



CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS
GEORGE J. BETO CRIMINAL JUSTICE CENTER
SAM HOUSTON STATE UNIVERSITY

DOUG DRETKE
EXECUTIVE DIRECTOR

CHRISTIE DAVIDSON
ASSISTANT DIRECTOR

December 16, 2019

The Correctional Management Institute of Texas (CMIT) is pleased to announce the 2020 Leadership for Support Staff Conference. The conference will bring together close to 200 participants representing the field of criminal justice throughout the state of Texas, to the San Luis Resort in Galveston, Texas, June 7-10, 2020.

Your exhibit fee of \$200 will include two (2) full conference registration per booth, with a six-foot table and two chairs. If you donate a door prize with a \$50 or more value, we will lower your fee to \$150. Additional exhibit personnel from your company may register for an extra \$50 per person. Please fill out and return the exhibitor contract. If you wish to register additional representatives, please attach an additional sheet of paper with their names and titles. Representatives can attend all conference functions.

Exhibits:

Exhibits will be located in the prefunction corridor on the 2nd floor of the San Luis Resort. Registration will be from 3PM -5PM on Sunday, June 7th. If you would like to exhibit during registration you may do so between 3:00 PM and close at 5:00 PM so feel free to set up starting at 1 PM. Booths will open on Monday, June 8th and Tuesday, June 9th at 8:00 AM and close at 5:00 PM.

If you would like to provide a door prize(s), please indicate that on your application so we may plan accordingly. Your company will receive recognition for each door prize you provide.

Please fax or email your exhibitor contract as soon as it is completed. Please have your exhibit fee sent to our headquarters as soon as possible in order for the Institute to ensure full utilization of exhibitor space. Only a limited number of spaces will be available, so do not delay in making your reservations for a booth and a hotel room. You can make your room reservation by calling 800-392-5937 and identifying yourself as a Leadership for Support Staff participant. The single room rate is \$134 per night plus tax and the double room rate is \$151 per night plus tax.

Please find the exhibitor contract attached. Please complete the Exhibitor Contract and return to the address indicated on the contract, email to klawinsky@shsu.edu or fax it to 936-294-1671.

Shipping Information:

All incoming packages for the conference should be addressed like the example below:

Guest Name / Leadership for Support Staff Conference
c/o The San Luis Resort, Spa and Conference Center
5222 Seawall Blvd
Galveston, TX 77551

We are planning a great conference and hope you will be a part of it. Please feel free to contact me should you have questions or require assistance. See you in Galveston!

Sincerely,

Elizabeth Klawinsky

Project Coordinator
Phone: 936-294-1639
Fax: 936-294-1671
Email: klawinsky@shsu.edu



Leadership for **SUPPORT STAFF** JUNE 7 - 10, 2020 | GALVESTON, TX

EXHIBITOR CONTRACT

Instructions: Complete all information blanks. Sign, date, and email to klawinsky@shsu.edu or fax 936-294-1671.

Signed contract and fee must be received by **April 17, 2020**, in order to reserve exhibit space. Your payment must be received prior to the start of the conference, or your booth space will be released. If you need to discuss payment options, booth locations, special sponsorships, or special needs such as large equipment, contact Elizabeth Klawinsky at 936-294-1639.

Company Name to be listed on signage: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Title: _____

Signature: _____ Date: _____

I have enclosed a check or purchase order in the amount of \$_____.

The Correctional Management Institute of Texas, referred to hereinafter as "CMIT," and the undersigned firm, referred to hereinafter as "Exhibitor," and San Luis Resort and Spa referred to hereinafter as "Exhibit site," agree to as follows:

1. CMIT will provide exhibit space in accordance with items listed below:
2. Space will be provided on a first-come, first-serve basis for the area of choice.
Exhibitor desires a total of _____ booth(s), at \$200 for each booth, for a total of \$_____ payable upon return of signed contract mailed to CMIT.

3. Area of expertise: _____

Do you need electricity from the San Luis Resort?

Yes No

4. Names of firm representative(s) attending booth. (Each booth entitles you to 2 full conference registrations.)
Please print or type name(s) and title(s):

Name 1: _____ Title: _____

Name 2: _____ Title: _____

5. Exhibitor will accept booth space assignment as determined by CMIT.

6. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$25, if written request is received by **April 17, 2020**.

7. CMIT 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.

8. Are you willing to provide a door prize?

Yes No

Exhibitors providing a door prize (\$50 value) will receive a \$50 discount.

Please copy form and return original along with payment made payable to:

Attn: Elizabeth Klawinsky, Leadership for Support Staff

Correctional Management Institute of Texas

Sam Houston State University

Box 2296

Huntsville, TX 77341-2296

Pay online at www.cmitonline.org/payment

Questions? Contact Elizabeth Klawinsky at klawinsky@shsu.edu or 936-294-1639

