



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

DOUG DRETKE
EXECUTIVE DIRECTOR

CHRISTIE DAVIDSON
ASSISTANT DIRECTOR

September 25, 2023

The Correctional Management Institute of Texas (CMIT) is pleased to announce the **2024 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 Embassy Suites in San Marcos, March 25–28, 2024.

Your exhibit fee of \$350 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 Veramendi E Ballroom. All refreshment breaks will be served there as well.

Exhibitors must set-up Monday, March 25, between 3:00PM and 5:00PM. Exhibits will open Tuesday, March 26 at 7:30AM and close at 3:00PM. This will allow participants to visit during refreshment breaks. Booths will reopen on Wednesday, March 27 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.html), 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:

Embassy Suites San Marcos
1001 E. McCarty Lane
San Marcos, TX 78666

Each booth is \$350.00. 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 Embassy Suites at 512-392-6450. 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 San Marcos!

Sincerely,

A handwritten signature in cursive script that reads "Sharese Hurst".

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

2024 Women in Criminal Justice Exhibitor Contract

EMBASSY SUITES SAN MARCOS / SAN MARCOS, TX / MARCH 25-28, 2024

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 15, 2024, 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 San Marcos, 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 \$350 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 Embassy Suites?

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 15, 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 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.html

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



2024 Women in Criminal Justice Exhibitor Contract

EMBASSY SUITES SAN MARCOS / SAN MARCOS, TX / MARCH 25-28, 2024

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 3/25	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$_____) min \$200
Tues 3/26	Morning Refreshment Break	_____ (\$1,000)	_____ (\$_____) min \$200
Tues 3/26	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$_____) min \$200
Tues 3/26	Lunch	_____ (\$1,000)	_____ (\$_____) min \$200
Weds 3/27	Morning Refreshment Break	_____ (\$1,000)	_____ (\$_____) min \$200
Weds 3/27	Afternoon Refreshment Break	_____ (\$1,000)	_____ (\$_____) min \$200
Weds 3/27	Lunch	_____ (\$1,000)	_____ (\$_____) min \$200
Thurs 3/28	Morning Refreshment Break	_____ (\$1,000)	_____ (\$_____) min \$200
—	Speaker	_____ (\$1,000)	_____ (\$_____) min \$200
—	Stanley Style Tumbler Cups	_____ (\$1,000)	_____ (\$_____) min \$200
—	Lanyards	_____ (\$1,000)	_____ (\$_____) min \$200

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

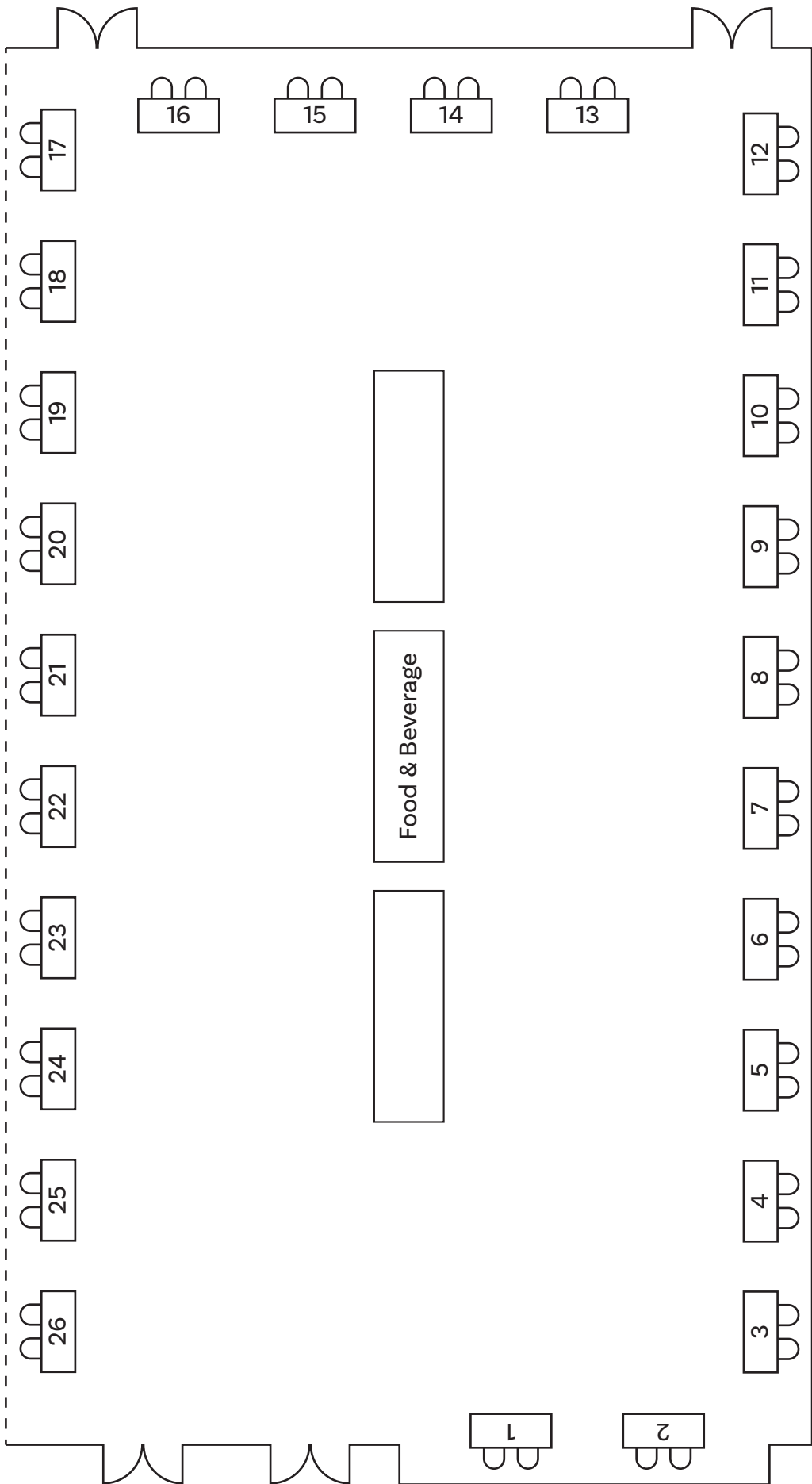
Phone: _____ Fax: _____

Email: _____

Title: _____ Signature: _____

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

EXHIBIT HALL • VERAMENDI SALONE



2024 Women in Criminal Justice / March 25-28, 2024 / San Marcos, TX

Exhibitor Services Order Form

<p>Company Information:</p> <hr/> <p>Exhibitor Company Name</p> <hr/> <p>On-site Contact Name</p> <hr/> <p>Billing Address</p> <hr/> <p>City, State, Zip</p> <hr/> <p>Telephone Number</p> <hr/> <p>Fax Number</p> <hr/> <p>Email Address</p>	<p>Exhibitor Information <i>(Please Complete the requested)</i></p> <p>Event _____</p> <p>Booth # _____ Set Up Date _____</p> <p>Payment Terms & Conditions</p> <ul style="list-style-type: none"> Payment Total is due on exhibitor setup day. Any unpaid balances at the close of day will be removed until payment is settled in full. Purchase orders and checks are not accepted. Please have a valid credit card available for payment. Specialty items may require an advance deposit prior to arrival. Deposits are non-refundable. Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control. A 25% Service Charge will be applied to all AV services rendered for each day's use. Discount Price available 14 days prior to event, Standard Price available 13 to 4 days prior to event, Floor Price available 3 days prior to event and on-site. <p style="text-align: center;">For questions regarding pricing & services please contact Hotel's Audio Visual Department: Phone: 512-805-5350 Email: SanMarcosExhibitor@atriumhospitality.com</p>
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ELECTRICITY	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Basic Power*	\$20	\$30	\$45			
20 AMP Power**	\$55	\$75	\$95			

HIGH SPEED INTERNET						
Wi-Fi Connections (2 Users)	\$10	\$15	\$20			

Audio Visual						
43" Monitor	\$100	\$125	\$200			
Laptop Computer	\$225	\$275	\$350			
HDMI Cable	\$15	\$25	\$35			
25' VGA Cable	\$15	\$25	\$35			
6' MIL Protective Plastic 8x10/10x10 Exhibit booth	\$45	\$65	\$75			
Flip Chart	\$25	\$45	\$65			
Up lights	\$30	\$60	\$80			
Self-Powered Speaker	\$60	\$80	\$100			
4 Channel Mixer	\$50	\$50	\$70			
Wired Microphone	\$75	\$95	\$125			
Wireless Microphone	\$65	\$85	\$115			
Computer Sound Package	\$180	\$225	\$275			
Computer Speakers	\$15	\$25	\$55			

Accessories						
Labor- Half Hour Min.	\$45	\$55	\$60			
Cocktail Table or AV Cart	\$25	\$35	\$55			
6' or 8' Table	\$70	\$75	\$85			
Ice per 10 lbs.	\$10	\$15	\$20			
Hot Water per gallon	\$10	\$15	\$20			
Vehicle Load in	\$150-\$250	\$250-\$300	\$350			

*Includes electricity, power cord & labor

**Includes dedicated 20 AMP circuit, power cord & labor

	Subtotal
Service Charge	25%
Sales Tax	8.25%
Grand Total = Subtotal + 25% + 8.25%	Grand Total

I have indicated all Exhibitor Services I will need :

I will not need any Exhibitor Services:

Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.

By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.