



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

DOUG DRETKE
EXECUTIVE DIRECTOR

CHRISTIE DAVIDSON
ASSISTANT DIRECTOR

November 2, 2020

The Correctional Management Institute of Texas (CMIT) is pleased to announce the **2021 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 Horseshoe Bay Resort & Spa in Horseshoe Bay, March 22–25, 2021.

Your exhibit fee of \$250 will include two company representatives, a six-foot table and two chairs. 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 Granite Ballroom, Salon E, on the first floor of the resort. All refreshment breaks will be served there as well.

Exhibitors must set-up Monday, March 22, between 3:00PM and 5:00PM. Exhibits will open Tuesday, March 23 at 7:30AM and close at 3:00PM. This will allow participants to visit during refreshment breaks. Booths will reopen on Wednesday, March 24 at 7:30AM and close at 3:00PM.

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 to Sharese Hurst, sharese@shsu.edu or 936-294-1687. Payments will be accepted online (www.cmitonline.org/WICJ), or by mail. Payments must be made within 30 days or your booth will be released.

Only a limited number of spaces will be available, so do not delay in making your reservations. If you need special accommodations for your booth, please contact us.

SPONSORSHIP

As another means of conveying your message to attendees, please consider sponsorship of a conference refreshment break or speaker. These events are well attended and sponsors generate a great deal of goodwill through the provision of such amenities.

Companies that want to receive 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 and in the conference workbook.

SHIPPING INFORMATION

Shipments should be delivered to the hotel no more than 48 hours 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.

USPS Package Address:

Horseshoe Bay Resort
P.O. Box 4650
Horseshoe Bay, TX 78657

FedEx/UPS Package Address:

Horseshoe Bay Resort
200 Hi Circle North
Horseshoe Bay, TX 78657

Each booth is \$250.00. Please complete the Exhibitor Contract, Sponsorship Form, if applicable, and Hotel Exhibitor Forms to indicate first, second, and third choice for exhibit location and return via email or fax to 936-294-1671.

You can make your room reservation by calling Horseshoe Bay at 877-611-0112. 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 Horseshoe Bay!

Sincerely,



Sharese Hurst
Division Director
Phone: 936-294-1687
Email: sharese@shsu.edu



2021 Women in Criminal Justice Exhibitor Contract
HORSESHOE BAY RESORT / HORSESHOE BAY, TX / MARCH 22-25, 2021

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

Signed contract and fee must be received by February 26, 2021, in order to reserve exhibit space. Your payment must be received within 30 days of contract submission, 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.

Company Name to be listed on signage: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact Person Name: _____

Title: _____

Signature: _____ Date: _____

I have enclosed a check 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 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 \$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 Horseshoe Bay?

Yes No

If so, please complete the enclosed Exhibitor Order 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, 2021.
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?
- Yes No
- If so, please fill out the attached form indicating the event you wish to sponsor and your dollar commitment level.

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

Attn: Sharese Hurst, Women in CJ Conference
Correctional Management Institute of Texas
Sam Houston State University
Box 2296
Huntsville, TX 77341-2296

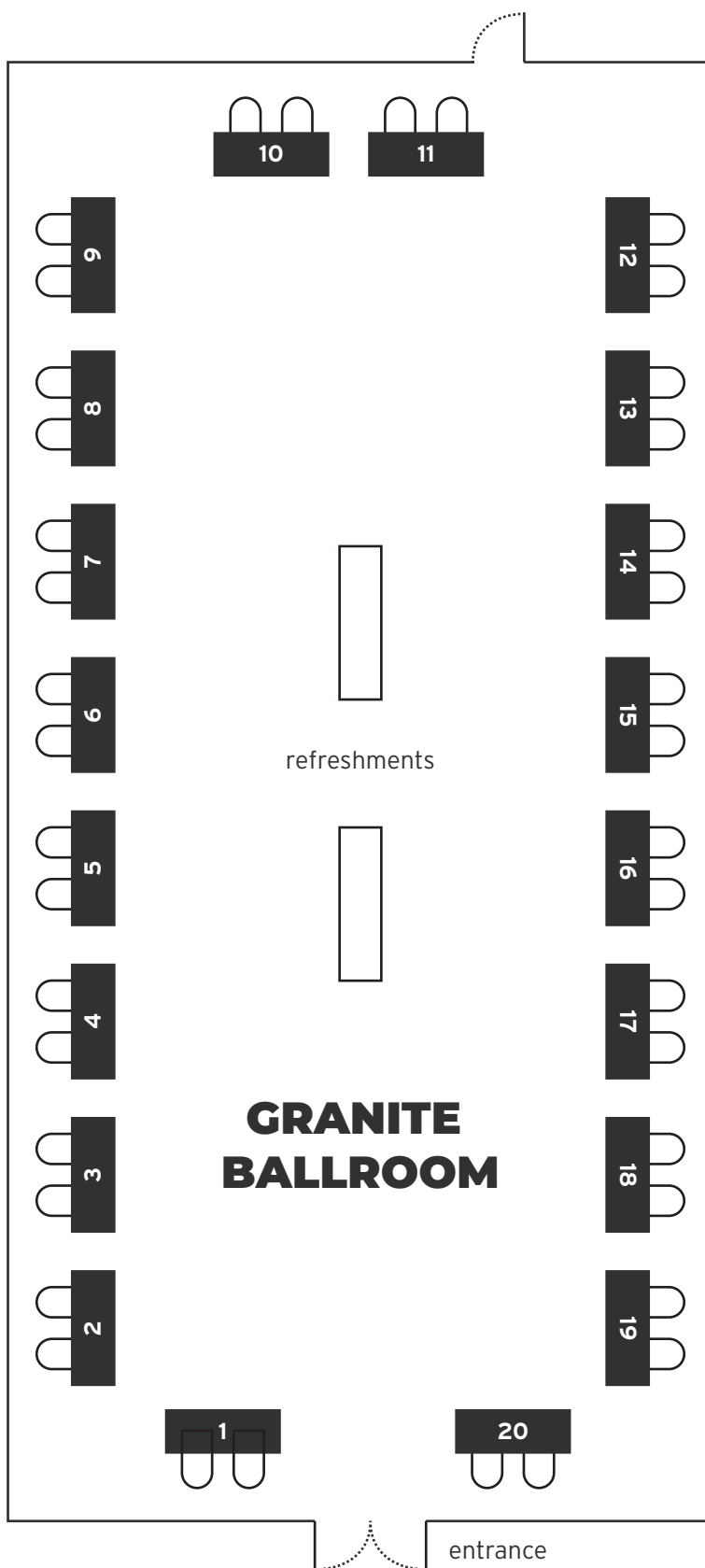
Pay online at www.cmitonline.org/WICJ

Questions? Contact Sharese Hurst at sharese@shsu.edu or 936-294-1687.





HORSESHOE BAY RESORT.
TEXAS LAKE & HILL COUNTRY



2021 Women in CJ Exhibit Hall



2021 Women in Criminal Justice Sponsorships
 HORSESHOE BAY RESORT / HORSESHOE BAY, TX / MARCH 22-25, 2021

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 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
Mon 3/22	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Tues 3/23	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Tues 3/23	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Weds 3/24	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Weds 3/24	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Thurs 3/25	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
-	Speaker	_____ (\$1,000)	_____ (\$ _____) min \$200

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Title: _____ Signature: _____

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



HORSESHOE BAY RESORT.
TEXAS LAKE & HILL COUNTRY

200 Hi Circle North P.O. Box 4650, Horseshoe Bay, TX 78657
Phone: (830) 598-7856 Fax: (830) 598-0374

EXHIBITOR ORDER FORM

NAME OF CONFERENCE: _____ BOOTH NO: _____

DATES: _____ PHONE NUMBER: _____

EXHIBITING FIRM: _____ EMAIL: _____

STREET/CITY/STATE/ZIP: _____

Item	Price / Each	Qty	Subtotal		
Shipping (one time charge):					
Box	\$5.00				
Pallet/Crate/Display	\$75.00				
Other:					
Exhibit Booth (one time charge):					
6'or 8' Linen-less Table, Spandex Skirting, (2) Chairs, Wastebasket	\$100.00				
6'or 8' Linen-less Table, Spandex Skirting	\$50.00				
Short or Tall Cocktail Linen-less Table, Spandex Skirting	\$50.00				
Chair	\$20.00				
Stool	\$20.00				
Wastebasket	\$10.00				
Easel	\$10.00				
8' x 8' x 10' Pipe and Drape Booth	\$100.00				
Other:					
Below Items are Charged Daily:		Price / Each/per Day	Qty	# of Days	Subtotal
Audio Visual:					
Wi-Fi	\$40.00				
LCD Projector	\$300.00				
55" LED Monitor on Stand	\$150.00				
Laptop	\$200.00				
Other:					
Electrical Service:					
1-5 Amp Shared Electrical Service	\$25.00				
20 Amp Dedicated Electrical Service	\$50.00				
Other:					

SUB TOTAL	
24% TAXABLE SERVICE CHARGE	
SALES TAX 8%	
TOTAL ORDER	

METHOD OF PAYMENT

[] ROOM CHARGE (NAME RESERVATION IS UNDER) _____

[] CREDIT CARD (NAME AS IT APPEARS ON THE CREDIT CARD) _____

CARD TYPE: VISA MC AMEX DINNERS/CB DISCOVER

CARD NUMBER: _____ EXP. DATE: _____

ZIP CODE: _____ CVV: _____

CARDHOLDER SIGNATURE: _____ DATE: _____

PLEASE FAX THE COMPLETED FORM TO THE HORSESHOE BAY RESORT EVENT MANAGEMENT DEPARTMENT
AT (830) 598-0374 OR EMAIL TO ECALANCEA@HSBRESORT.COM AND JWHITECOTTON@HSBRESORT.COM