



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

DOUG DRETKE
EXECUTIVE DIRECTOR

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October 20, 2021

The Correctional Management Institute of Texas (CMIT) is pleased to announce the 2022 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 Galveston Island Convention Center, March 29 - April 1, 2022.

Your exhibit fee of \$300 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 pre-function area of the Galveston Island Convention Center. All breakfasts and refreshment breaks will be served there, as well.

Exhibitors must set-up Tuesday, March 29th, between 3:00PM and 5:00PM. Exhibits will open Wednesday, March 30th at 7:30AM and close at 3:00PM. This will allow participants to visit during refreshment breaks. Booths will reopen on Thursday, March 31st 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 email your completed exhibitor contract. Booth rental may be said online or by check within 30 days of your booth being assigned.

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 and in the conference workbook.

SHIPPING INFORMATION

Shipments should be delivered to the Hotel no more than three (3) working days prior to the program 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 Convention Center reserves the right to refuse receipt of any package.

Address Packages:

Galveston Convention Center
(Guest Name/WICJ Conference)
c/o Lisa Clemons
5600 Seawall Boulevard
Galveston, TX 77551

Please find enclosed the Sponsorship Form, Exhibitor Contract, the Galveston Island Convention Center AV brochure, and diagram of the exhibit space indicating locations of available booth space. **Each booth is \$300.00.** 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 Hilton Galveston Island Resort at 409-744-5000. 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 Galveston!

Sincerely,

A handwritten signature in black ink that reads "Sharese Hurst". The signature is fluid and cursive, with the first name "Sharese" and last name "Hurst" clearly legible.

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



Exhibitor Contract

MARCH 29-APRIL 1, 2022 / GALVESTON, TX

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 15, 2022, in order to reserve exhibit space. Your payment must be received within 30 days of booth assignment, or your booth space will be re-leased. 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: _____ 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 Galveston Island 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:

1st Preference # _____ 2nd Preference # _____ 3rd Preference # _____

Exhibitor desires a total of _____ booth(s), at \$300 for each booth, for a total of \$_____ payable within 30 days of booth assignment.

3. Area of expertise: _____

Do you need electricity from Galveston Island Convention Center?

☐ Yes ☐ No

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.) Additional attendees will be \$50.00 per person. 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 15, 2022.

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 Sponsorship form.

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.html

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



CORRECTIONAL
MANAGEMENT INSTITUTE OF TEXAS

Sponsorship Opportunities
MARCH 29-APRIL 1, 2022 / GALVESTON, TX

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.

DATE	EVENT	FULL SPONSORSHIP	CO-SPONSORSHIP
Tues 3/29	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Weds 3/30	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Weds 3/30	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Thurs 3/31	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Thurs 3/31	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
Fri 4/1	Morning Refreshment Break	_____ (\$1,000)	_____ (\$ _____) min \$200
–	Speaker Book Sponsorship	–	_____ (\$ _____) min \$1000

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Title: _____ Signature: _____

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

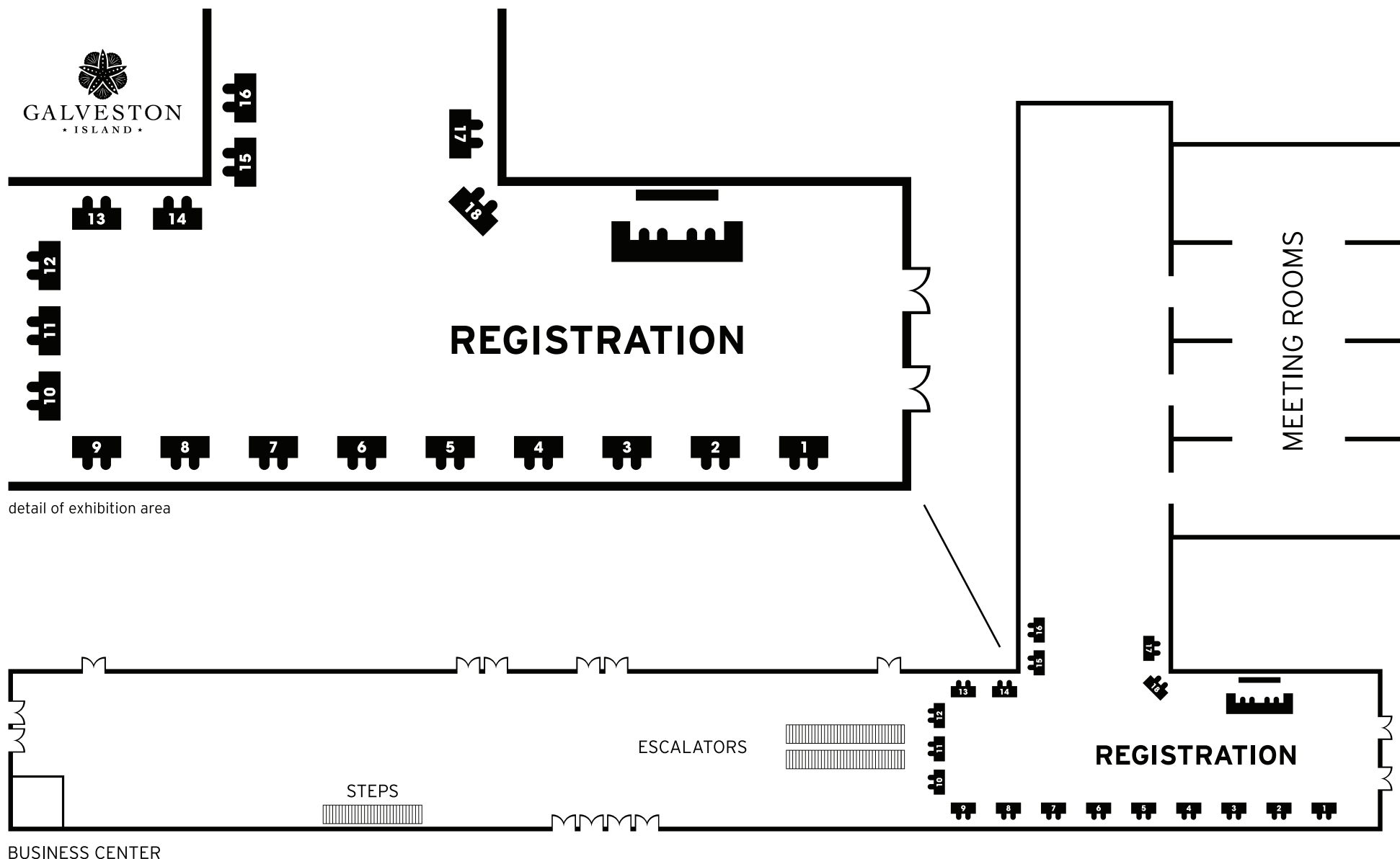


EXHIBIT HALL • 2022 WOMEN IN CRIMINAL JUSTICE CONFERENCE
MARCH 29-APRIL 1, 2022 | GALVESTON, TX