CORRECTIONAL
MANAGEMENT INSTITUTE OF TEXAS

CHRISTIE HANEY, EXECUTIVE DIRECTOR

COLLEGE OF CRIMINAL JUSTICE

June 1, 2026

Dear Exhibitor,

We are pleased to announce the **13th Annual Mental Health Conference** hosted by the Correctional Management Institute of Texas (CMIT), November 30-December 3, 2026. Previous conferences brought together over 350 corrections and mental health professionals and we anticipate an even greater response this year.

Booths are $450 for industry* exhibitors and $300 for non-industry exhibitors. Your exhibit fee will include two company representatives per booth, with a six-foot table and two chairs. Additional 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. A $50 discount is available for exhibitors who supply a door prize valued at $50. **An industry exhibitor is a company that supplies a product or service that is directly related to the corrections field. Non-industry exhibitors are typically non-corrections related small businesses.*

Exhibits and Sponsorships:
Exhibits will be located in the foyer of the Galveston Island Convention Center in Galveston, TX. Exhibitors must set-up Monday, November 30, between 3:00PM and 5:00PM. Exhibits will open Tuesday, December 1 at 7:30AM and close at 3:00PM. This will allow participants to visit during refreshment breaks. Booths will reopen on Wednesday, December 2 at 7:30AM and close at 3:00PM.

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:
All incoming packages for the conference should be addressed to Galveston Island Convention Center Hotel, 5600 Seawall Blvd, Galveston, TX 78401. Please also include the company name, name of the person who will be claiming the packages, as well as the conference name and date (13th Annual Mental Health Conference, November 30-December 3, 2026) on the outside packaging. **No packages should arrive before November 25, 2026.**

Hotel Information:
Galveston Island Convention Center Hotel, 5600 Seawall Blvd, Galveston, TX 78401 / 409-744-5000

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 Galveston!

Payton Jones

Payton Jones
Project Coordinator
Phone: 936-294-1668
Email: pmj007@shsu.edu

• EXHIBITOR CONTRACT •

MHC

FOR OFFICE USE ONLY			
RECEIVED	/	ACCEPTED	/

13TH ANNUAL MENTAL HEALTH CONFERENCE / NOV 30–DEC 3, 2026 / GALVESTON, TX

Instructions: Complete all information blanks. Sign, date, and mail or email to pmj007@shsu.edu.

Signed contract and fee must be received by October 19, 2026, 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 Payton Jones at 936-294-1668.

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, 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 $450 for each booth, for a total of $_____ payable upon return of signed contract to CMIT.

3. Area of expertise:_____

   Do you need electricity from Embassy Suites?

   Yes ☐ No ☐

   If so, please see attached hotel documents to complete a request.

4. Names of firm representative(s) attending booth. (Each booth entitles you to 2 company representatives.)
   Additional attendees will be $50.00 per attendee.
   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 September 15, 2026.

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 to:
Attn: Payton Jones, CMIT Mental Health Conference
Correctional Management Institute of Texas
Sam Houston State University
Box 2296
Huntsville, TX 77341-2296

Or you may email this form to pmj007@shsu.edu

Pay online at www.cmitonline.org/MHC.html

Questions? Contact Payton Jones at pmj007@shsu.edu or 936-294-1668.

• SPONSORSHIP OPPORTUNITIES •

MHC

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13TH ANNUAL MENTAL HEALTH CONFERENCE / NOV 30–DEC 3, 2026 / 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 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 12/1	Morning Refreshment Break	_____ ($2,500)	_____ ($_____) min $200
Tues 12/1	Afternoon Refreshment Break	_____ ($2,500)	_____ ($_____) min $200
Weds 12/2	Morning Refreshment Break	_____ ($2,500)	_____ ($_____) min $200
Weds 12/2	Afternoon Refreshment Break	_____ ($2,500)	_____ ($_____) min $200
Thurs 12/3	Morning Refreshment Break	_____ ($2,500)	_____ ($_____) min $200
–	Participant Swag*	_____ (varies*)	_____ ($_____) min $200
–	Breakout Session Speakers	_____ ($1,000)	_____ ($_____) min $200
–	Keynote/Closing Speaker	_____ ($3,000)	_____ ($_____) min $200

**Examples of swag items include lanyards, keychains, notepads, pens, etc. Full sponsorship will depend on item chosen.*

Company Name: _____

Address: _____

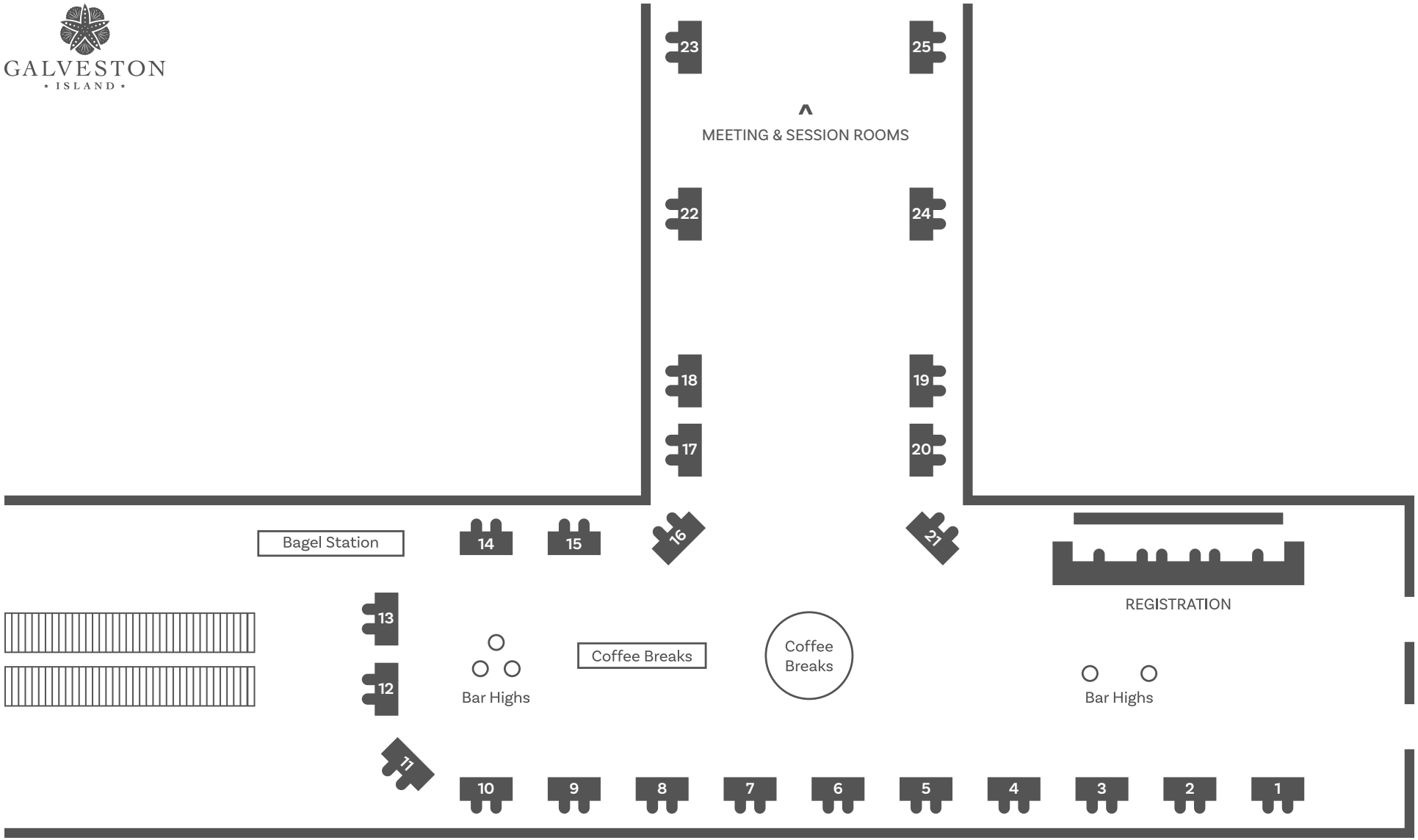
City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Title: _____ Signature: _____

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



Map is not to perfect scale. this layout is intended as an approximation of booth location in reference to the Galveston Island Convention Center.

13th Annual Mental Health Conference - EXHIBIT HALL

November 30–December 3, 2026 | Galveston, TX

GALVESTON ISLAND CONVENTION CENTER
AT THE SAN LUIS RESORT

Utility Service Order Form

Name of Exhibition or Show:_____

Exhibitor's Name: _____Booth Number:_____

Exhibitor Company/Organization:_____

Date of Show:_____Phone:_____

Method of Payment:_____

Electrical Current Charges:

Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in the total price. **ALL PRICES ARE SUBJECT TO CHANGE.** **Deadline for service request is seven (7) days prior to arrival.** ***PLEASE NOTE THAT IF PAID ON PROPERTY, THERE WILL BE AN INCREASE IN PRICE OF $25.00(plus tax).***

Quantity/Requirements	Unit Charge (tax included)	Total
_____110 volts/20 amps (1Standard Outlet/Shared)	$ 102.84 (per outlet/per day)	$_____

Enhanced Power Needs: Quantity/Requirements

_____208 volts (1 Duplex Outlet)	$ 270.63 (per outlet/per day)	$_____
_____200 amps (3 phase)	$ 324.75 (per outlet/per day)	$_____
_____400 amps (3 phase)	$ 649.50 (per outlet/per day)	$_____

***Enhanced Power, will need to know specific outlet information:** _____

_____

- **THE CONVENTION CENTER RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.**

Internet Charges:

Quantity/Item	Unit Charge (tax included)	Total
_____Wired (TI) Highspeed Internet Line	$324.75 (per day/per line)	$_____

- **The Convention Center provides complimentary wireless internet.**

Electrical and/or Internet: Please email this form along with the credit card authorization form to lclemons@ldry.com (If you are state sales tax exempt-we need that form sent with these forms)

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AV, Rigging, or Other Items Noted Below will be provided by: The Events Company

Power-Strips, Extension Cords, Monitors, or any Audio-Visual Equipment
Please Note: All Rigging at the Convention Center is handled by The Events Company
For pricing information and/or to order any AV, Rigging, Cords, etc., please contact:

Felix Bassett at fbassett@ldry.com or Cell 713 582 8386
Rodney Whitaker at Rodney.whitaker@ldry.com or Cell 346 289 9364
Office Line 409 744 1500 ext. 2851
(Do not email your electrical needs to either of these emails, please use the email noted above or on the CC Form)

GALVESTON ISLAND CONVENTION CENTER

AT THE SAN LUIS RESORT

CREDIT CARD BILLING AUTHORIZATION FORM

DATE: _____

CONVENTION NAME: _____

CONVENTION DATES: _____

EXHIBITOR COMPANY/ORGANIZATION: _____

EXHIBITOR BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

NAME ON CREDIT CARD: _____

CARD: ☐ **MASTER CARD,** ☐ **AMERICAN EXPRESS,** ☐ **VISA,** ☐ **DISCOVER, OR** ☐ **DINERS CLUB**

CARD NUMBER: _____
(If you prefer to call with your credit card number, please note on the above line "will call" electrical will not be ordered until cc # is on file)

EXPIRATION DATE: _____ **CVV CODE:**_____

AMOUNT APPROVED FOR BILLING: $_____

AUTHORIZED SIGNATURE: _____

Please complete and fax forms to Lisa Clemons at (409) 744 6913 or email them to lclemons@ldry.com. If you have any questions, please contact me at **(409) 740 8686.** To send payment in advance via check, mail to Galveston Island Convention Center (c/o: The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: Lisa Clemons/Conference Planning. Please make sure to include with the check this form or the name and date of the exhibition.

PLEASE NOTE THE ABOVE ADDRESS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS.
If shipping items, please use this address: Galveston Island Convention Center, (Name of Group/Name of Guest or Exhibitor), 5600 Seawall Blvd., Galveston, TX 77551 for receiving shipments. Please note if you do ship to the center, shipments are not allowed to arrive more than 3 days before the event begins. For shipping out, you will need to prepare your item for shipping and call in to schedule the pick-up. Shipments are stored in the back of the center-loading dock area- by security, directions can be given upon your arrival.

Please note if you order electrical on-site there will be an additional charge for late orders, no exceptions.

If you would like a receipt emailed to you, (emails are sent out after the event concludes) please print clearly your email address here: _____