



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

DOUG DRETKE  
EXECUTIVE DIRECTOR

CHRISTIE DAVIDSON  
ASSISTANT DIRECTOR

August 19, 2022

The Correctional Management Institute of Texas (CMIT) is pleased to announce the **2023 Women in Criminal Justice Conference**. The conference will bring together over 300 women representing the field of criminal justice throughout the state of Texas, to the Horseshoe Bay Resort & Spa in Horseshoe Bay, March 20–23, 2023.

Your exhibit fee of \$300 will include two company representatives, a six-foot table and two chairs. 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 Granite Ballroom, Salon E, on the first floor of the resort. All refreshment breaks will be served there as well.

Exhibitors must set-up Monday, March 20, between 3:00PM and 5:00PM. Exhibits will open Tuesday, March 21 at 7:30AM and close at 3:00PM. This will allow participants to visit during refreshment breaks. Booths will reopen on Wednesday, March 22 at 7:30AM and close at 3:00PM.

You may select your booth(s) using the exhibitor floor plan enclosed. Booths will be assigned on a first come, first serve basis, as contracts and payments are received. Please fax or email your completed exhibitor contract to Sharese Hurst, [sharese@shsu.edu](mailto:sharese@shsu.edu) or 936-294-1687. Payments will be accepted online ([www.cmitonline.org/WICJ.html](http://www.cmitonline.org/WICJ.html)), or by mail. Payments must be made within 30 days or your booth will be released.

**Only a limited number of spaces will be available, so do not delay in making your reservations. If you need special accommodations for your booth, please contact us.**

#### **SPONSORSHIP**

As another means of conveying your message to attendees, please consider sponsorship of a conference refreshment break or speaker. These events are well attended and sponsors generate a great deal of goodwill through the provision of such amenities.

Companies that want to receive recognition for their level of participation in the conference should fill out the Sponsorship Form and return it as soon as possible. Sponsors of conference events will be recognized with signage and in the conference workbook.

#### SHIPPING INFORMATION

Shipments should be delivered to the hotel no more than 48 hours prior to the program date commencement. After the conference, any packages left past (5) days will be discarded. Handling charges are assessed for incoming and outgoing packages by weight. The Embassy Suites reserves the right to refuse receipt of any package.

#### **USPS Package Address:**

Horseshoe Bay Resort  
P.O. Box 4650  
Horseshoe Bay, TX 78657

#### **FedEx/UPS Package Address:**

Horseshoe Bay Resort  
200 Hi Circle North  
Horseshoe Bay, TX 78657

**Each booth is \$300.00.** Please complete the Exhibitor Contract, Sponsorship Form, if applicable, and Hotel Exhibitor Forms to indicate first, second, and third choice for exhibit location and return via email or fax to 936-294-1671.

You can make your room reservation by calling Horseshoe Bay at 877-611-0112. We are planning a great conference and hope you will be a part of it. Please feel free to contact us should you have questions or require assistance. See you in Horseshoe Bay!

Sincerely,



Sharese Hurst  
Division Director  
Phone: 936-294-1687  
Email: sharese@shsu.edu



*2023 Women in Criminal Justice Exhibitor Contract*  
HORSESHOE BAY RESORT / HORSESHOE BAY, TX / MARCH 20-23, 2023

**Instructions:** Complete all information blanks. Sign, date, and email to [sharese@shsu.edu](mailto:sharese@shsu.edu) or fax 936-294-1671.

Signed contract and fee must be received by February 15, 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 Sharese Hurst at 936-294-1687.

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 Horseshoe Bay Resort, 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 \$300 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 Horseshoe Bay?

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 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 \$100, if written request is received by February 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 made payable to:**

Attn: Sharese Hurst, Women in CJ Conference  
Correctional Management Institute of Texas  
Sam Houston State University  
Box 2296  
Huntsville, TX 77341-2296

**Pay online at [www.cmitonline.org/WICJ.html](http://www.cmitonline.org/WICJ.html)**

Questions? Contact Sharese Hurst at [sharese@shsu.edu](mailto:sharese@shsu.edu) or 936-294-1687.





# 2023 Women in Criminal Justice Sponsorships

HORSESHOE BAY RESORT / HORSESHOE BAY, TX / MARCH 20-23, 2023

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
Mon 3/20	Afternoon Refreshment Break	_____ (\$1,000)	_____ ( \$ _____ ) min \$200
Tues 3/21	Morning Refreshment Break	_____ (\$1,000)	_____ ( \$ _____ ) min \$200
Tues 3/21	Afternoon Refreshment Break	_____ (\$1,000)	_____ ( \$ _____ ) min \$200
Weds 3/22	Morning Refreshment Break	_____ (\$1,000)	_____ ( \$ _____ ) min \$200
Weds 3/22	Afternoon Refreshment Break	_____ (\$1,000)	_____ ( \$ _____ ) min \$200
Thurs 3/23	Morning Refreshment Break	_____ (\$1,000)	_____ ( \$ _____ ) min \$200
—	Speaker	_____ (\$1,000)	_____ ( \$ _____ ) min \$200

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

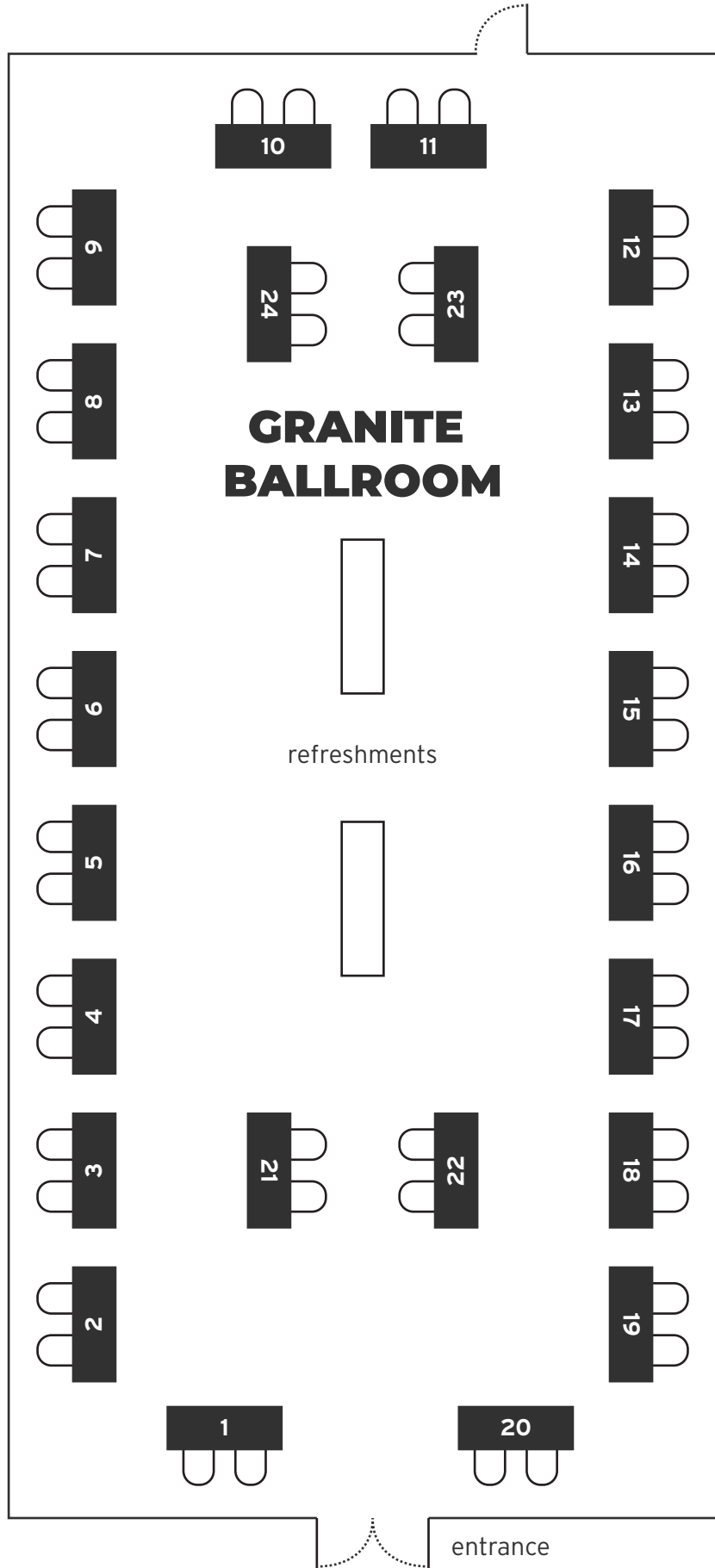
Email: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

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



HORSESHOE BAY RESORT.  
TEXAS LAKE & HILL COUNTRY





**HORSESHOE BAY RESORT.**  
TEXAS LAKE & HILL COUNTRY

200 Hi Circle North P.O. Box 4650, Horseshoe Bay, TX 78657  
Phone: (830) 598-7856 Fax: (830) 598-0374

**Correctional Management Institute of Texas**  
**EXHIBITOR ORDER FORM**

NAME OF CONFERENCE: \_\_\_\_\_ BOOTH NO: \_\_\_\_\_

DATES: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STREET/CITY/STATE/ZIP: \_\_\_\_\_

Item	Price / Each	Qty	Subtotal		
<b>Shipping (one time charge):</b>					
Box	\$5.00				
Pallet/Crate/Display	\$75.00				
Other:					
<b>Exhibit Booth (one time charge):</b>					
6'or 8' Linen-less Table, Spandex Skirting, (2) Chairs, Wastebasket	\$30.00				
Short or Tall Cocktail Linen-less Table, Spandex Skirting	\$20.00				
Wastebasket	\$10.00				
Easel	\$10.00				
8' x 8' x 10' Pipe and Drape Booth	\$100.00				
Other:					
<b>Below Items are Charged Daily:</b>		<b>Price / Each/per Day</b>	<b>Qty</b>	<b># of Days</b>	<b>Subtotal</b>
<b>Audio Visual:</b>					
Wi-Fi	\$20.00				
5000 Lumen Projector	\$300.00				
55" LED Monitor on Stand	\$150.00				
Laptop	\$200.00				
Other:					
<b>Electrical Service:</b>					
Shared Electrical Service, 1-5 amp, 1 <sup>st</sup> Power Strip	\$25.00				
Dedicated Electrical Service, 1-5 amp, 1 <sup>st</sup> Power Strip	\$75.00				
Other:					

SUB TOTAL	
24% TAXABLE SERVICE CHARGE	
SALES TAX 8%	
TOTAL ORDER	

**METHOD OF PAYMENT**

[ ] ROOM CHARGE (NAME RESERVATION IS UNDER) \_\_\_\_\_

[ ] CREDIT CARD (NAME AS IT APPEARS ON THE CREDIT CARD) \_\_\_\_\_

CARD TYPE:     VISA     MC     AMEX     DINNERS/CB     DISCOVER

CARD NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ CVV: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE FAX THE COMPLETED FORM TO THE HORSESHOE BAY RESORT EVENT MANAGEMENT DEPARTMENT AT (830) 598-0374 OR EMAIL TO [ECALANCEA@HSBRESORT.COM](mailto:ECALANCEA@HSBRESORT.COM) AND [JWHITECOTTON@HSBRESORT.COM](mailto:JWHITECOTTON@HSBRESORT.COM)**