

Dear Exhibitor:

The 52nd Annual Chief Probation Officers Conference will be here before you know it. The Correctional Management Institute of Texas (CMIT) will host the 2024 conference in Galveston, TX. We hope you will be joining us this year in Galveston to take advantage of the chance to make some new contacts with adult and juvenile chief probation officers and personnel from across the state. This conference will bring together close to 175 professionals at the Galveston Island Convention Center, September 29 – October 2, 2024.

We are planning a great conference and hope you will be a part of it. Due to the continued success of previous conferences we will have various sponsorship levels available to you. Just a note, we are at the Galveston Island Convention Center again this year.

Exhibits:

We would like you to select a sponsorship level that best fits your company, as described on the following page. Please note that each sponsorship level has a corresponding time-frame in which you will be permitted to exhibit. CMIT will be responsible for assigning your company to an event as well as selecting your location. Exhibits will be located in Foyer of the Grand Ballroom where all refreshment breaks will be held. All exhibit tables will be set-up, assigned and available for you when you arrive at the Convention Center on Sunday, September 29th. We only have access to the building during certain time frames so I recommend you setting your booth up between 3 pm – 5 pm on Sunday, September 29th or 7 am on Monday, September 30th. All exhibit tables will be removed Tuesday evening after the last session.

If you need electrical service, internet/telephone access, or audiovisual equipment, please contact me about your needs so I can make arrangements with the hotel staff.

New Guidelines:

Due to several complaints of companies “walking the hall” soliciting business to attendees and/or exhibitors, CMIT asks that you respect paying exhibitors. Exhibiting companies incur many costs to meet the participants at the Annual Chiefs Conference. If you are not a paying exhibitor we request you stay clear of the conference area. If you are a paying exhibitor and pay for one day, we ask that you not solicit business after your time frame is up.

Shipping Information:

All incoming packages for the conference should be addressed to **Galveston Island Convention Center, C/O Lisa Clemons** (Hold for: Guest Name & Chief Probation Officers Conference, 5600 Seawall Boulevard, Galveston, TX 77551. The Convention Center will only accept packages from Wednesday, September 25th – Sunday, September 29th. Again, the building is only open when occupied.

We look forward to another great conference. Please feel free to contact me at 936-294-1227 or by email at awood@shsu.edu should you have questions or require assistance. See you in Galveston!

Sincerely,



Amanda Wood
Division Director



**Texas Probation Training Academy
 Correctional Management Institute of Texas
 52nd Annual Chief Probation Leadership Conference
 Galveston Island Convention Center * September 29 – October 2, 2024 * Galveston, Texas**

*Instructions: Complete all information. Signed contract must be received A.S.A.P. in order to reserve exhibit space.
 If you need to discuss special needs such as large equipment, contact Amanda Wood at (936) 294-1227.*

Texas Probation Training Academy, referred to hereinafter as “TPTA” and the undersigned firm, referred to hereinafter as “Exhibitor” and Galveston Island Convention Center referred to hereinafter as “Exhibit site” agree to as follows:

TPTA will provide exhibit space in accordance with items listed below:

1. Exhibit booths will be provided at TPTA’s discretion based on the Exhibitor’s chosen sponsorship level. Premium spaces will be assigned in the following order: Gold, Silver, Bronze. **Vendor spaces are 10’ wide with a 6’ table.**
2. Exhibitor will accept booth space assignment and event sponsorship selection as determined by TPTA.
3. Exhibitor agrees to exhibit **ONLY** during the time-frame permitted according to the sponsorship level chosen.
4. Exhibitor understands there could be other charges for electrical power, telephone, internet, shipping and storage/handling (see attached forms).
5. Exhibitor may, if he/she desires, cancel the agreement and receive a full refund, minus a service charge of \$50, if written request is received by **September 9, 2024. No refunds will be granted after this date.**
6. TPTA 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.

Level of Sponsorship: Gold - \$4000 Silver- \$2500 Bronze - \$1000

Company Name to be Listed on Signage _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

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? _____

Names of firm representative(s) attending booth (sponsorship entitles you to 3)

Name 1: _____ Title: _____ Email: _____

Name 2: _____ Title: _____ Email: _____

Name 3: _____ Title: _____ Email: _____

Payment Method

Check Enclosed: Make payable to **Sam Houston State University**

Please Invoice: Contact Person _____

Invoice Address (if different from above): _____

Credit Card (Visa or MasterCard): We will gladly accept your payment by credit card. Please call (936) 294-1227

Agreement of Person Authorized to Sign Contract

Printed Name: _____ Phone: _____

Signature: _____ Title: _____ Date: _____

Return contract and payment to:
 Texas Probation Training Academy
 Attn: Amanda Wood
 Correctional Management Institute of Texas
 George J. Beto Criminal Justice Center
 Sam Houston State University
 Huntsville, TX 77341-2296
 Fax: (936) 294-1671

CHIEFS CONFERENCE SPONSOR LEVELS

GOLD SPONSOR - \$4,000

(Sunday – Tuesday)

Your benefits:

- **Exhibit booth with a premium location (throughout the ENTIRE conference)**
- **Sign at a sponsored event***
 - **Welcome or Awards Reception**
- **Recognition in the on-site conference program**
- **List of conference participants on disk**
- **Company advertisement in conference program – full page**
- **Company brochure inserted in the annual on-site conference packets**
- **Company representative introduced during chosen reception & opportunity to address audience about your business**

SILVER SPONSOR - \$2,500

(Monday - Tuesday)

Your benefits:

- **Exhibit booth (all day Monday & Tuesday)**
- **Sign at a sponsored event***
- **Recognition in the on-site conference program**
- **List of conference participants on disk**
- **Company advertisement in conference program – half page**
- **Company brochure inserted in the annual on-site conference packets**

BRONZE SPONSOR - \$1,000

(Monday)

Your benefits:

- **Exhibit booth (all day Monday)**
- **Sign at a sponsored event***
- **Recognition in the on-site conference program**
- **List of conference participants on disk**

*** CMIT will assign your company a sponsorship based on the sponsorship level you choose and availability**