



# Texas Association for Court Administration

April 15, 2021

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**(936) 294-1639**

[klawinsky@shsu.edu](mailto:klawinsky@shsu.edu)

Correctional Management

Institute of Texas

Sam Houston State University George

J. Beto Criminal Justice Center

Huntsville, TX 77341-2296

Fax: (936) 294-1671

Dear Representative:

Please accept our invitation to join us at the 45<sup>th</sup> Annual Texas Association for Court Administration Education Conference at the Embassy Suites Dallas-Frisco Convention Center. The goal of this event is to encourage and promote continuing education and maintain professional standards for Court Administration.

This event will be a great opportunity to expose your business product or services to over 250 court personnel and judges, as well as connect with them on an individual basis.

As an exhibitor, we are asking your organization to provide general and educational information about your product. We are expecting a great turnout and hope you will be a part of this success! Details of the event are:

**October 12 - 15, 2021**  
**Embassy Suites Dallas-Frisco Convention Center**  
**7600 John Q Hammons Dr.**  
**Frisco, TX. 75034**

In an effort to improve the exhibitor experience at the conference we are sending you an exhibitor packet featuring new levels, incentives, and information for your review. Please join us and complete the enclosed TACA Exhibitor Contract Form and as soon as possible to avoid late registration fees.

While plans continue to host this training, TACA continues to monitor the COVID-19 outbreak. We will not risk the well-being of any participants if the situation indicates the need to cancel or postpone. We will keep you updated.

If you have any questions or concerns, please do not hesitate to contact us. We are looking forward to working with you.

Sincerely,

Paul Clarkston  
Vendor Coordinator



**Texas Association for Court Administration | 45th Annual Conference Exhibitor Contract**  
**Embassy Suites Dallas – Frisco Convention Center Frisco, TX**  
**October 12 – 15, 2021**

Company Name (as you would like it to appear on signage) \_\_\_\_\_

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

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

Area of expertise \_\_\_\_\_

| Item   | Price Ea.  | Total                    |
|--|------------|--------------------------|
| Desired Exhibitor Level:   |            |                          |
| Justice Champion   | \$1,400.00 |                          |
| Justice Collaborator   | \$1,200.00 |                          |
| Justice Supporter  | \$950.00   |                          |
| Late Fee <i>(for contracts received after (August 5, 2021))</i>    | \$150.00   |                          |
| Total Due  |            |                          |
| Please contact me regarding additional needs/services for my booth |            | <input type="checkbox"/> |

**Names of representative(s) attending booth**

Name 1: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name 2: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Other Information**

Set Up: Tuesday, October 12, 2021 from 11:00am to 3:00 pm Take Down: Thursday, October 15, 2021 from 2:00pm to 5:00pm

Hours of Operation: Tuesday, 10/12/2021, 3:00-5:00pm; Wednesday, 10/13/2021, 7:30am-5:00pm; Thursday, 10/14/2021, 7:30am-2:00pm

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? \_\_\_\_\_

- Would you like to provide a door prize?
- Are you interested in learning more about a Sustaining Membership with TACA?
- Would you be interested in learning more about advertising in the TACA Journal?

**Payment Method**

- Check Enclosed      Make checks payable to **Texas Association for Court Administration**
- Invoice Requested      Invoice Contact \_\_\_\_\_
- Invoice Address (if different from above): \_\_\_\_\_

**Agreement of Person Authorized to Sign Contract**

1. After review of enclosed available exhibitor levels, Exhibitor desires to be provided an event boot that the Exhibit Site at the level(s) stated above.
2. Exhibitor understands certain exhibitor levels may be unavailable as requested for signed contracts received after September 12, 2021 (event start date – 30 days).
3. 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 12, 2021. No refunds will be granted after this date.**
4. **Exhibitor has reviewed and agrees to abide by the enclosed *Exhibitor Rules and Regulations*.**

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Return contract and payment to:** Texas Association for Court Administration c/o Sam Houston State University  
 Fax: (936) 294-1671 or Email: [klawinsky@shsu.edu](mailto:klawinsky@shsu.edu)



**Texas Association for Court Administration | Exhibitor Event Sponsorship Form**

**45th Annual Conference Exhibition Contract  
Embassy Suites Dallas-Frisco Convention Center  
October 12 – 15, 2021**

One way to convey your support of TACA is to sponsor a conference event for the attendees. Even if you are unable to commit to being an exhibitor at our event, your act will still build goodwill and encourage brand recognition among the TACA membership. As a sponsor, TACA will provide signage for your company at the conference event as well as recognition for your company in the participant packet and plenary/luncheon screen displays.

Indicate your choice(s) by placing a checkmark in the column by the corresponding event. Events will be assigned on first come, first served basis. Please consider sponsoring one of the following events:

| <b>Event</b>   | <b>Sponsorship Price</b> | <b>Sponsorship(s) Selected</b> |
|--|--------------------------|--------------------------------|
| <b><i>Signature Events</i></b>                                     |                          |                                |
| Welcome Reception  | \$1000                   | ✓<br>_____                     |
| Wednesday Business Luncheon  | \$3000                   | _____                          |
| Thursday Business Luncheon   | \$3000                   | _____                          |
| <b><i>Breaks</i></b>   |                          |                                |
| Tuesday Afternoon  | \$1000                   | _____                          |
| Wednesday Morning  | \$1000                   | _____                          |
| Wednesday Afternoon  | \$1000                   | _____                          |
| Thursday Morning   | \$1000                   | _____                          |
| Thursday Afternoon   | \$1000                   | _____                          |
| Friday Morning   | \$1000                   | _____                          |
| <b><i>Conference Items</i> (Company logo will appear on items)</b> |                          |                                |
| Lanyards   | \$500                    | _____                          |
| Attendee Bags  | \$500                    | _____                          |

Company name to appear on signage: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

- Check Enclosed: Make payable to **Texas Association for Court Administration.**
- Please invoice our company

Please email high resolution eps, tif, or pdp files of company logo to [klawinsky@shsu.edu](mailto:klawinsky@shsu.edu).

***TACA thanks you for your support!***



## 45th Annual TACA Education Conference- Exhibitor Levels

### **Justice Champion      \$1,400**

*(only 4 spots available)*

- Opportunity to make product/services presentation at Exhibitor Reception
- Signage display at the Exhibitor Reception
- Invitation to Member Reception
- Invitation to Awards Luncheon
- Recognition at Awards Luncheon
- Sponsor logo to appear on TACA website from early registration through duration of conference
- Sponsor logo recognition in Conference Participant Guide
- Business contact information included in Conference Participant Guide
- List of Conference Attendees (digital copy)
- 6' draped table with 2 chairs

### **Justice Collaborator      \$1,200**

- Invitation to attend Exhibitor Reception
- Invitation to Member Reception
- Invitation to Awards Luncheon
- Recognition at Awards Luncheon
- Sponsor logo to appear on TACA website during regular registration period
- Sponsor logo recognition in Conference Participant Guide
- Business contact information included in Conference Participant Guide
- List of Conference Attendees (digital copy)
- 6' draped table with 2 chairs

### **Justice Supporter      \$950**

- Invitation to attend Exhibitor Reception
- Invitation to Awards Luncheon
- Recognition at Awards Luncheon
- Business contact information included in Conference Participant Guide
- List of Conference Attendees (digital copy)
- 6' draped table with 2 chairs

**\*Exhibitor Reception\***

Wednesday, October 13, 2021, from 5 - 6pm  
Embassy Suites Convention Center

## Exhibitor Rules and Regulations

Texas Association for Court Administration, referred to hereinafter as “TACA” and the undersigned firm, referred to herein after as “Exhibitor” and the Omni San Antonio at the Colonnade referred to herein after as “Exhibit Site” agree to as follows:

- Exhibitor contracts are available in three (3) different levels,
  - Justice Champion,
  - Justice Collaborator, or
  - Justice Supporter
- Pricing and a detailed list of stated benefits for each level are included with this packet.
- Certain exhibitor levels may be unavailable for contracts received within 30 days of event date.
- A late fee of \$150.00 will be assessed for contracts received within 90 days of event date.
- TACA reserves the right to refuse any exhibit or Exhibitor and further reserves the right to halt any exhibit or Exhibitor for breach of this agreement, or for cause.
- 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 within 30 days of the event date. **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.
- **Exhibit Location/Times**
  - Exhibits will be located in a pre-designated area.
  - Exhibitor will accept booth space assignment as determined by TACA.
  - TACA will host all refreshment breaks in, or in close proximity, to the exhibit area.
  - Exhibit set up time, take down time, and operating hours will be determined by TACA, and included in the signed agreement.
  - Exhibitor must facilitate with Embassy Suites for any requests for signs or displays to be attached to any walls
- **Electricity/Internet/Telephone Access**
  - Exhibitor understands there could be additional charges for electrical power, telephone, and/or Wi-Fi service.
  - Requests for the above items will be made directly through the Hotel Convention Service Manager, using the enclosed Utility Service Order Form.
  - Completed Utility Service Order Forms must be completed and faxed/emailed directly to the following:  
Paulina Valencia  
Fax: 972-963-9164  
Email: paulina.valencia@atriumhospitality.com
- **Shipping Information**
  - Exhibitor understands there could be additional charges for shipping/storage/handling.
  - All incoming packages for the conference should be addressed to:  
  
Embassy Suites Dallas-Frisco/Hotel, Convention Center & Spa  
Attention: Paulina Valencia, TACA 45<sup>th</sup> Annual Education Conference  
(your company name)  
7600 John Q. Hammons Dr.  
Frisco, TX. 75034
  - All shipping of outgoing packages from the Exhibit Site to the Exhibitor’s destination should be pre-arranged with the Exhibit Site.

- **Door Prizes**
  - Door prizes may be provided, even if the Exhibitor is not requesting space during the event.
  - For Exhibitors providing a door prize during the event, TACA will include a company pamphlet/information in each participant packet.
- **Sponsorship**
  - Sponsorship of different event functions is available to Exhibitors requesting booth space, as well as Exhibitors not requesting space during the event.
  - TACA agrees to provide special recognition and company signage to the sponsor for their level of participation at sponsored event(s)
  - Exhibitor will complete the enclosed Sponsorship Form, and return to the contact provided in the Exhibitor Contract



**EMBASSY SUITES**  
by HILTON

Dallas - Frisco Hotel, Convention Center & Spa

7600 John Q. Hammons Dr. Frisco, TX 75034

# Exhibit Booth Power & Equipment Order Form

Program: \_\_\_\_\_

Date: \_\_\_\_\_ Set up Time: \_\_\_\_\_ Booth # \_\_\_\_\_

End Day \_\_\_\_\_ End Time: \_\_\_\_\_

**Contact:** Bryan Kennedy  
E-mail: [bryan.kennedy@atriumhospitality.com](mailto:bryan.kennedy@atriumhospitality.com)  
Phone 972.963.9179

**Cedric Daniels**  
[cedric.daniels@atriumhospitality.com](mailto:cedric.daniels@atriumhospitality.com)  
Phone 972-963-9204:

**Accounts Receivable**  
[Kenya.hayles@atriumhospitality.com](mailto:Kenya.hayles@atriumhospitality.com)  
Phone: 972-712-7200

**Please Fill out form completely. An email will be sent to you from accounting for your payment information:**

## EXHIBIT POWER/INTERNET ORDER

## EXHIBIT EQUIPMENT ORDER

|                          | Advanced Order Rate | On-site Order Rate | Qty.  | TOTAL |
|--------------------------|---------------------|--------------------|-------|-------|
| <b>Section 1</b>         |                     |                    |       |       |
| Ext. Cord and Pwr. Strip | \$40.00             | \$60.00            | _____ | _____ |
| 50 Amp Power Drop        | \$150.00            | \$200.00           | _____ | _____ |

**Special Power Equipment Hookups** (Price includes Electrician)  
(Ex. Ovens, Hot Tubs, 220V equip.)

\$375.00 (Pre-Order Connection Fee)    \$475.00 (On-Site Connection Fee)

**Internet - WI-FI**

|                             |            |            |       |       |
|-----------------------------|------------|------------|-------|-------|
| Single Wi-Fi Connection     |            |            |       |       |
| One Device                  | \$25.00    | \$50.00    | _____ | _____ |
| Additional Device           | \$10.00    | \$25.00    | _____ | _____ |
| Wired Connection            | \$75 each  | \$125/each | _____ | _____ |
| 8 - 24 Network Router       | \$150 each | \$200/each | _____ | _____ |
| Connect Client Owned Router | \$125 each | \$150/each | _____ | _____ |

**Section 2**

|                          | Advanced Order Rate | On-site Order Rate | Qty.  | TOTAL |
|--------------------------|---------------------|--------------------|-------|-------|
| <b>3 Phase</b>           |                     |                    |       |       |
| 100 Amp, 3 Phase Service | \$350.00            | \$600.00           | _____ | _____ |
| 100 Amp Distro Power Box | \$100.00            | \$200.00           | _____ | _____ |
| 200 Amp, 3 Phase Service | \$650.00            | \$800.00           | _____ | _____ |
| 200 Amp Distro Power Box | \$200.00            | \$300.00           | _____ | _____ |

Prices above do not include feeder cable  
Please call if you require feeder cable

3 Phase power must be installed by hotel electrician \_\_\_\_\_

Electrician Installation & Dismantling Labor for Section 2 Power Only    \$100 per hr    2    \_\_\_\_\_  
2 hour minimum

### Contact Information (Credit Card Billing Address)

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

On-Site Contact Name: \_\_\_\_\_

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

State & Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Customer Signature: \_\_\_\_\_

|  | Advanced Order Rate | On-Site     | Qty   | Days       | TOTAL   |
|--|---------------------|-------------|-------|------------|---------|
| <b>Computer Display Equipment</b>                                    |                     |             |       |            |         |
| 20" Flat Screen Monitor w/Table Stand                                | \$200.00            | \$275.00    | _____ | X _____    | = _____ |
| 32" LED TV w/Table Stand   | \$320.00            | \$600.00    | _____ | X _____    | = _____ |
| 55" LED TV w/Floor Stand   | \$550.00            | \$650.00    | _____ | X _____    | = _____ |
| 70" LED TV w/ Floor Stand  | \$700.00            | \$950.00    | _____ | X _____    | = _____ |
| Laptop Computer  | \$225.00            | \$425.00    | _____ | X _____    | = _____ |
| DVD Player   | \$100.00            | \$150.00    | _____ | X _____    | = _____ |
| LCD Projector  | \$350.00            | \$450.00    | _____ | X _____    | = _____ |
| AV Cart  | \$30.00             | \$40.00     | _____ | X _____    | = _____ |
| Tripod Screen  | \$80.00             | \$90.00     | _____ | X _____    | = _____ |
| Client Owned Projector Package*                                      | \$200.00            | \$225.00    | _____ | X _____    | = _____ |
| *Includes screen power and tech support                              |                     |             |       |            |         |
| Poster Easel   | \$20.00             | \$40.00     | _____ | X _____    | = _____ |
| Flipchart Easel  | \$40.00             | \$60.00     | _____ | X _____    | = _____ |
| <b>Audio Equipment</b>   |                     |             |       |            |         |
| Powered Speaker w/ Stand   | \$105.00            | \$125.00    | _____ | X _____    | = _____ |
| House Sound Patch/Audio Mixer  | \$100.00            | \$200.00    | _____ | X _____    | = _____ |
| Wired Microphone (Hand Held)   | \$50.00             | \$65.00     | _____ | X _____    | = _____ |
| Wireless Mic (Hand Held or Lapel)                                    | \$150.00            | \$165.00    | _____ | X _____    | = _____ |
| CD Player or Laptop Sound Hookup                                     | \$55.00             | \$75.00     | _____ | X _____    | = _____ |
| <b>Lighting &amp; Rigging Services</b>                               |                     |             |       |            |         |
| LED Up Light   | \$80.00             | \$100.00    | _____ | X _____    | = _____ |
| Banner Setup/Teardown  | Call for Details    |             | _____ |            |         |
| Ladder   | \$100               |             | _____ |            |         |
| 26ft Scissor Lift  | \$850/day           | \$1700/week | _____ | Qty. _____ |         |
| (Your Company must have \$1M in liability insurance to operate lift) |                     |             |       |            |         |

### Total Charges

Equipment Total Charge \_\_\_\_\_

Total Power Labor Charge (for power ordered in Section 2) \_\_\_\_\_

Total Equipment Charge \_\_\_\_\_

25% Hotel Service Charge \_\_\_\_\_

8.25% Sales Tax \_\_\_\_\_

Grand Total \_\_\_\_\_

**Please complete the Exhibit Form with your E-mail and Phone#**  
**Our Accounting Department will contact you to collect your payment info.**  
**Payment information must be received 3-days before Expo to receive your order.**

# Advertise in the TACA *Journal*



- ◆ Increase exposure of your company's products/ services to over 500 TACA members including:
  - ◆ Judges,
  - ◆ Court Administrators,
  - ◆ Court Coordinators,
  - ◆ Court Managers, &
  - ◆ Support Staff
- ◆ Gain knowledge of upcoming events and conferences where exhibitors are welcome
- ◆ Achieve additional insight into the field of Court Administration
- ◆ Freedom to choose:
  - ◆ Ad size
  - ◆ Number of issues in which to advertise
- ◆ Ask about special pricing for "Sustaining" Members!

|           | Quarter Page | Half Page | Full Page |
|-----------|--------------|-----------|-----------|
| Per Issue | \$200        | \$300     | \$500     |
| 2 Issues  | \$300        | \$500     | \$800     |

Content should be high resolution eps, tif, or pdp files, and emailed to [klawinsky@shsu.edu](mailto:klawinsky@shsu.edu).

## For additional information contact:

Gracie Garcia, Publications Liaison - (956) 823-4230  
 Grace Cantada, Publications Chair - (832) 927-1702  
 Elizabeth Klawinsky, Secretariat - (936) 294-1639