



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

September 13, 2017

Dear Exhibitor:

We are pleased to announce the **4th Annual Mental Health Conference** hosted by the Correctional Management Institute of Texas (CMIT), October 31 – November 3, 2017. The past three 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 full conference registrations 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. Representatives can then attend all the functions of the conference.

Exhibits and Sponsorships:

Exhibits will be located in the Galveston Island Convention Center, 1st floor Foyer across from registration, in Galveston, Texas. Set up for all exhibitors will be Tuesday, October 31, 2017, from 1:00pm-5:00pm. Exhibits will re-open Wednesday, November 1, 2017 and Thursday, November 2, 2017 from 8:00 am-3:30pm. While the foyer area is open, the convention center is secured each evening and has security on staff at all times.

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 Galveston Island Convention Center, 5600 Seawall Blvd., Galveston, TX 77551. Please also include the company name, name of the person who will be claiming the packages, as well as the conference name and date on the outside packaging. **No packages should arrive prior to October 26, 2017.**

Hotel Information:

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,

Sharese Hurst
Project Director
Phone: (936) 294-1687
Fax: (936) 294-1671
Email: sharese@shsu.edu

**Correctional Management Institute of Texas
4th Annual Mental Health Conference
Galveston Island Convention Center
Galveston, Texas
October 31-November 3, 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 936-294-1687 or e-mail sharese@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 Galveston Island 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 accepts CMIT's offer and requests the following booth(s) according to the enclosed diagram:
1st Preference # _____ 2nd Preference # _____ 3rd Preference # _____ 4th 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.

Signed contract and fee must be received by **October 1, 2017**, in order to reserve exhibit space. Your payment must be received within 30 days, or your booth space will be released. If you need to discuss payment options, booth locations, special sponsorships, or special needs contact **Sharese Hurst at 936-294-1687**, or Aimee Crockett at 936-294-3073.

3. Area of expertise: _____
Is there a company that you would prefer to be placed next to? _____
Is there a company that you do NOT want to be placed next to? _____
Do you need electricity from the Omni Houston Hotel? _____
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): **Additional attendees will be \$50.00 each.**
Name: _____ Title: _____
Name: _____ Title: _____
5. Exhibitor understands there could be additional charges for power, telephone, special decorations, shipping and storage/handling.
6. Exhibitor will accept booth space assignment as determined by CMIT.
7. **Exhibitor may cancel the agreement and receive a full refund, minus a service charge of \$50, if written request is received by October 1, 2017. No refunds will be given after this date.**
8. 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.

Company Name to be listed on signage: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ Email: _____

Name (printed) _____ Title : _____

Signature : _____ Date: _____

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

Please copy form and return original along with payment to Attn: Sharese Hurst, CMIT Mental Health Conference, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296. Fax: 936-294-1671, or email sharese@shsu.edu.



Correctional Management Institute of Texas
4th Annual Mental Health Conference Sponsorships
San Luis Resort | Galveston, Texas
October 31 – November 3, 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 participant's 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.

<u>Event</u>	<u>Full Sponsor</u>	<u>Co-Sponsor</u>
Tuesday, October 31, 2017		Preference & Amount
Reception Hors d' Oeuvres	_____ \$3,500	_____
Wednesday, November 1, 2017		
Morning Refreshment Break	_____ \$2,500	_____
Afternoon Refreshment Break	_____ \$2,500	_____
Thursday, November 2, 2017		
Morning Refreshment Break	_____ \$2,500	_____
Afternoon Refreshment Break	_____ \$2,500	_____
Friday, November 3, 2017		
Morning Refreshment Break	_____ \$2,500	_____
Special Speaker	_____ \$500	_____

Company Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

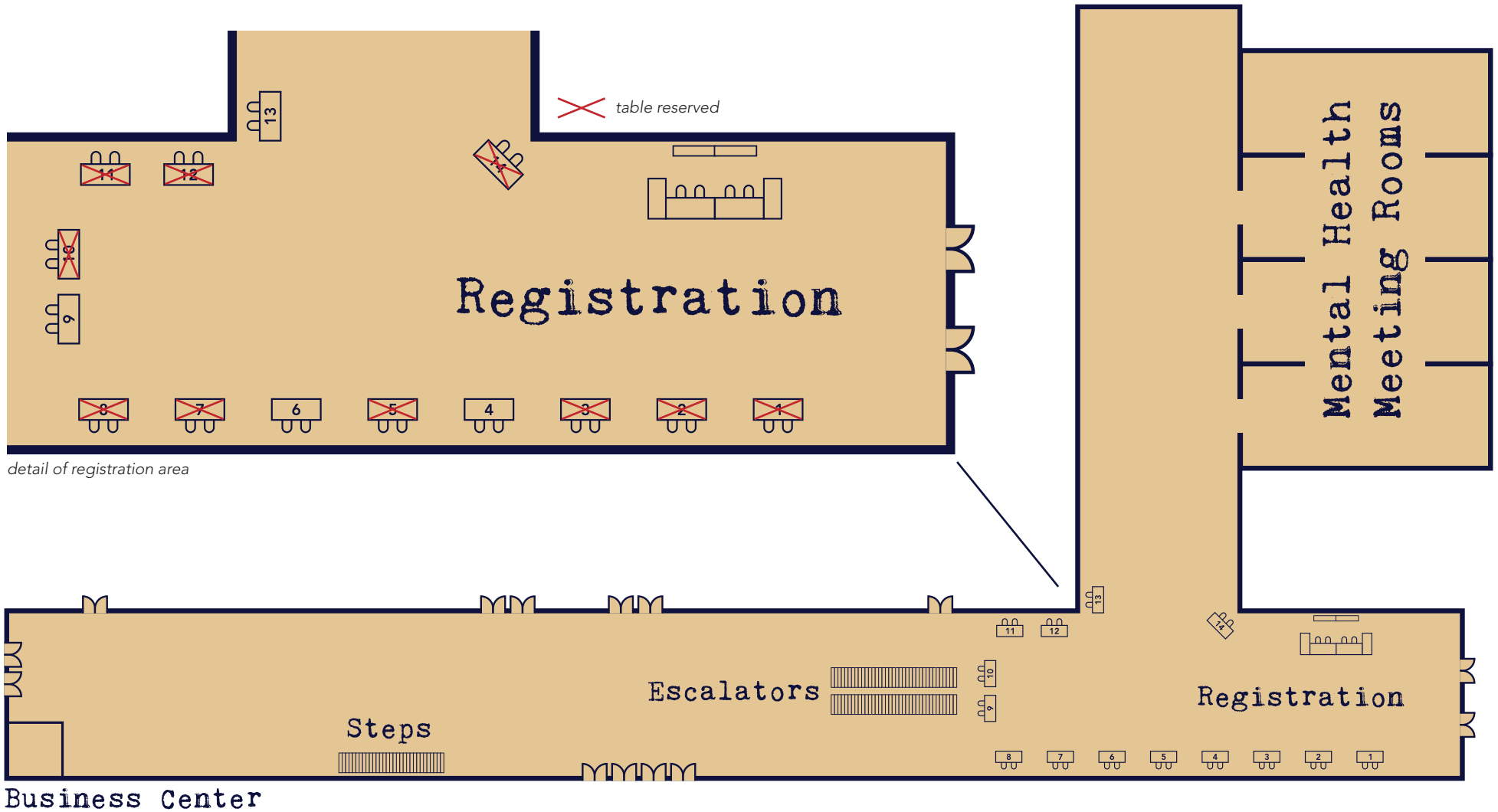
Phone _____ **Fax** _____ **Email** _____

Signature _____ **Title** _____ **Date** _____

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

Thank You for Your Support!

*Any questions contact Sharese Hurst
(936) 294-1687 or sharese@shsu.edu*



MHC

Oct 31 - Nov 03, 2017 | Galveston, TX

4th Annual Mental Health Conference