



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

DOUG DRETKE  
EXECUTIVE DIRECTOR

CHRISTIE DAVIDSON  
ASSISTANT DIRECTOR

February 1, 2024

The Correctional Management Institute of Texas (CMIT) is pleased to announce the 2024 Leadership for Support Staff Conference. The conference will bring together close to 200 participants representing the field of criminal justice throughout the state of Texas, to the DoubleTree by Hilton in Austin, Texas, June 3 - 6, 2024.

Your exhibit fee of \$250 will include full conference registration per booth, with 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. 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 hallway outside the breakout rooms at the DoubleTree Austin, in Austin, Texas. Exhibitors must set-up Monday, June 3rd, between 2:00 PM and 5:00 PM. Exhibits will open Tuesday, June 4th & Wednesday, June 5th 8:00 AM - 5:00 PM. The final day to exhibit will be Thursday, June 6th 8:00 AM – 12:00 PM.

Please fax or email in your exhibitor contract as soon as it is completed. Send your exhibit fee to our headquarters as soon as possible in order for the Institute to ensure full utilization of exhibitor space. Only a limited number of spaces will be available, so do not delay in making your reservations for a booth and a hotel room.

**Door prizes:**

If you would like to provide a door prize; please indicate that on your application so we may plan accordingly. Your company will receive a \$50 discount on the booth fee and recognition for each door prize you provide. Additionally, you may also hold door prize drawings at your booth throughout the conference.

**Shipping Information:**

**\*\*See Exhibitor Form enclosed.** All incoming packages for the conference should be addressed to DoubleTree Austin, 6505 Interstate Hwy 35, Austin, TX 78752. Please include the company name, name of the person who will be claiming the packages, as well as the conference name and date (Leadership for Support Staff Conference, June 3-6, 2024) on the outside packaging. Each package should arrive no earlier than three (3) days before the arrival date.

Please find enclosed the Exhibitor Contract. Each booth is \$250. Complete the Exhibitor Contract and return to the address indicated on the contract, or fax it to 936-294-1671. You can make your room reservation by calling the DoubleTree Austin, in Austin, Texas.

We are planning a great conference and hope you will be a part of it. Please feel free to contact us should you have any questions. See you in Allen!

*Rian Sikes*

Rian Sikes  
Project Coordinator  
Phone: 936-294-1639  
Fax: 936-294-1671  
Email: rian@shsu.edu



# LEADERSHIP FOR SUPPORT STAFF

JUNE 3-6, 2024 • AUSTIN, TX

## EXHIBITOR CONTRACT

**Complete all information blanks.** Sign, date, and email to [rian@shsu.edu](mailto:rian@shsu.edu) or fax to 936-294-1671.

Signed contract and fee must be received by May 3, 2024, 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 Rian Sikes 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 DoubleTree Austin 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 \$200 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 DoubleTree Austin?

Yes  No

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 \$25, if written request is received by May 3, 2024.

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: Rian Sikes, Leadership for Support Staff

Correctional Management Institute of Texas

Sam Houston State University

Box 2296

Huntsville, TX 77341-2296

Pay online at [www.cmitonline.org/payment](http://www.cmitonline.org/payment)

**Questions?** Contact Rian Sikes at [rian@shsu.edu](mailto:rian@shsu.edu) or 936-294-1639





# EXHIBITOR SERVICES

## DOUBLETREE BY HILTON HOTEL AUSTIN

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NUMBER
STREET ADDRESS	CITY	STATE/ZIP	DELIVERY DATE
TELEPHONE NUMBER	DELIVERY TIME	PICKUP DATE	PICKUP TIME
EMAIL ADDRESS	ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed onsite will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and facility technology fee will be applied to all orders.

### HOTEL WILL CONTACT YOU FOR PAYMENT INFORMATION.

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax.

Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. **24% Facility technology fees will be applied to all orders.** Labor charges may apply.

Email completed forms to: [jgingras@avms.com](mailto:jgingras@avms.com)

#### AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
Wireless microphone <input type="checkbox"/> Hand-held <input type="checkbox"/> Lavalier	\$165 <i>per day</i>	_____	\$ _____
Two-Speaker Sound System <i>Two speakers, two stands, wired microphone, and mixer (up to 20 people)</i>	\$295	_____	\$ _____

#### ACCESSORIES

	PRICE	QTY	TOTAL
Laptop	\$225	_____	\$ _____
The Meeting Owl	\$350	_____	\$ _____
Speaker Phone	\$150	_____	\$ _____
Flipchart Package <i>Easel, paper pad, and pens</i>	\$55	_____	\$ _____
Power Package <i>25' extension cord and power strip</i>	\$30	_____	\$ _____

#### BANNER HANGING/RIGGING

All rigging requests should be placed using the Rigging Request Form.

#### INTERNET (Connections Per Device) PRICE

WiFi per user	\$15 per attendee, 5Mbps/5Mbps
Dedicated bandwidth pricing <i>20Mbps/20Mbps</i>	Inquire
Hard Wireline	

AVMS offers a number of options for bandwidth. Please speak with your AVMS

*representative to customize pricing for your request.*

#### LABOR RATES

AVMS will charge labor to set, test, and remove in quarter-hour increments for all equipment rented. Specialized operators, such as video engineers, audio engineers, and projectionist, will be quoted on an individual basis with a five-hour minimum. The following rates will apply:

Set/Test/Removal	\$80
Operator	\$90
Pre-Production Services	Inquire

Including diagrams, rigging grids, and renderings (per hour, five-hour minimum)

#### SPECIAL REQUESTS

Please add any items not listed above that you require.

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All equipment sets will be subject to a facility technology fee equal to 24% of the equipment rental total and applicable tax. A variety of audiovisual products are available for your event. This list represents only a portion of our most popular equipment and services. When guests require assistance setting their own equipment, AVMS will charge labor at published rates with a two-hour minimum. Facility technology fees are applied for the availability of audiovisual staff and are calculated on the subtotal of all audiovisual charges. All rates are subject to an optional 7% limited loss damage waiver. All cancellations within 24-hours of event are subject to full charges.

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