

April 21, 2017

The Correctional Management Institute of Texas (CMIT) is pleased to announce the 2017 Drug Impact Conference. The conference will bring together over 250 attendees representing the field of criminal justice throughout the state of Texas, to the La Torretta Lake Resort in Montgomery, Texas, July 10-13, 2017.

Your exhibit fee of \$300 will include two full conference registrations, 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 \$250. 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 Versailles Ballroom. All breakfasts and refreshment breaks during exhibit hours will be held in the Versailles Ballroom.

Exhibitors must **set-up Monday, July 10, between 3:00PM and 5:00PM**. Exhibits will open Tuesday, July 11<sup>th</sup> at 7:00AM and close at 5:00PM. This will allow participants to shop while eating breakfast, and during refreshment breaks. Booths will reopen on Wednesday, July 12<sup>th</sup> at 7:00AM and close at 5:00PM.

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. Send your exhibit fee to our headquarters as soon as possible in order for the Institute to ensure full utilization of exhibit 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. If you need special accommodations for your booth, please contact me at (936) 294-3073.

**Sponsorship:**

Along with exhibiting your products, please consider sponsorship of a conference refreshment break or speaker, as another means of conveying your message to attendees. These events are well attended and sponsors generate a great deal of goodwill through the provision of such amenities. Companies that want to receive special 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 at each event and also in the conference workbook.**

**Door prizes:**

If you cannot join us as an event sponsor, but 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:**

Shipments should be delivered to the Hotel no more than three (3) working days 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. La Torretta Lake Resort reserves the right to refuse receipt of any package.

**Address Packages:** La Torretta Lake Resort  
600 La Torretta Blvd.  
Montgomery, TX 77356  
NAME: *Your Companies Name*  
Drug Impact Conference  
Versailles Ballroom – 7/10/2017-7/13/2017  
HOLD FOR: *Aimee Crockett, Company Representative's Name*

Please find enclosed the Sponsorship Form, Exhibitor Contract, the La Torretta vendor charge sheets, and a diagram of the exhibit space indicating locations of available booth space. Each booth is \$300. Please complete the Exhibitor Contract, and Sponsorship Form, if applicable, to indicate first, second, and third choice for exhibit location and return to the address indicated on the contract, or fax it to 936-294-1671.

You can make your room reservation by calling La Torretta Lake Resort, 936-448-4400. 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 Montgomery!

Sincerely,

Aimee Crockett  
Program Specialist  
Phone: 936-294-3073  
Email: [acrockett@shsu.edu](mailto:acrockett@shsu.edu)



**Correctional Management Institute of Texas  
Drug Impact Conference  
La Torretta Lake Resort  
Montgomery, Texas  
July 10-13, 2017**



Instructions: **Complete all information blanks.** Sign, date, and mail with check made payable to the **Correctional Management Institute of Texas**, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296, or call 936-294-3073 or e-mail [acrockett@shsu.edu](mailto:acrockett@shsu.edu) for more information.

The Correctional Management Institute of Texas, referred to hereinafter as "CMIT," and the undersigned firm, referred to hereinafter as "Exhibitor," and La Torretta Lake 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:

1<sup>st</sup> Preference # \_\_\_\_\_ 2<sup>ND</sup> Preference # \_\_\_\_\_ 3<sup>rd</sup> 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.

**Signed contract and fee must be received by June 30, 2017, 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 Aimee Crockett at 936-294-3073.**

3. Area of expertise: \_\_\_\_\_  
Do you need electricity from La Torretta? \_\_\_\_\_ if so, please complete the enclosed engineering 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 **June 16, 2017.**
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? If so, please fill out the attached form indicating the event you wish to sponsor and your dollar commitment level.

Company Name to be listed on signage: \_\_\_\_\_

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

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

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

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

Please copy form and return original along with payment to Attn: Aimee Crockett, Drug Impact Conference, Correctional Management Institute of Texas, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296. Fax: 936-294-1671.

**\*\*Are you willing to provide a door prize? (Please check one) Yes No**  
**(Exhibitors providing a door prize (\$50 value) will receive a \$50 discount.)**



**Correctional Management Institute of Texas  
Drug Impact Conference - Sponsorships  
La Torretta Lake Resort  
Montgomery, TX – July 10-13, 2017**



**Dear Exhibitor:**

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 participants' 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.

<u>Event</u>	<u>Full Sponsor</u>	<u>Co-Sponsor</u>
<b>Tuesday, July 11, 2017</b>		
Morning Refreshment Break	_____ \$3500	_____ (minimum \$200)
Afternoon Refreshment Break	_____ \$3500	_____ (minimum \$200)
<b>Wednesday, July 12, 2017</b>		
Morning Refreshment Break	_____ \$3500	_____ (minimum \$200)
Afternoon Refreshment Break	_____ \$3500	_____ (minimum \$200)
<b>Thursday, July 13, 2017</b>		
Morning Refreshment Break	_____ \$3500	_____ (minimum \$200)

\* If you are interested in sponsoring a speaker please email [acrockett@shsu.edu](mailto:acrockett@shsu.edu)

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

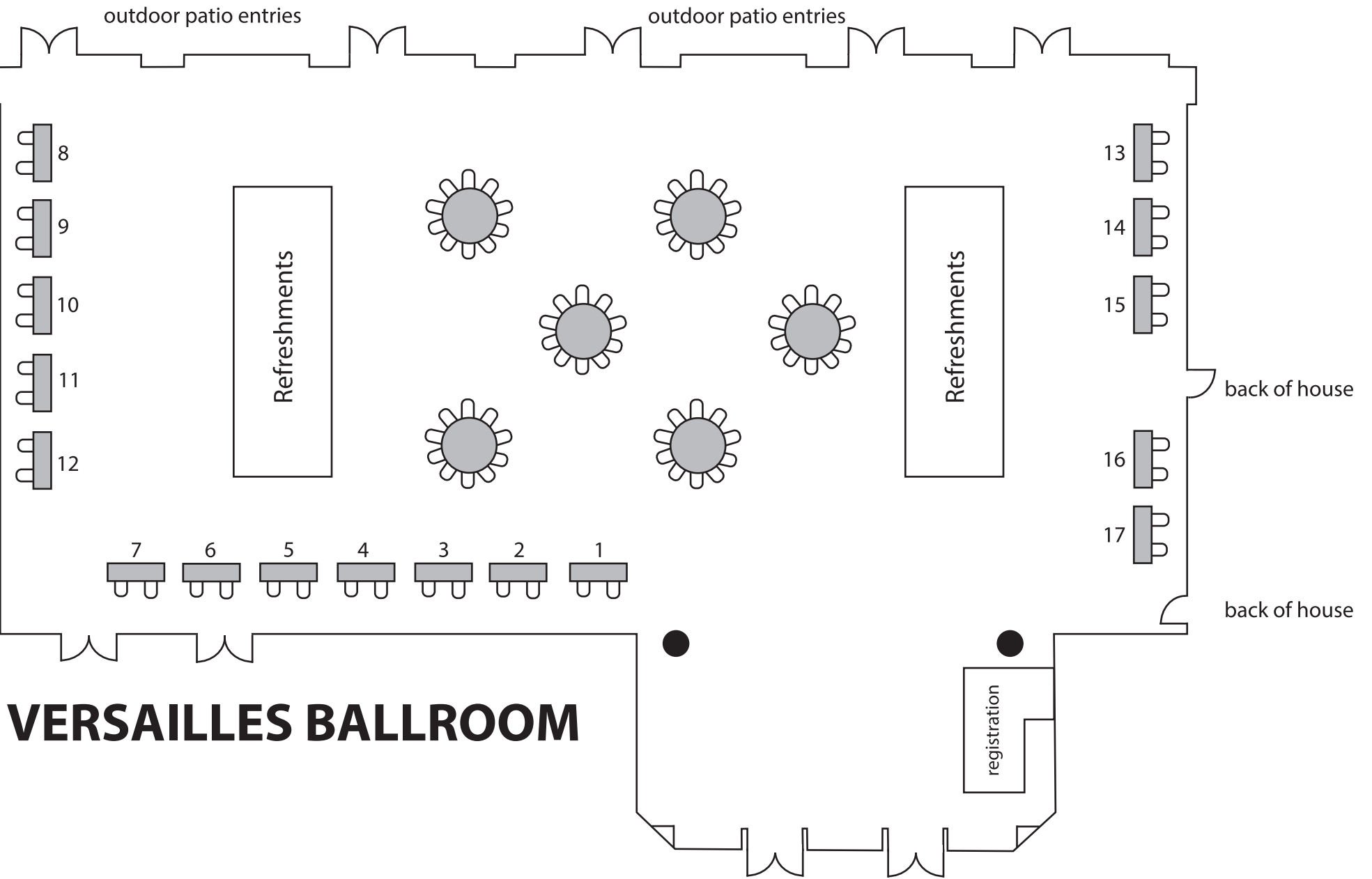
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

I have enclosed a check or purchase order in the amount of \$\_\_\_\_\_ for this sponsorship.

*Thank You for Your Support!*



# VERSAILLES BALLROOM



# La Torretta Resort - Vendor Charge Sheet

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Conference Name: \_\_\_\_\_  
 Conference Dates: \_\_\_\_\_  
 Function Location: \_\_\_\_\_

## SHIPPING

### In-Coming Shipments

Due to a minimum amount of storage space, the resort will not accept deliveries prior to the set up day and designated time. If shipments are received prior to the conference date additional charges may be assessed. Boxes cannot be *wider than 41 inches or taller than 7 feet*. If you have a heavy shipment and require a forklift, please contact us ahead of time so we can make proper arrangements.

**SHIP TO:** *La Torretta Lake Resort & Spa*  
*600 La Torretta Boulevard, Montgomery, Texas 77356*  
*NAME: Your Companies Name*  
*CONFERENCE NAME & DATE*  
*HOLD FOR: Client's Name, Company Name*

**We WILL be shipping boxes to the resort:**  
 Expected Arrival Date: \_\_\_\_\_  
 # of Boxes: \_\_\_\_\_  
 Special Handling: \_\_\_\_\_

### Return Shipments

If boxes are left at the resort with return shipping information provided there will be a 30% service charge on the total shipment charge.

### Billing:

**Carrier**  
 U.P.S.     DHL     Fed Ex     Freight     Other  
 If Other, please indicate: \_\_\_\_\_

**Insurance Required**  
 Yes     No

**Type of Service**  
 Saturday     Ground     Next Day     2nd Day     Other  
 If Other, please indicate: \_\_\_\_\_

**If Yes, list value**  
*Minimum Value \$101*  
 \$ \_\_\_\_\_ -

### Billing Method:

Mastercard     Visa     Discover     AMX     C.O.D.     Own Account

Name as it appears on account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (For Credit Cards Only)  
 \_\_\_\_\_ (3 digit security code)

I hereby authorize my account to be charged for the services listed on this order form. In addition to other services that are added while on site:      Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## MISCELLANEOUS

**DATES REQUIRED:** \_\_\_\_\_ to \_\_\_\_\_

	PRICES	QTY
Scissor Lift	\$250+/hr (min 4 hrs) Includes 2 operators	
Pallet Jack Rental	\$75.00+/hour	
Forklift	\$650.00+/week	
6ft Exhibit Table(s)	\$ 10.00+/each	
Chair(s)	\$ 2.00+/each	
Table Draping	\$ 5.00+/each	

	PRICES	QTY
Trash Can(s)	\$ 10.00+/each	
Masking Tape	\$4.00+/roll	
Fun Tak	TBD	
Shipping Tape	\$6.00+/roll	
Shure Tape	\$55.00+/roll	
Labor	\$20 per person/hour	

OTC = One Time Charge



# La Torretta Resort - Vendor Charge Sheet

## ELECTRICAL - PER DAY

DATES REQUIRED: \_\_\_\_\_ to \_\_\_\_\_

PER DAY

	Advance Prices	Walk In Prices	QTY
<b>120 Volt Power Outlets</b>			
Single Outlet up to 2000 watts or 20 amps	\$ 50.00+/each	<b>\$ 65.00+/each</b>	
<b>208 Volt Power Outlets (Single Phase)</b>			
Single Outlet up to 20 amps (wall outlet)	\$ 65.00+/each	<b>\$ 85.00+/each</b>	
Single Outlet up to 50 amps (floor box plug)	\$ 100.00+/each	<b>\$ 125.00+/each</b>	
<b>208 Volt Power Outlets (3 Phase)</b>			
Disconnect up to 50 amps	\$125.00+/each	<b>\$150.00+/each</b>	
Disconnect up to 100 amps	\$200.00+/each	<b>\$250.00+/each</b>	
Disconnect up to 200 amps	\$350.00+/each	<b>\$450.00+/each</b>	

## TELEPHONE SERVICES/INTERNET

DATES REQUIRED: \_\_\_\_\_ to \_\_\_\_\_

	Advance Prices	Walk In Prices	QTY
VOIP Phone (with long distance)	\$ 35.00+/Day	<b>\$ 45.00+/Day</b>	
VOIP Polycome Speaker Phone (with long distance)	\$ 190.00+/Day	<b>\$ 225.00+/Day</b>	
Analog Line (credit card processing only, limited locations)	\$ 45.00+/Day	<b>\$ 55.00+/Day</b>	
High-Speed Wireless Internet up to 10 Megs	Complimentary	<i>Complimentary</i>	
Additional High-Speed Megs	\$125+/Day/Per Meg		
Installation and Set-Up Charges (one time charge per line) -	\$20.00+/One Time	<b>\$ 30.00+/One Time</b>	

\*\*\*2017 Rates are Subject to Change in 2018\*\*\*