



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

DOUG DRETKE
EXECUTIVE DIRECTOR

CHRISTIE DAVIDSON
ASSISTANT DIRECTOR

February 1, 2023

The Correctional Management Institute of Texas (CMIT) is pleased to announce the 2023 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 Marriott Dallas Allen Hotel & Convention Center in Allen, Texas, June 12 - 15, 2023.

Your exhibit fee of \$200 will include 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 Marriott Dallas Allen Hotel & Convention Center, Corral Foyer, in Allen, Texas. Exhibitors must set-up Monday, June 12th, between 1:00 PM and 5:00 PM. Exhibits will open Tuesday, June 13th & Wednesday, June 14th 8:00 AM - 5:00 PM. The final day to exhibit will be Thursday, June 15th 8:00 AM – 12:00 PM.

Please fax or email in your exhibitor contract as soon as it is completed. Send your exhibit fee 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.

Door prizes:

If you would like to provide a door prize; please indicate that on your application so we may plan accordingly. Your company will receive a \$50 discount on the booth fee and recognition for each door prize you provide. Additionally, you may also hold door prize drawings at your booth throughout the conference.

Shipping Information:

****See Exhibitor Form enclosed.** All incoming packages for the conference should be addressed to Marriott Dallas Allen Hotel & Convention Center, 777 Watters Creek Blvd., Allen, TX 75013. Please also include the company name, name of the person who will be claiming the packages, as well as the conference name and date (Leadership for Support Staff Conference, June 12-15, 2023) on the outside packaging. Each package should arrive no earlier than three (3) days before the arrival date.

Please find enclosed the Exhibitor Contract. Each booth is \$200. Complete the Exhibitor Contract and return to the address indicated on the contract, or fax it to 936-294-1671. You can make your room reservation by calling the Marriott Dallas Allen Hotel & Convention Center.

We are planning a great conference and hope you will be a part of it. Please feel free to contact us should you have any questions. See you in Allen!

Rian Sikes

Rian Sikes
Project Coordinator
Phone: 936-294-1639
Fax: 936-294-1671
Email: rian@shsu.edu



Leadership *for* Support Staff

JUNE 12-15, 2023 • ALLEN, TX

EXHIBITOR CONTRACT

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

Signed contract and fee must be received by May 5, 2023, 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 Rian Sikes 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 Marriott Dallas Allen Hotel & Convention Center 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 Marriott Dallas Allen Hotel & Convention Center?

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 May 5, 2023.

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: Rian Sikes, 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 Rian Sikes at rian@shsu.edu or 936-294-1639





MARRIOTT
DALLAS ALLEN
HOTEL & CONVENTION CENTER

Marriott Dallas Allen Hotel & Watters Creek Convention Center
Supplement Exhibit Order Form Jan-2023

This form has been created in order to allow you to order items needed for your exhibit. Marriott Dallas Allen Hotel & Watters Creek Convention Center can be reached at (469) 675-0800. Please provide all the information requested below to ensure prompt processing of your order and email to: conferenceservices@marriottallen.com

FOR SECURITY REASONS, Marriott International conforms to all Payment Card Industry (PCI) standards.

EXHIBITOR INFORMATION: Required

Name of Show: Leadership for Support Staff Conference

Dates of Show: June 11 – June 16, 2023

Name of person picking up Materials:

Booth Number (If known):

Booth Name:

Cell Phone number of Booth contact:

Email Address of Booth contact:

CREDIT CARD PAYMENT: Once this form is received by hotel, we will send a unique link for payment by credit card. Arrangements will only be confirmed upon receipt of payment details.

EXHIBIT BOOTH ORDER FORM: - Required

SHIPPING INSTRUCTIONS

INCOMING – PLEASE LABEL PACKAGES AS FOLLOWS:

Charge to Room

SHIPPING ADDRESS:

On-Site Group Contact Name:

Charge to CC Auth

C/O Conference Services Manager – Michèle Geller, CMP

Marriott Dallas Allen & Convention Center 777 Watters Creek Blvd

Allen, TX 75013

If possible,

- label Box 1/3, Box, 2/3, Box 3/3, so we know we have received all.
- Boxes can be stored 3 days prior and 3 days post at no charge.
- Additional days stored will be \$5.00 per box

OUTGOING - All packages need to be sealed and labeled for shipping pick-up.

- Client/Vendor is responsible for contacting their preferred shipper for pick-up
Please let us know what shipper you are planning to use:

Package Handling Fee, \$5.00 per box. Number of Boxes:

Package Handling Fee, \$75.00 per pallet. Number of Pallets:

HS Internet – Hard Line \$700.00 + 26% Service Charge + 8.25% Sales Tax

HS Internet – Wi-Fi \$15.00 per device/per day + 26% Service Charge + 8.25% Sales Tax. Total # of devices:

of password enables devices (Laptop, Cellphone)

of non-password enables devices (Switch / CC Machine / Printer etc.)

Internet is subject to 26% Service Charge and 8.25% State Sales Tax.

ORDERS MADE AFTER 3 DAYS PRE-SHOW, OR ON-SITE ARE SUBJECT TO A \$20 FEE.

I certify that all information is complete and accurate. I hereby authorize Marriott Dallas Allen Hotel & Watters Creek Convention Center to collect payment for all charges as indicated above on the credit card card that will be submitted separately.

Name: (Printed)

Date:

Signature: