



December 10, 2025

Dear Representative,

The Correctional Management Institute of Texas (CMIT) is pleased to announce the **2026 Data Coordinator's Conference**. The Conference will bring together close to 200 participants representing the field of criminal justice throughout the state of Texas as well as out of state participants. The conference will be held April 7 – 8, 2026 at the Embassy Suites in San Marcos, Texas.

Exhibits:

Your exhibit fee of \$250 will include two full conference registrations, 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 \$200. Additional exhibit personnel from your company may register for an extra \$50 per person. Please fill out and return the exhibitor contract.

Electricity/Internet/Telephone Access

If you are requesting extra items such as phone lines or electrical power, please let me know as I will need to contact the hotel directly.

Shipping Information:

All incoming packages for the conference should be addressed as follows

ATTENTION: Recipient

Contact Phone : xxx-xxx-xxxx

Group: Sam Houston State University – Correctional Mgt Institute, Data Coordinator's Conference

Arrival: 2026-04-06

Embassy Suites San Marcos

1001 E McCarty Lane

San Marcos, TX 78666

Number of Boxes:

Shipments should be delivered to the Hotel no more than three (3) working days prior to the program date commencement.

Booths will be assigned on a first come, first serve basis as contracts and payments are received. Only a limited number of spaces will be available, so don't delay in having your exhibit fee sent to our office as soon as possible. If you need special accommodations for your booth, please contact me.

Sincerely,

Vicenta Martinez

Phone: (936)294-1639

vmartinez@shsu.edu

DATA COORDINATOR'S CONFERENCE

APRIL 7-8, 2026 / SAN MARCOS, TX

EXHIBITOR CONTRACT

Complete all information blanks. Sign, date, and email to vmartinez@shsu.edu or fax to 936-294-1227.

Signed contract and fee must be received by March 16, 2026, 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 Vicenta Martinez at 936-294-1639.

Company Name to be listed on signage: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Title: _____

Signature: _____ Date: _____

I have enclosed a check or purchase order 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 Embassy Suites 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 desires a total of ____ booth(s), at \$250 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 the Embassy Suites?

Yes ☐ No ☐

4. Names of firm representative(s) attending booth. (Each booth entitles you to 2 full registrations.)
Name changes after March 30, 2026 will be \$25 each.
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 March 24, 2026.
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 provide a door prize?

Yes ☐ No ☐

Exhibitors providing a door prize (\$50 value) will receive a \$50 discount.

Please copy form and return original along with payment made payable to:

Attn: Vicenta Martinez, Data Coordinator's
Correctional Management Institute of Texas
Sam Houston State University
Box 2296
Huntsville, TX 77341-2296

Pay online at www.cmitonline.org/payment

Questions? Contact Vicenta Martinez at vmartinez@shsu.edu or 936-294-1639



DATA COORDINATOR'S CONFERENCE

APRIL 7-8, 2026 / SAN MARCOS, TX

SPONSORSHIP OPPORTUNITIES

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
Tues 4/7	Morning Refreshment Break	_____ (\$3,500)	_____ (\$ _____) min \$200
Tues 4/7	Afternoon Refreshment Break	_____ (\$3,500)	_____ (\$ _____) min \$200
Weds 4/8	Morning Refreshment Break	_____ (\$3,500)	_____ (\$ _____) min \$200
—	Speaker	_____ (\$1,000)	_____ (\$ _____) min \$200

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Title: _____ Signature: _____

☐ I have enclosed a check (made payable to SHSU) in the amount of \$ _____

☐ Please invoice Contact Person: _____

Invoice Address (if different from above): _____