



# TEXAS CORRECTIONS ASSOCIATION

## SPONSOR/DISPLAY OPPORTUNITIES

2024 SPECIAL POPULATIONS CONFERENCE & SERVICES DISPLAY | NOVEMBER 20-22, 2024 | WACO, TX

### Dear Sponsor/Exhibitor,

We are excited to have you join us as a Sponsor for the TCA 2024 Special Populations Conference at the Waco Convention Center in Waco, Texas. The following information will aid in planning a successful showing for your company.

### EXHIBIT HALL SCHEDULE

**Thursday, November 21**      7:00am–9:00am **Set-Up**  
10:00am–10:30am **Break**  
3:00pm–3:30pm **Break**

**Friday, November 22**      10:00am–10:30am **Break**  
All exhibits are to be taken down by 12:30pm on Friday

### TCA 2024 DISPLAY CHECKLIST

- Complete and return the enclosed Exhibitor/Sponsor Contract.**
- Contact the Hilton Waco at 254-754-8484 to make lodging reservations. Be sure to mention that you are with the Texas Corrections Association.**

The TCA Display Area is a table top display with no pipe and drape. An eight foot, linenless table and two chairs are provided with each space. All materials should fit in your table area. Please note that limited on-site storage is available during the conference.

### SHIPPING INFORMATION

Shipments should be delivered to the hotel no more than 48 hours prior to the program date commencement. The Hilton Waco reserves the right to refuse receipt of any package. All boxes and packages left at the hotel for more than three (3) days after event conclusion without shipping instructions will be discarded. The Hilton Waco assumes no responsibility for any shipping charges and will not accept C.O.D. packages.

When addressing your packages, please include the following information:  
Representative's Name, Representative's Cell Phone Number, Conference Name (2024 TCA Special Pops)

Mailing Address:  
Hilton Waco  
113 S University Parks Dr.  
Waco, TX 76701

Please note that shipping will be to the Hilton Waco (which is directly adjacent to the Waco Convention Center), and exhibitors will be responsible for transporting items from the hotel to the Convention Center. For questions, please contact Austen Caronia, Director of Front Office, Hilton Waco at [Austen.Caronia@Hilton.com](mailto:Austen.Caronia@Hilton.com) or 254-759-5529

## ELECTRICAL INFORMATION

Please complete the form for the Texas Corrections Association Special Populations Conference, November 21-22, 2024 located at <https://wacocc.com/online-forms/electrical-service-order-forms/>

## WI-FI INFORMATION

Wi-Fi is complementary for all sponsors

## SPONSOR RECOGNITION

All of our sponsors will be recognized in our conference workbook, in conference signage, and at the Welcome on Wednesday evening. Please send your company logo in vector or high resolution JPG format for our signs.

Completed forms and payments may be mailed to us at the address below.  
Make checks payable to **SHSU-TCA** or pay online at [www.txcorrections.org/payment.html](http://www.txcorrections.org/payment.html)

Mailing Address:  
TCA  
George J Beto Criminal Justice Center,  
Sam Houston State University  
Huntsville, TX 77341-2296

**Email:** [vfarmers@shsu.edu](mailto:vfarmers@shsu.edu) • **Phone:** (936) 294-1706

If you have any questions please feel free to contact me. I look forward to seeing you in Waco.

*Vanessa Farmer*

Sincerely,  
Vanessa Farmer



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### COMPANY CONTACT INFORMATION

Company Name \_\_\_\_\_

Representative \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Exhibitor desires a total of \_\_\_\_\_ booth(s), at \$450 for each booth, for a total of \$ \_\_\_\_\_ payable upon return of signed contract to TCA.**

**Enclosed is a Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_**  
Online payments available at [www.txcorrections.org/payment.html](http://www.txcorrections.org/payment.html)

**Payment is due within 30 days. Booth may be released if payment is not received.**

### NAMES OF COMPANY REPRESENTATIVE(S) ATTENDING BOOTH.

Each booth includes admission for 2 booth attendees. Additional attendees may be registered at \$50.00 per attendee. Booth registration does not include admission to regular conference sessions. All conference sessions may be attended by registering for the full conference at [www.txcorrections.org/conference.html](http://www.txcorrections.org/conference.html). Full conference registration is \$225.00 per participant. Soliciting is not permitted outside exhibit hall.

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

### Additional booth attendees (\$50.00 per additional attendee)

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

## LOCATION PREFERENCES

We prefer NOT to be located beside the following exhibitor/company:

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We would like to be located beside or near the following exhibitor/company:

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## DRAWING PRIZES

Providing a drawing prize is a great way to attract conference attendees to your booth.

**We will provide a drawing prize(s) to be given away during breaks.**

## EXHIBITOR GAME

The TCA gives participants an opportunity to participate in a popular exhibitor scavenger hunt - a game that will bring more traffic to your table at NO ADDITIONAL COST. Please select one of the below options:

**Yes, my company would like to participate in the exhibitor game.**

**No, my company would NOT like to participate in the exhibitor game.**

## EXHIBITION TERMS

**Texas Corrections Association (TCA) and \_\_\_\_\_ (Exhibitor) agree to the following terms for the provision of exhibit space:**

1. Signed Contract and full payment must be received in order to reserve exhibit space.
2. Any additional charges for services not otherwise outlined in this agreement, including but not limited to telephone, special decorations, shipping, storage, and handling are the responsibility of the Exhibitor.
3. Exhibitor will accept booth space assignment as determined by the Executive Director of TCA.
4. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$100, if written request is received by October 28, 2024. No refunds will be granted after this date.
5. TCA 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.

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

Title: \_\_\_\_\_

**Please copy form and return original along with payment to TCA Headquarters**

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

**Email:** vfarmer@shsu.edu • **Phone:** (936) 294-1706 • **Fax:** (936) 294-1671



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### SPONSORSHIP OPPORTUNITIES

Sponsors of events will be recognized with signage at the event as well as in the conference packets. Events will be assigned on a first-come, first-serve basis. **Indicate choice by placing a number in the corresponding blank with #1 being first choice.** Please consider sponsoring/co-sponsoring one of the following events for our attendees. If you choose to be a co-sponsor, please indicate the amount you will provide.

DATE	EVENT	FULL SPONSORSHIP	CO-SPONSORSHIP
Weds 11/20	Welcome Reception	_____ (\$3,500)	_____ ( \$_____ ) min \$200
Thurs 11/21	Morning Refreshment Break	_____ (\$3,500)	_____ ( \$_____ ) min \$200
Thurs 11/21	Afternoon Refreshment Break	_____ (\$3,500)	_____ ( \$_____ ) min \$200
Fri 11/22	Morning Refreshment Break	_____ (\$3,500)	_____ ( \$_____ ) min \$200
—	Speaker	_____ (\$1,000)	_____ ( \$_____ ) min \$200

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Title: \_\_\_\_\_

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

I have enclosed a check in the amount of \$\_\_\_\_\_.