



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

November 16, 2017

The Correctional Management Institute of Texas (CMIT) is pleased to announce the 2018 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 Embassy Suites San Marcos - Hotel, Spa and Conference Center in San Marcos, Texas, March 26-29, 2018.

Your exhibit fee of \$350 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 \$300. 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 Spring Lake Ballroom. All breakfasts and refreshment breaks during exhibit hours will be held in the Spring Lake Ballroom.

Exhibitors **must set-up Monday, March 26th, between 3:00PM and 5:00PM.** Exhibits will open Tuesday, March 27th at 9:00AM and close at 5:00PM. This will allow participants to visit during refreshment breaks. Booths will reopen on Wednesday, March 28th at 9:00AM 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 let us know.

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.**



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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.

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. The Embassy Suites reserves the right to refuse receipt of any package.

Address Packages: Guest Name and Group Name
c/o Embassy Suites San Marcos
1001 East McCarty Lane
San Marcos, TX 78666

Include: Women in Criminal Justice Conference
Michaelanne Dobraski
Spring Lake Ballroom
March 26-29, 2018

Please find enclosed the Sponsorship Form, Exhibitor Contract, the San Luis AV brochure, and diagram of the exhibit space indicating locations of available booth space. Each booth is \$350.00. Please complete the Exhibitor Contract, and Sponsorship Form, if applicable, to indicate first, second, and third choice for exhibit location and return via email, US Postal Service, or fax it to 936-294-1671.

You can make your room reservation by calling the Embassy Suites San Marcos at 512-392-6450. 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 San Marcos!

Sincerely,

Sharese Hurst
Project Manager
Phone: 936-294-1687
Email: sharese@shsu.edu

Michaelanne Dobraski
Project Coordinator
Phone: 936-294-1705
Email: mdobraski@shsu.edu



2018 Women in Criminal Justice Exhibitor Contract

Embassy Suites San Marcos | San Marcos, Texas – March 26-29, 2018

Instructions: Complete all information blanks. Sign, date, and email to sharese@shsu.edu, or fax to 936-294-1671.

The Correctional Management Institute of Texas, referred to hereinafter as “CMIT,” and the undersigned firm, referred to hereinafter as “Exhibitor,” and Embassy Suites San Marcos, 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.

*Signed contract and fee **must be received by February 26, 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 Sharese Hurst at 936-294-1687.*

3. Area of expertise: _____

Do you need electricity from the Embassy Suites? _____ *If so, please complete the enclosed Vendor Charge 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 26, 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.
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 made payable to Sam Houston State University, Correctional Management Institute of Texas, Box 2296, Huntsville, TX 77341-2296 Attn: Sharese Hurst, Women in CJ Conference.

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





2018 Women in Criminal Justice Sponsorship

Embassy Suites San Marcos | San Marcos, Texas – March 26-29, 2018

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.

EVENT	FULL SPONSORSHIP	CO-SPONSORSHIP
Monday, March 26, 2018		
Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Keynote Speaker	_____ (\$1,500)	_____ (\$ _____) min \$200
Tuesday, March 27, 2018		
Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Wednesday, March 28, 2018		
Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Thursday, March 29, 2018		
Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200

If you are interested in sponsoring a speaker please email sharese@shsu.edu.

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

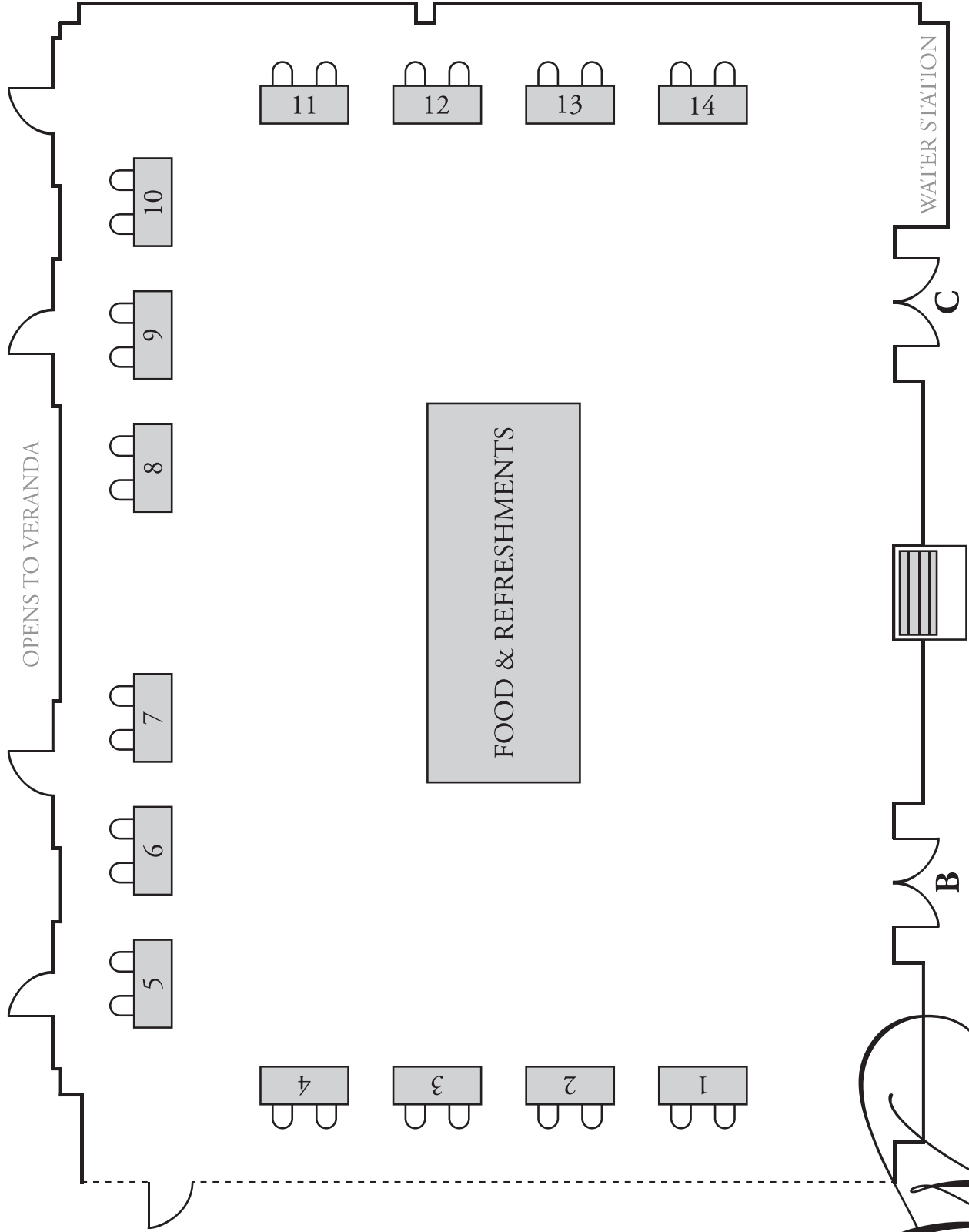
Title _____ Signature _____

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

Thank You for Your Support!



Spring Lake B&C



Women
IN CRIMINAL JUSTICE