



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

DOUG DRETKE
EXECUTIVE DIRECTOR

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February 28, 2018

The Correctional Management Institute of Texas (CMIT) is pleased to announce the 2018 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 Omni La Mansion San Antonio Riverwalk Hotel in San Antonio, Texas, June 25 – 28, 2018.

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 Madero Room on the 5th floor of the Omni. Registration will be from 3PM – 5PM on Monday, June 25th. If you would like to exhibit during registration you may do so between 3:00 PM and close at 5:00 PM so feel free to set up starting at 1 PM. Booths will open on Tuesday, June 26th and Wednesday, June 27th at 8:00 AM and close at 5:00 PM. Thursday, June 28th booths will open at 8:00 AM and close after the 10:30 AM break.

If you would like to provide a door prize(s), please indicate that on your application so we may plan accordingly. Your company will receive recognition for each door prize you provide.

Please fax or email in your exhibitor contract as soon as it is completed. Please have your exhibit fee sent 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. You can make your room reservation by calling, 210-518-1000 and identify yourself as a Leadership for Support Staff participant. The single room rate is \$124 per night plus tax and the double room rate is \$144 per night plus tax.

Please find the exhibitor contract attached. Please complete the Exhibitor Contract and return to the address indicated on the contract, email to klawinsky@shsu.edu or fax it to 936-294-1671.

Shipping Information:

All incoming packages for the conference should be addressed to the Omni La Mansion del Rio Hotel, Attn: Banquet Manager hold for Elizabeth Klawinsky, 112 College Street San Antonio, TX. 78205

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 San Antonio!

Sincerely,

Elizabeth Klawinsky
Program Specialist
Phone: 936-294-1639
Fax: 936-294-1671
Email: klawinsky@shsu.edu



Correctional Management Institute of Texas
Leadership for Support Staff Conference
Exhibition Contract
Omni La Mansion del Rio
San Antonio, Texas – June 25 - 28, 2018

Instructions: Complete all information blanks. Sign, date, and mail with check made payable to the **Sam Houston State University**, George J. Beto Criminal Justice Center, Correctional Management Institute of Texas, Huntsville, TX 77341-2296, or call 936-294-1639 or e-mail klawinsky@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 the Omni La Mansion del Rio- San Antonio, 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.
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.

Signed contract and fee must be received by Friday, **June 8, 2018**, 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 Elizabeth Klawinsky at 936-294-1639.

3. Area of expertise: _____
Do you need electricity from the Omni? _____
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 June 8, 2018.
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.

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 \$_____ payable to SHSU

Please copy form and return original along with payment to Attn: Elizabeth Klawinsky, Leadership for Support Staff Conference, Correctional Management Institute of Texas, George J. Beto Criminal Justice Center, Sam Houston State University, and Huntsville, TX 77341-2296. Fax: 936-294-1671.

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