



SSWR

Society for Social Work and Research

14th Annual Conference

SOCIAL WORK RESEARCH:
**A WORLD OF
Possibilities**

Exhibitor and Advertiser Information

January 14-17, 2010

Hyatt Regency Hotel Embarcadero Center

5 Embarcadero Center

San Francisco, CA 94111

The Society of Social Work and Research Annual Conference is a gathering of social work researchers, educators, students and practitioners. Founded in 1994 as a freestanding non-profit organization, SSWR is committed to fostering high quality social work research.



404 BNA Drive, Suite 650, Nashville, TN 37217
phone: 615-367-4900 fax: 615-367-0012



2239 Moorpark Ave., Suite 100, San Jose, CA 95128
phone: 650-226-3847 fax: 650-226-3879
www.prestigeexpo.net

- RULES AND REGULATIONS OF THE EXHIBIT HALL -

The SSWR Exhibit hall will be located in the Hyatt Regency Embarcadero on the Pacific Concourse Level. The hall is fully carpeted and provides an attractive setting.

“SSWR reserves sole discretion in accepting or rejecting Exhibitors and their products. SSWR reserves sole discretion to remove materials which are not part of a paid exhibit booth.”

RESERVING EXHIBIT SPACE & REGISTRATION

All exhibitors must have official exhibitor name tags to enter the Exhibit Hall. Those authorized name tags are issued through the process described in the rules below.

Each booth package includes an 8' x 10' draped booth, consisting of 8' high back drape and 3' high side drapes, one 6' draped table, 2 side chairs, 1 wastebasket and one booth I.D. sign. The hall is fully carpeted. **One conference registration fee is included with each booth fee.**

Cost per 8' x 10' Exhibitor Booth - \$1,000.00 before October 23, 2009
- \$1,200.00 if reserved on October 24 or later

An exhibitor may purchase ONE additional discounted conference registration per booth of \$125.00. The registration fee entitles those registered to participate in conference sessions, receptions and other on-site activities that are open to all participants in the conference. The additional registration fee should be included with your payment and sent to the address below.

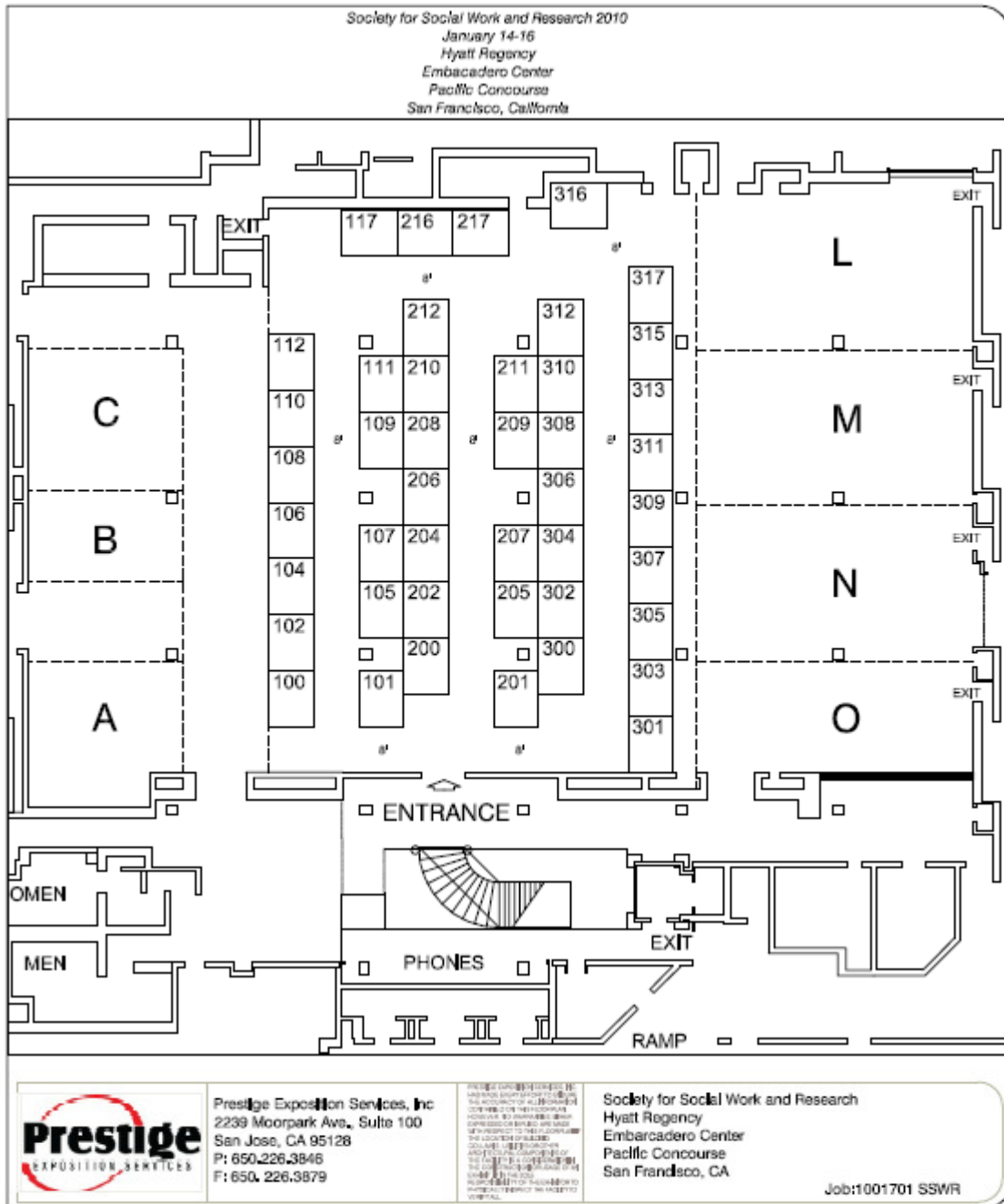
Additional staff for the booth will be required to pay the full conference registration fee of \$275.00 before December 4, 2009, \$300.00 December 5, 2008 to January 5, 2010 and \$325.00 after January 5, 2010. The additional fee should be included with your payment.

Payment for booth space is required with the registration in the form of a check, purchase order or credit card. A \$35.00 charge will be assessed for a returned check. **No refund will be made to an exhibitor for any reason.** Once you are accepted as an exhibitor your payment will be processed. Please make all payments payable to *Travelink, Inc.* and send the completed Exhibitor Registration Form(s) to:

Travelink American Express
SSWR Exhibits/Advertisers
404 BNA Drive, Suite 650
Nashville, TN 37217

SELECTING YOUR EXHIBIT SPACE

The floor plan for the 2010 SSWR Exhibit Hall is shown below with the booths numbers as indicated. Consult the diagram and **list your FIRST, SECOND, and THIRD choices of preferred booth locations, by number on your SSWR Exhibitor Registration Form**. Every effort will be made to assign you one of your three choices. Booth assignments will be made on a **first-come, first-served basis, based on when your SSWR Exhibitor Registration Form is received in the Travelink office**. You will receive an email confirmation including your booth number within 10 business days of receipt of your Registration Form.



EXHIBITION SERVICES

Prestige Exposition Services is the official exposition service for the show and will provide decorating services. **It is the responsibility of the exhibitor to contact Prestige Exposition Services for any additional items that need to be ordered for their booth. You may reach them either through their website or by phone.**

Prestige Exposition Services
Janet Caudill
2239 Moorpark Ave., Suite 100
San Jose, CA 95128
650-226-3846
650-226-3879
janet@prestigeexpo.net
www.prestigeexpo.net

The drapery color panels are gold and white. No other colors may be substituted.

Prestige Exposition Services will provide material handling services at their contracted rates, please contact Prestige Expo for details. **Shipments may be received in their warehouse, held in special storage for up to 30 days. Prestige Exposition will deliver these shipments during the designated move-in time to the designated areas. Empty crates and cartons will be returned to your booth at the close of the show.**

PLEASE read Prestige Exposition Services' contract and beware that other fees will/may be charged for materials being moved in and out of the exhibit hall. Please call the number provided to ensure clarification of fees.

The Hyatt Regency Embarcadero Hotel is not equipped to handle package shipments and requires that all materials for the exhibit hall be shipped to **Prestige Exposition Services**, or your preferred carrier.

IMPORTANT NOTICES

1. **Display Space is limited and is assigned on a "first come, first served basis" by the date received.** Exhibitor preference of booth assignment is not guaranteed. You will be notified of your booth number(s) in a confirmation email.
2. One security person will be provided on a twenty-four hour basis, beginning Thursday, January 14, 2010 at 7:30 am and concluding Saturday, January 16, 2010 at 10:00 pm. Exhibitors are reminded that valuables, such as laptop computers, should not be left unattended at any time. **Travelink, Inc., SSWR, and the Hyatt Regency Embarcadero Hotel accept no liability for lost or stolen items.**

3. Once the conference begins, exhibitors will be allowed into the Exhibit Hall no earlier than 30 minutes prior to the opening time, and 30 minutes immediately following closing time. Other than these stated times, exhibitors cannot return to their booth during the hours the Exhibit Hall is closed.
4. A copy of the Conference Exhibit Floor Plan, Exhibitor List and Exhibitor Location will be included in each conference participant's registration packet.
5. Fire regulations require that all decorations and fabrics be constructed of flameproof material and that no open flames [i.e. burning candles] or flammable items of any kind be used.
6. Exhibitors are asked to see that their booth areas are orderly before closing time each day.
7. All decisions of the show management will be final.
8. Your request for space and payment acknowledges your agreement to abide by the Rules and Regulations of the Hall, Prestige Exposition Services, the Society for Social Work and Research, the Hyatt Regency Embarcadero Hotel and Travelink, Inc.
9. The following disclaimer will appear in literature that describes and/or promotes the exhibit area:

Exhibitors have paid a fee for the privilege of presenting their materials to participants in this conference. SSWR does not endorse, or necessarily recommend the products displayed.

EXHIBIT HALL SCHEDULE

EXHIBITOR MOVE-IN

Prestige Exposition Services will have all freight in by 8:00 am on Thursday, January 14, 2010. Vendor set up for the show begins at 8:00 am and continues until 1:00 pm on Thursday, January 14, 2010. **Any exhibitors not set up by Noon on Thursday, January 14, 2010 will be in breach of contract and will lose their space(s) for the entire show and forfeit all monies received**, as well as possibly not being eligible for re-admittance in future years.

EXHIBIT HOURS

Date	Activity	Opening Time	Closing Time	Exhibitor Time*
Thursday, January 14	Exhibitors Move-in and Set-up	8:00 am	1:00 pm	
Thursday, January 14	Show Hours	1:00 pm	5:30 pm	12:30 pm 6:00 pm
Thursday, January 14 Welcome Reception	Show Hours	6:45 pm	8:15 pm	6:15 pm 8:45 pm
Friday, January 15	Show Hours	9:30 am	4:00 pm	9:00 am 4:30 pm
Saturday, January 16	Show Hours	9:30 am	2:30 pm	9:00 am
	Exhibitors Move-Out	2:30 pm		6:30 pm

**Exhibitors will only be allowed in the Exhibit Hall 30 minutes prior to the show start time and 30 minutes following the show closing time.*

EXHIBITOR MOVE-OUT

Exhibitor move-out must be accomplished between 2:30 pm and 6:30 pm on Saturday, January 16, 2010. **Any vendor who closes early will forfeit the right to exhibit at future SSWR conferences.** All materials and exhibitors must be out of the exhibit hall by 6:30 pm. Any vendor who goes past that time will immediately incur all additional charges and full liability incurred by the event plus a 20% surcharge. These additional charges include, but are not limited to, cost of the facility, union representatives required, etc.

Empty crates and cartons will be returned at the close of the show. This process will take a minimum of one hour. **Please make your travel plans and carrier arrangements accordingly.**

LIABILITY CLAUSE

[EXHIBITOR] hereby assumes entire responsibility and hereby agrees to protect, defend and indemnify and save the Hotel, its owners, its operator, (holding company if any), and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installations, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

[EXHIBITOR] shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in the Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

The Hotel, its owners, its operator, and holding company shall be included in such policies as additional names insured. In addition, [EXHIBITOR] acknowledges that neither the Hotel, nor its owners, its operator nor holding company maintain insurance covering exhibitor's property and that it is the sole responsibility of [EXHIBITOR] to obtain business interruption and property damage insurance insuring any losses by [EXHIBITOR].

HOTEL RESERVATIONS

Hotel reservations must be made by **December 12, 2009** by calling the Hyatt Regency Embarcadero Hotel in San Francisco, CA at: **1-800-233-1234** (reservation center), or **1-415-788-1234** (hotel) **OR** the Grand Hyatt San Francisco, CA at 1-800-233-1234 (reservation center), 1-415-398-1234 (hotel). Be sure to ask for the Society for Social Work and Research (SSWR) in order to receive the special conference room rate. Or go to SSWR's website (www.sswr.org), click Annual Conference and click on "Hotel Accommodations." Be sure to make your hotel reservations as soon as your booth is confirmed.

IF YOU HAVE QUESTIONS

We hope this information above proves to be valuable as you prepare for SSWR's 2010 San Francisco event. If you need further details, contact the following:

Questions about reserving space, selling policies or receiving conference registration booklets:

*Randolph H. Moore
SSWR Conference
404 BNA Drive, Suite 650
Nashville, TN 37217
Phone: 615-367-4900 x-5155
Fax: 615-367-0012
Email: sswr@trvlnk.com*

Prestige Exposition Services will email Exhibitor Services Manual which includes information related to ordering extra furnishings, decorations, material handling and shipping to you once Travelink has received your registration and payment. Please contact Prestige Exposition Services at 650-226-3846 with any further questions regarding furnishing, decorations, and shipping.