



**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

June 1, 2022

Dear Exhibitor:

We are pleased to announce the **9<sup>th</sup> Annual Mental Health Conference** hosted by the Correctional Management Institute of Texas (CMIT), October 10 – 13, 2022. Previous 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 company representatives 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.

**Exhibits and Sponsorships:**

Exhibits will be located in the Marriott Dallas Allen Hotel & Convention Center, Corral Foyer, in Allen, Texas. Set up for all exhibitors will be Monday, October 10, 2022, from 1:00pm-5:00pm. Exhibits will open Tuesday, October 11, 2022 and Wednesday, October 12, 2022 from 7:30am-3:30pm.

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:**

**\*\*See Exhibitor Form enclosed.** All incoming packages for the conference should be addressed to Marriott Dallas Allen Hotel & Convention Center, 777 Watters Creek Blvd., Allen, TX 75013. Please also include the company name, name of the person who will be claiming the packages, as well as the conference name and date (9<sup>th</sup> Annual Mental Health Conference, October 10-13, 2022) on the outside packaging. **No packages should arrive before October 3, 2022.**

**Hotel Information:**

Marriott Dallas Allen Hotel & Convention Center, 777 Watters Creek Blvd., Allen, TX 75013

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 Allen!

Sincerely,

Aimee Crockett  
Program Specialist  
Phone: (936) 294-3073  
Fax: (936) 294-1671  
Email: [acrockett@shsu.edu](mailto:acrockett@shsu.edu)

**Correctional Management Institute of Texas 9th  
Annual Mental Health Conference  
Marriott Dallas Allen Hotel and Convention Center  
October 10-13, 2022**



**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 936-294-3073 or e-mail [acrockett@shsu.edu](mailto:acrockett@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 Marriott Dallas Allen Hotel and 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:  
1<sup>st</sup> Preference # \_\_\_\_\_ 2<sup>nd</sup> Preference # \_\_\_\_\_ 3<sup>rd</sup> Preference # \_\_\_\_\_ 4<sup>th</sup> 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 September 2, 2022, 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 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 Marriott Dallas Allen Hotel & Convention Center? \_\_\_\_\_
4. Names of firm representative(s) attending booth. **(Each booth entitles you to 2 company representatives)**  
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 \$100, if written request is received by September 12, 2022. 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: Aimee Crockett, CMIT Mental Health Conference, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296, or email [acrockett@shsu.edu](mailto:acrockett@shsu.edu)**



Correctional Management Institute of Texas  
Marriott Dallas Allen Hotel & Convention Center  
October 10 - 13, 2022

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>
<b>Tuesday, October 11, 2021</b>		
Morning Refreshment Break	_____ \$2,500	_____
Afternoon Refreshment Break	_____ \$2,500	_____
<b>Wednesday, October 12, 2022</b>		
Morning Refreshment Break	_____ \$2,500	_____
Afternoon Refreshment Break	_____ \$2,500	_____
<b>Thursday, October 13, 2022</b>		
Morning Refreshment Break	_____ \$2,500	_____
Keynote/Closing Speaker	_____ \$5,000	_____

\_\_\_\_\_

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

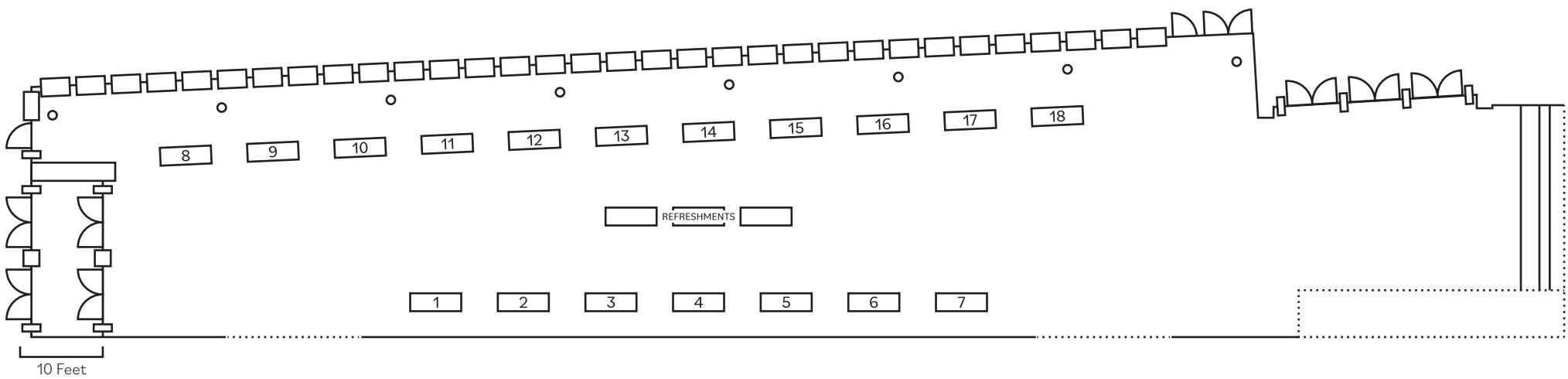
**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**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 Aimee Crockett  
(936) 294-3073 or [acrockett@shsu.edu](mailto:acrockett@shsu.edu)*



Vendor Hall - The Corral • 9th Annual Mental Health Conference  
October 9, 2022



MARRIOTT  
DALLAS ALLEN  
HOTEL & CONVENTION CENTER

## Marriott Dallas Allen Hotel & Watters Creek Convention Center Supplement Exhibit Order Form

This form has been created in order to allow you to order items needed for your exhibit. Marriott Dallas Allen Hotel & Watters Creek Convention Center can be reached at (469) 675-0800. Please provide all the information requested below to ensure prompt processing of your order and email to: [conferenceservices@marriottallen.com](mailto:conferenceservices@marriottallen.com)

**FOR SECURITY REASONS, Marriott International conforms to all Payment Card Industry (PCI) standards.**

**EXHIBITOR INFORMATION: Required**

Name of Show: \_\_\_\_\_  
 Dates of Show: \_\_\_\_\_  
 Name of person picking up Materials: \_\_\_\_\_  
 Booth Number (If known): \_\_\_\_\_  
 Booth Name: \_\_\_\_\_  
 Cell Phone number of Booth contact: \_\_\_\_\_  
 Email Address of Booth contact: \_\_\_\_\_

**CREDIT CARD PAYMENT: Once this form is received by hotel, we will send a unique link for payment by credit card. Arrangements will only be confirmed upon receipt of payment details.**

**EXHIBIT BOOTH ORDER FORM: - Required**

**SHIPPING INSTRUCTIONS**

**INCOMING** – PLEASE LABEL PACKAGES AS FOLLOWS:

SHIPPING ADDRESS: On-Site Group Contact  
 C/O Conference Services Manager  
 Marriott Dallas Allen & Convention Center 777 Watters Creek Blvd  
 Allen, TX 75013 If possible,

- label Box 1/3, Box, 2/3, Box 3/3, so we know we have received all.
- Boxes can be stored 3 days prior and 3 days post at no charge.
- Additional days stored will be \$5.00 per box

**OUTGOING** - All packages need to be sealed and labeled for shipping pick-up.

- Client/Vendor is responsible for contacting their preferred shipper for pick-u

- Package Handling Fee, \$5.00 per box. Number of Boxes: \_\_\_\_\_
- Package Handling Fee, \$75.00 per pallet. Number of Pallets: \_\_\_\_\_
- HS Internet – Hard Line \$700.00 + 24% Service Charge + 8.25% Sales Tax
- HS Internet – Wi-Fi \$15.00 per device/per day + 24% Service Charge + 8.25% Sales Tax. # of devices:
- Power – 20amp with (1) Power Strip \$85 + 24% Service Charge + 8.25% Sales Tax. Number of Power Strips:

**Power and Internet are subject to 24% Service Charge and 8.25% State Sales Tax.**

I certify that all information is complete and accurate. I hereby authorize Marriott Dallas Allen Hotel & Watters Creek Convention Center to collect payment for all charges as indicated above on the credit card card that will be submitted separately.

Name: (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_