

**2016 Training Coordinators Conference
Texas Commission on Law Enforcement
October 3 – 6, 2016**

Exhibit Space Application

This application is for the use of exhibit space(s) at the Training Coordinators Conference October 3-6, 2016 at the Omni Bayfront Hotel in Corpus Christi, Texas. **Space assignment is based on the date and time this application is received.** Deadline for applications and payment is Friday, September 2, 2016. **Fees paid for exhibit space cancelled after September 2, are not refundable.**

Exhibitor Information: *please type or print legibly*

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Company web address: _____

Name(s) for Badges (please furnish the name of each person that will be at the exhibit space)

Email of one person at the exhibit space: _____

Exhibit Set-up:	Sunday	October 2	12:00 noon – 5:00 pm
Exhibit Hours:	Monday	October 3	8:00 am – 7:00 pm
	Tuesday	October 4	8:00 am – 12:00 noon
Exhibit Take-down	Tuesday	October 4	12:00 noon – 3:00 pm
Exhibit Specs:	10 x 10 space	8' draped table, 2 chairs	wastebasket

Full-length or table top exhibits are allowed at any space in the exhibit room. Tents will be set up in the foyer.

Assignments: List exhibit space number in order of preference. See diagrams on conference website to determine which remaining locations are available.

1st _____ 2nd _____ 3rd _____

Exhibit Reservations:

Total # spaces: _____ x \$650 = \$_____ + electrical hook-up, if needed @ \$65 \$_____ = \$_____

Additional space will be at a 20% discount

Internet Access in the Exhibit Ballroom: Contact RJ.Long@encore-us.com

Payment Type: _____ Check _____ Credit Card (there is a 2% handling fee)

You will receive an invoice for payment. The State of Texas charges a credit card handling fee of 2%, so you may want to consider paying by check. If using a credit card, we will send instructions on how make payment.

Exhibitor Signature: _____ Date _____

Print Name: _____ Title _____

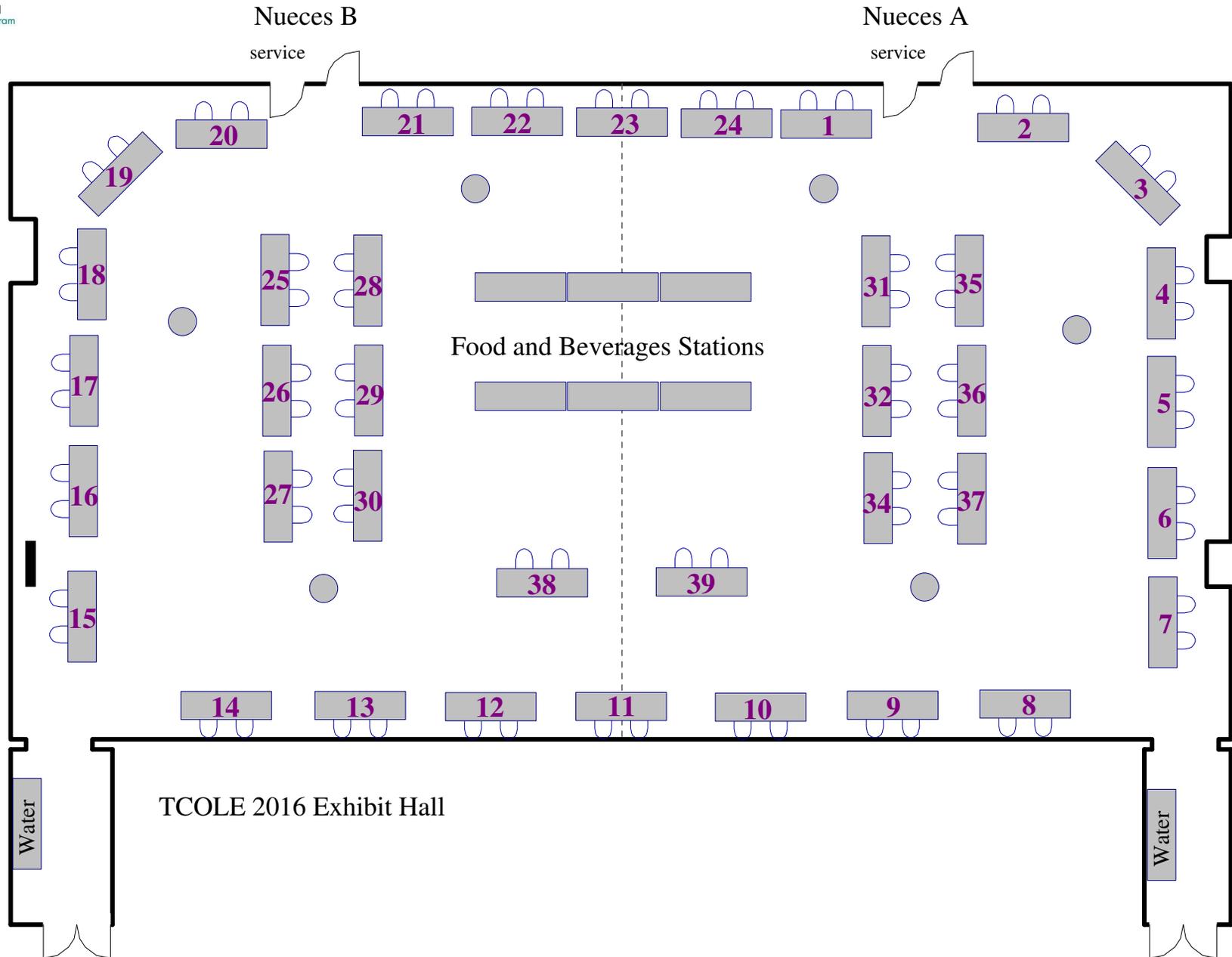
Rec'd by TCOLE: Date and Time: _____

Please return application and agreement to:
TCOLE

Attn: Kaye Wilson, 2016 Training Coordinators Conference
6330 East Hwy 290, Ste 200
Austin, TX 78723
kaye.wilson@tcole.texas.gov



Nueces Ballroom

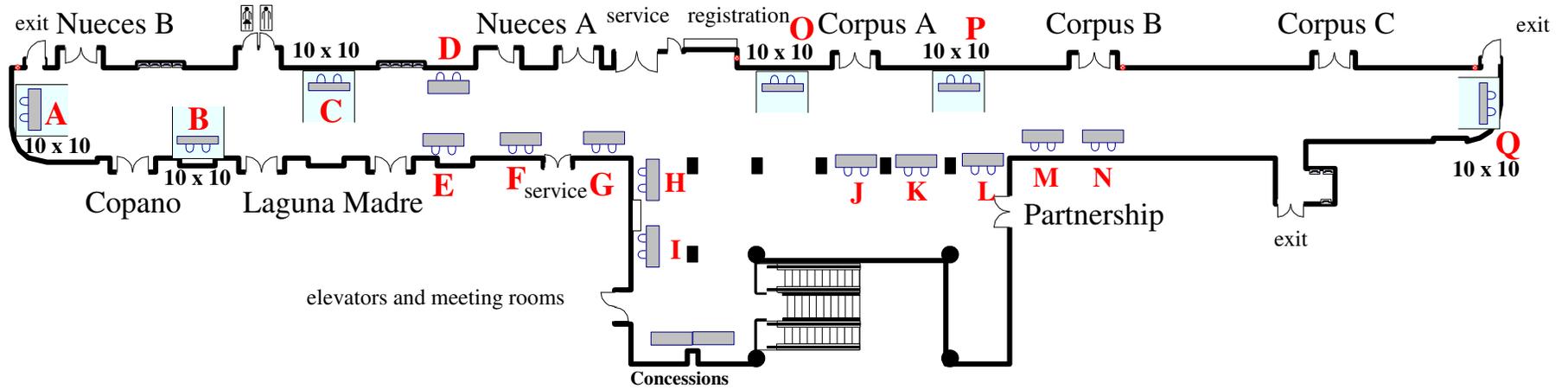


TCOLE 2016 Exhibit Hall



TCOLE Exhibits 2016

Bayfront Foyer



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Guidelines for Exhibits and Displays

1. RESERVATIONS AND CANCELLATIONS

Reservations for exhibit space will be accepted upon receipt of your signed application. All requests for space will be processed on a first come, first assigned basis. **Deadline** for application, payment, and guidelines is Friday, September 2, 2016. Fees paid for exhibit space cancelled after September 2, are **not refundable**. All cancellations must be received in writing.

2. EXHIBIT SPACE DESCRIPTION AND REGULATIONS

All spaces are 10'x10' with one 8' draped table, two chairs, and one wastebasket. Additional tables at a space will be at a discounted rate of \$25 per table plus service charge and taxes if applicable. Additional needs such as electricity, internet connections, food and beverage, etc. will be at additional expense. Electricity is requested on your Exhibit Space Application. Internet connection can be arranged directly with the hotel by contacting Encore Event Technologies at RJ.Long@encore-us.com. No signs, banners, or displays shall be erected or displayed in any part of the Hotel without prior approval. Approved signage and/or banners are subject to set up fees. You must have prior approval from the Convention Services Department at the hotel to hang any type of signage or for the placement on, or moving of, equipment across carpeted areas.

3. EXHIBIT SPACE PRICES

The cost for one exhibit space is \$650. The cost for an electrical hook-up is an additional \$65. Internet connection must be arranged by contacting Encore Event Technologies at RJ.Long@encore-us.com.

4. EXHIBIT SET-UP

Nueces Ballrooms A-B and the foyer will serve as the exhibit area for the conference. All exhibit spaces should be occupied during published exhibit hours.

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	Tuesday	October 4	8:00 am – 12:00 noon
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5. EXHIBIT TAKE DOWN

Exhibits may be dismantled after 12:00 p.m. on Tuesday, October 4, 2016. All items need to be removed from the ballroom and foyer by 3:00 p.m.

6. LIABILITY

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Omni Bayfront Hotel, its owners or managers which results from any acts or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Omni Bayfront Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

7. EXHIBITOR REPRESENTATIVES

Exhibitors must ensure that representatives working in the exhibit space are aware of all terms, conditions, and rules pertaining to the exhibition.

8. SECURITY

During the hours that the Exhibits are closed, the doors to the ballroom will be locked by hotel security personnel. All firearms, computers, cameras, and other items should always be secured by

the exhibitor to prevent loss or misuse. Neither the Omni Bayfront Hotel nor TCOLE are responsible for the items at your exhibit space.

9. SHIPPING AND RECEIVING

Packages may be delivered to the Hotel within 48 hours of the date of the function. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be no incoming or outgoing handling charges for all boxes, pallets, or crates processed by the Hotel security department. Shipping and receiving hours are 7:00 a.m. – 4:30 p.m. Monday through Friday. Should special arrangements for delivery be necessary, please contact the Conference Services Manager. **Please bring all shipping labels with you as the hotel will not provide these.** The hotel is not liable for the contents of these packages.

The following information must be on all packages to ensure proper delivery:

ATTENTION: Name of Recipient
Contact Phone:
Group: TCOLE / Company Name:
Arrival:
Property Address: 900 North Shoreline Boulevard Corpus Christi, TX 78401
Number of Boxes: (example 1 of 3)

10. ABOUT THE CONFERENCE HOTEL

At this time, the block of sleeping rooms at the conference hotel is completely full. You may wish to contact the Omni hotel between now and the cut-off date of Friday, September 9, 2016, should there be any cancellations. The reservation code is 14500812530. **The group rate is the published prevailing government rate at the time of the actual meeting dates.** New government rates are usually published by October 1.

Parking is available at the hotel's covered self-parking garage at a discounted rate of \$5.00 per vehicle per day with in and out privileges.

I understand the guidelines for exhibits and displays.

Exhibitor Signature: _____ Date _____

Print Name: _____ Title _____

Rec'd by TCOLE: Date: _____