



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

DOUG DRETKE
EXECUTIVE DIRECTOR

HUNTSVILLE, TEXAS 77341-2296
(936) 294-1676 • FAX (936) 294-1671

June 14, 2023

Dear Exhibitor,

We are pleased to announce the **10th Annual Mental Health Conference** hosted by the Correctional Management Institute of Texas (CMIT), October 16-19, 2023. Previous conferences brought together over 350 corrections and mental health professionals and we anticipate an even greater response this year.

Your exhibit fee of \$350 will include two company representatives per booth, with a six-foot table and two chairs. Additional exhibit personnel from your company may register for an extra \$50.00 per person. Please fill out and return a registration form with each representative's name.

Exhibits and Sponsorships:

Exhibits will be located in the Dover's Room at the DoubleTree Austin, in Austin, Texas. Set up for all exhibitors will be Monday, October 16, 2023, from 3:00pm-5:00pm. Exhibits will open Tuesday, October 17, 2023 and Wednesday, October 18, 2023 from 7:30am-3:30pm.

Booths will be assigned on a first come, first serve basis. Fax or email your exhibitor contract as soon as it is completed. Along with exhibiting your products, please consider sponsorship of conference events as another means of conveying your message to attendees. Companies that want to receive special recognition for their level of participation at the conference should fill out the Sponsorship Form and return it as soon as possible. **Sponsors of conference events will be recognized with signage at each event and also in the conference workbook.**

Shipping Information:

All incoming packages for the conference should be addressed to DoubleTree Austin, 6505 Interstate Hwy 35, Austin, TX 78752. Please also include the company name, name of the person who will be claiming the packages, as well as the conference name and date (10th Annual Mental Health Conference, October 16-19, 2023) on the outside packaging. **No packages should arrive before October 13, 2023.**

Hotel Information:

DoubleTree Austin, 6505 Interstate Hwy 35, Austin, TX 78752

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 Austin!

Sincerely,

Vinessa Mundorff
Program Coordinator
Phone: (936) 294-3073 Fax: (936) 294-1671
Email: vmundorff@shsu.edu

• EXHIBITOR CONTRACT •



FOR OFFICE USE ONLY

RECEIVED	/	ACCEPTED	/
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10th Annual Mental Health Conference • OCTOBER 16-19, 2023 • AUSTIN, TX

Instructions: Complete all information blanks. Sign, date, and mail, email or fax to Vinessa Mundorff.

Signed contract and fee must be received by September 1, 2023, in order to reserve exhibit space. Your payment must be received within 30 days of contract submission, 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 Vinessa Mundorff at 936-294-3073.

Company Name to be listed on signage: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact Person Name: _____

Title: _____

Signature: _____ Date: _____

I have enclosed a check 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 DoubleTree Austin, 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 accepts CMIT's offer and requests the following booth(s) according to the enclosed diagram:

1st Preference # _____ 2nd Preference # _____ 3rd Preference # _____

Exhibitor desires a total of _____ booth(s), at \$350 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 DoubleTree Austin?

Yes No

If so, please complete the enclosed Exhibitor Order form.

4. Names of firm representative(s) attending booth. (Each booth entitles you to 2 company representatives.)

Additional attendees will be \$50.00 per attendee.

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 \$100, if written request is received by August 15, 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 sponsor/co-sponsor an event at the conference?

Yes No

If so, please fill out the attached form indicating the event you wish to sponsor and your dollar commitment level.

Please copy form and return original along with payment to:

Attn: Vinessa Mundorff, CMIT Mental Health Conference
Correctional Management Institute of Texas
Sam Houston State University
Box 2296
Huntsville, TX 77341-2296

Or you may email this form to vmundorff@shsu.edu

Pay online at www.cmitonline.org/MHC.html

Questions? Contact Vinessa Mundorff at vmundorff@shsu.edu or 936-294-3073.



• SPONSORSHIP OPPORTUNITIES •



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RECEIVED	/	ACCEPTED	/
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10th Annual Mental Health Conference • OCTOBER 16-19, 2023 • AUSTIN, TX

Sponsorship of conference activities is an excellent way to show your support for the Correctional Management Institute of Texas. Your sponsorships allow the Institute to provide more educational activities to participants across the state.

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
Tues 10/17	Morning Refreshment Break	_____ (\$2,500)	_____ (\$_____) min \$200
Tues 10/17	Afternoon Refreshment Break	_____ (\$2,500)	_____ (\$_____) min \$200
Weds 10/18	Morning Refreshment Break	_____ (\$2,500)	_____ (\$_____) min \$200
Weds 10/18	Afternoon Refreshment Break	_____ (\$2,500)	_____ (\$_____) min \$200
Thurs 10/19	Morning Refreshment Break	_____ (\$2,500)	_____ (\$_____) min \$200
—	Breakout Session Speakers	_____ (\$1,000)	_____ (\$_____) min \$200
—	Keynote/Closing Speaker	_____ (\$3,000)	_____ (\$_____) min \$200

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

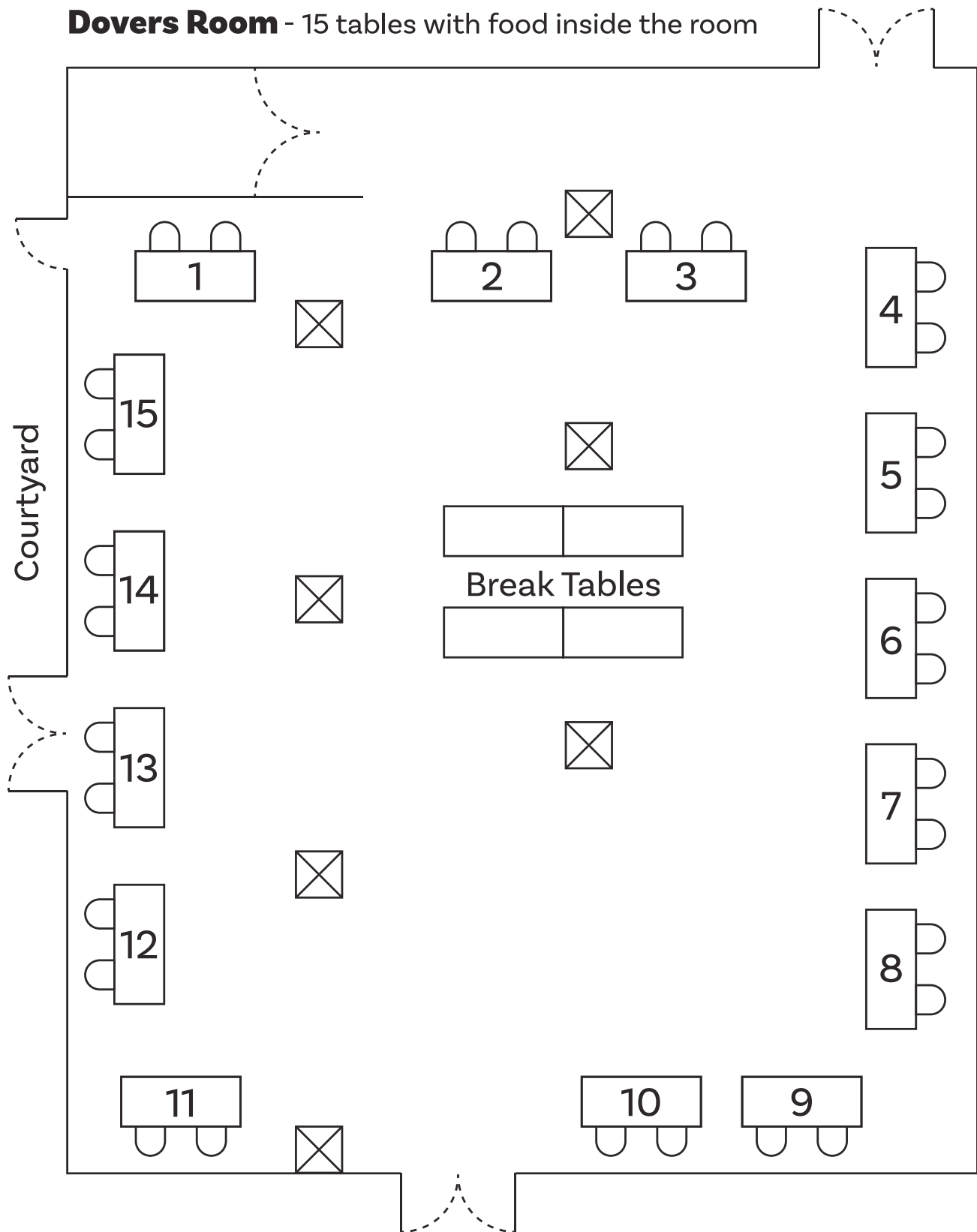
Phone: _____ Fax: _____

Email: _____

Title: _____ Signature: _____

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

Dovers Room - 15 tables with food inside the room





EXHIBITOR SERVICES

DOUBLETREE BY HILTON HOTEL AUSTIN

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NUMBER
STREET ADDRESS	CITY	STATE/ZIP	DELIVERY DATE
TELEPHONE NUMBER	DELIVERY TIME	PICKUP DATE	PICKUP TIME
EMAIL ADDRESS	ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed onsite will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and facility technology fee will be applied to all orders.

HOTEL WILL CONTACT YOU FOR PAYMENT INFORMATION.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax.

Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. **24% Facility technology fees will be applied to all orders.** Labor charges may apply.

Email completed forms to: jgingras@avms.com

AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
Wireless microphone <input type="checkbox"/> Hand-held <input type="checkbox"/> Lavalier	\$165 <i>per day</i>	_____	\$ _____
Two-Speaker Sound System <i>Two speakers, two stands, wired microphone, and mixer (up to 20 people)</i>	\$295	_____	\$ _____

ACCESSORIES

	PRICE	QTY	TOTAL
Laptop	\$225	_____	\$ _____
The Meeting Owl	\$350	_____	\$ _____
Speaker Phone	\$150	_____	\$ _____
Flipchart Package <i>Easel, paper pad, and pens</i>	\$55	_____	\$ _____
Power Package <i>25' extension cord and power strip</i>	\$30	_____	\$ _____

BANNER HANGING/RIGGING

All rigging requests should be placed using the Rigging Request Form.

INTERNET (Connections Per Device)

	PRICE
WiFi per user	\$15 per attendee, 5Mbps/5Mbps
Dedicated bandwidth pricing <i>20Mbps/20Mbps</i>	Inquire
Hard Wireline	

AVMS offers a number of options for bandwidth. Please speak with your AVMS

representative to customize pricing for your request.

LABOR RATES

AVMS will charge labor to set, test, and remove in quarter-hour increments for all equipment rented. Specialized operators, such as video engineers, audio engineers, and projectionist, will be quoted on an individual basis with a five-hour minimum. The following rates will apply:

Set/Test/Removal	\$80
Operator	\$90
Pre-Production Services	Inquire

Including diagrams, rigging grids, and renderings (per hour, five-hour minimum)

SPECIAL REQUESTS

Please add any items not listed above that you require.

All equipment sets will be subject to a facility technology fee equal to 24% of the equipment rental total and applicable tax. A variety of audiovisual products are available for your event. This list represents only a portion of our most popular equipment and services. When guests require assistance setting their own equipment, AVMS will charge labor at published rates with a two-hour minimum. Facility technology fees are applied for the availability of audiovisual staff and are calculated on the subtotal of all audiovisual charges. All rates are subject to an optional 7% limited loss damage waiver. All cancellations within 24-hours of event are subject to full charges.

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EXHIBITOR SHIPPING & HANDLING POLICIES

NAME OF THE EVENT: CMIT Mental Health Conference

EVENT DATES: 10/15 - 10/20

HOTEL CONTACT: Cristal Peña (Event Manager)

The DoubleTree Austin will receive and store boxes within in 1 week prior to the event start date (10/08 – 10/14). Packages received before 10/08 or after 10/15 will incur a 20% fee.

To ship packages to the Hotel please fill out the form (pages 2 & 3) and notify the Hotel prior to shipment. Please make sure you label your boxes as follows –

[Your Name]
Doubletree Hotel Austin
6505 IH-35 North
Austin, TX 78752

CMIT Mental Health Conference
10/15 - 10/20
Cristal Peña, Event Manager
Box ____ of ____ (If you will be sending multiple boxes)

To ship packages form the hotel at the conclusion of your event you will need to:

- Have your own pre-paid shipping labels and supplies, the hotel does not cover courier cost and will not provide packing tape or boxes.
- Call your courier to schedule a pick up under your account and have all boxes 100% ready for shipping upon departure. Make sure you put a shipping label on each returning package.
- Notify the banquet staff/Hotel Contact when you have scheduled your pick up and are ready for us to be take your boxes to the loading dock.

The Hotel does not accept any liability for equipment, goods, displays, or other materials that arrive unmarked or fail to arrive at the Hotel. Each vendor is responsible for insuring its property for loss or damage.

Please note that the DoubleTree by Hilton Austin does not have a receiving area with a lift. For any deliveries of pallets or heavy items, Correctional Management Institute of Texas and/or their vendors must request a delivery truck with a lift. Hotel will not break down pallets to unload a truck and such deliveries will be refused. Redelivery and any associated fees will be the sole responsibility of the Group and/or their vendors.



EXHIBITOR FORM

Vendor Name (Business Name): _____

Name of person **on-site** for the Event: _____

Phone: _____ Estimated arrival date for packages: _____

INCOMING / OUTGOING PACKAGE FEES:

Prices below are exclusive of 24% service fee and sales tax.

- Box/package 1-5lbs \$5.00 each
- Box/package 6-20lbs \$10.00 each
- Box/package 21-40lbs \$15.00 each
- Box/package 41-50lbs \$20.00 each
- Box/package 50+lbs \$50.00 each

Estimated number of **incoming** packages:

Estimated number of **outgoing** packages:

Weight of Box/Package	Quantity
Box/package 1-5lbs	
Box/package 6-20lbs	
Box/package 21-40lbs	
Box/package 41-50lbs	
Box/package 50+lbs	

Weight of Box/Package	Quantity
Box/package 1-5lbs	
Box/package 6-20lbs	
Box/package 21-40lbs	
Box/package 41-50lbs	
Box/package 50+lbs	

Total charges will be based on the actual number of boxes shipped in/out



EXHIBITOR FORM

PLEASE CHARGE TOTAL AMOUNT TO:

Credit Card

Our Accounting Department will send you a link via a secured site, Sertifi, where you can fill out a credit card authorization form to take care of the charges. Please provide up to two (2) emails where we can send the link too:

Email: _____

Email: _____

If the name of the person who is in charge of payment is different from the person who will be on-site for the event, please provide name and phone number here:

Name: _____ Phone _____

Please note that our accounting department will charge your card within one week prior to arrival.

VENDOR/ EXHIBITOR SIGNATURE:

Print Name: _____ Signature: _____

Today Date: _____

Please fill out, scan and email to: Cristal.Pena@austindoubletreehotel.com

If you have questions about this form please contact: Cristal Peña, Event Manager at Cristal.Pena@austindoubletreehotel.com or (512) 374-4842