received in advance with specific payment instructions.

Please return form and payment by mail or fax to:

Omni San Antonio Hotel
ATTN: Engineering Department
9821 Colonnade Boulevard
San Antonio, TX 78230
(210) 699 – 5925 Fax (210) 691 – 8888 Phone

**Omni San Antonio Hotel
Engineering Department Electric Request Form**

Group Contact _____

On-Site Contact _____

Company _____

Address _____

City/State _____

Phone Number _____ Fax Number _____

Connect Date _____

Disconnect Date _____

Booth Number (if known) _____

Banquet Room (if known) _____

Method of Payment

Payment for electrical services may be made by company check, personal check, credit card (American Express, Mastercard, Visa, or Discover), or charged to the master account (if group has direct bill approval).

Master Account:

Charge to Master Account _____

Authorized Signature _____

Company or Personal Check:

Check Number _____

Credit Card:

Credit Card Number _____

Expiration Date _____

Card Holders Signature _____

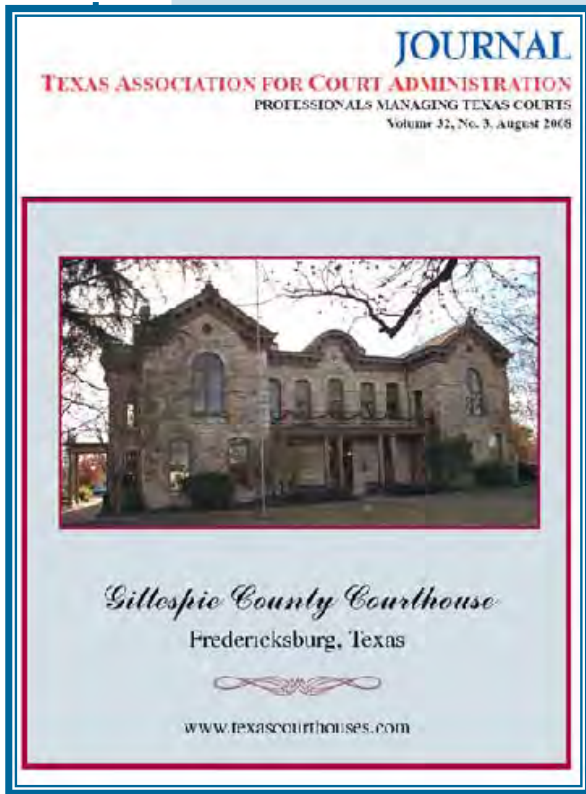
PACKAGES/SHIPPING AND DELIVERY

All incoming packages should be addressed to the hotel and marked with the name and date of your meeting (see below). If material is to be shipped back to you at the end of your function, please make arrangements with your shipper in advance. Due to extremely limited storage space, boxes will be accepted 3 working days prior to your meeting. Any materials shipped previous to this time, will be assessed a storage fee on a daily basis. Boxes left on premises for longer than 10 days after departure without shipping instructions will be thrown away. The Omni San Antonio will not assume responsibility for articles left on the premises prior to, during, or following a function.

Omni San Antonio Hotel
9821 Colonnade Blvd.
San Antonio, TX 78230

Hold for (Exhibitor Name)
(Name of Event)
(Date of Event)

Advertise in the TACA Journal



Benefits

- ◆ Exposure of your company's products/ services to over 500 TACA members including:
 - ◆ Judges
 - ◆ Court Administrators & Coordinators
 - ◆ Court Managers
- ◆ Inside knowledge of upcoming events and conferences where exhibitors are welcome
- ◆ Additional insight into the field of Court Administration
- ◆ Freedom to choose:
 - ◆ Ad size
 - ◆ Number of issues in which to advertise (the Journal is published 3 times annually)

Advertisers should email high resolution eps, tif, or pdp files to vfarmer@shsu.edu.

A check made payable to the **Texas Association of Court Administration** in the correct amount should be mailed to the following:

Texas Association for Court Administration
Sam Houston State University
Correctional Management Institute of Texas
George J. Beto Criminal Justice Center
Huntsville, Texas 77341-2296

Deadlines: March 5 / prints April 1
July 2 / prints August 1
December 11 / prints January 1

Advertising Prices	
Quarter Page	
Per Issue	\$200
3 Issues	\$450
Half Page	
Per Issue	\$300
3 Issues	\$750
Full Page	
Per Issue	\$500
3 Issues	\$1200

For additional information contact:
Sylvia Buitron
Publications Liaison
(956) 523-4329

Become a Sustaining Member!

*10% Discount on Advertising in
the TACA Journal!*

Look at the
great benefits
of becoming a
Sustaining Member
of TACA!

*A Unique
Membership
Plaque to
Display at Events!*

Recognition

- *In the TACA Journal*
- *At the TACA Conference*
- *On the TACA Website*

T
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Company: _____

Name 1: _____ Title: _____

Name 2: _____ Title: _____

Name 3: _____ Title: _____

Name 4: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

www.mytaca.org

Make check payable to TACA
Return form and payment to:
TACA, Vanessa Farmer
Correctional Management Institute of Texas
George J. Beto Criminal Justice Center
Sam Houston State University
Huntsville, TX 77341-2296

Only \$200 / year