



15th Annual Conference

January 12-16, 2011

Marriott Tampa Waterside
Hotel & Marina
Tampa, FL



EMERGING HORIZONS
for SOCIAL WORK RESEARCH



RULES AND REGULATIONS OF THE EXHIBIT HALL

The SSWR Exhibit hall will be located in the **Tampa Marriott Waterside Hotel & Marina's Grand Ballroom**. The hall is fully carpeted.

“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 10' 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.** This entitles those registered to participate in conference sessions, receptions and other on-site activities that are open to all participants in the conference.

Cost per 10' x 10' Exhibitor Booth - \$1,000.00 on or before October 22, 2010
- \$1,200.00 if reserved on October 23 or later

Any additional staff for the booth will be required to pay the full conference registration fee of \$450 (\$275 for SSWR Members) prior to December 3rd 2010, \$475 (\$300 for Members) from December 4th 2010 to January 5th 2011, or \$505 (\$325 for SSWR Members) after January 5th 2011.

All exhibitor and advertising registration for the 2011 SSWR conference will be handled on-line at www.sswr.org. Exhibitors' registering on-line will be able to select your exhibit booth location, receive immediate confirmation of your booth space, and confirmation of payment. Advertisers will be able to submit their print ready copy (in PDF "print" format) on-line and will also receive confirmation of payment. On-line methods of payment are credit card, and purchase order.

For those who are unable or unwilling to register on-line, the exhibitor registration form may be printed, completed, and mailed to Travelink American Express. If you choose to register by mail please include an additional \$15.00 processing fee with your registration. If paying by check, make check payable to Travelink, Inc. and include with your completed exhibitor registration form, to:

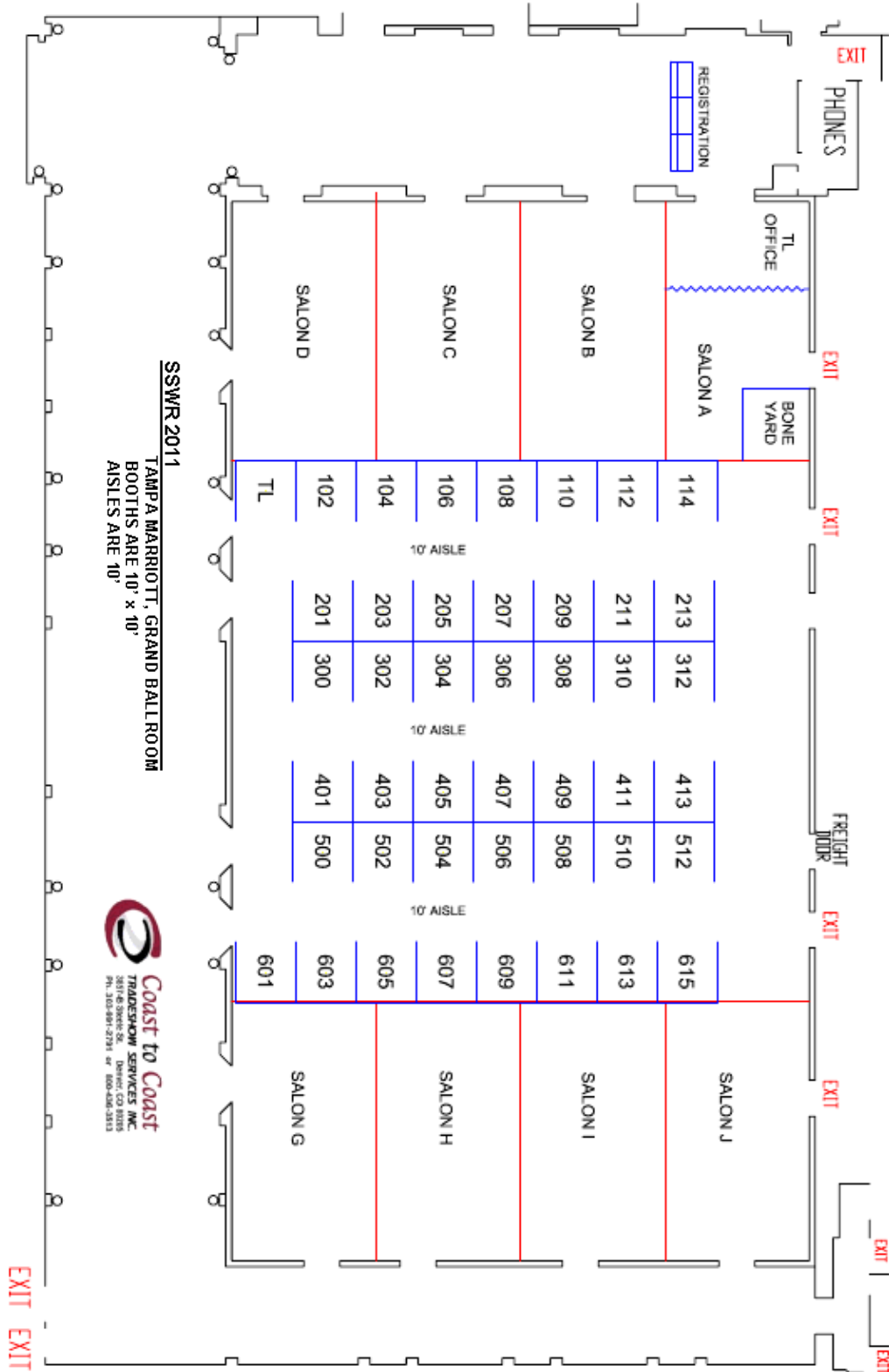
Travelink American Express
SSWR Exhibits/Advertisers
404 BNA Drive, Suite 650
Nashville, TN 37217

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 immediately.

SELECTING YOUR EXHIBIT SPACE

The floor plan for the 2011 SSWR Exhibit Hall is shown below with the booth numbers as indicated. Exhibit booth assignments are made on a **first-come, first-served** basis.



EXHIBITION SERVICES

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

Coast to Coast Tradeshow Services, Inc.

Jim Handzel

3857-B Steele Street

Denver, CO 80205

303-991-2791

800-436-3513

jhandzel@coasttocoastss.com

www.coasttocoastss.com

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

Coast to Coast Tradeshow Services, Inc. will provide material handling services at their contracted rates, please contact Coast to Coast for details. Shipments may be received in their warehouse, held in special storage for up to 30 days. Coast to Coast Tradeshow Services 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 conclusion of the show.

PLEASE read Coast to Coast Tradeshow 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 Tampa Marriott Waterside Hotel and Marina is not equipped to handle package shipments and requires that all materials for the exhibit hall be shipped to Coast to Coast Tradeshow Services, Inc., or your preferred carrier.

IMPORTANT NOTICES

1. Display space is limited and is assigned on a "first come, first served basis" based on the on-line submission of exhibitor registrations.
2. One security person will be provided on a twenty-four hour basis, beginning Wednesday, January 12, 2011 at 3:00 pm and concluding Saturday, January 15, 2011 at 8:00 pm. Exhibitors are reminded that valuables, such as laptop computers, should not be left unattended at any time. **Travelink, Incorporated, SSWR, and the Tampa Marriott Waterside 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 for 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 exhibitor registration and payment acknowledges your agreement to abide by the Rules and Regulations of the Hall, Coast to Coast Tradeshow Services, the Society for Social Work and Research, the Tampa Marriott Waterside Hotel & Marina and Travelink Incorporated.
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

Coast to Coast Tradeshow Services Inc. will have all freight in by 7:00 am on Thursday, January 13, 2011. Vendor set up for the show begins at 7:00 am and continues until 12:30 pm on Thursday, January 13, 2011. **Any exhibitors not set up by Noon on Thursday, January 13, 2011 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*
Wednesday, January 12	Coast to Coast Move In	8:00 am	3:00 pm	
Thursday, January 13	Exhibitors Move-in and Set-up	7:00 am	12:30 pm	
Thursday, January 13	Show Hours	1:00 pm	5:30 pm	12:30 pm 6:00 pm
Friday, January 14	Show Hours	11:30 am	7:45 pm	11:00 am 8:15 pm
Saturday, January 15	Show Hours	9:30 am	2:30 pm	9:00 am
	Exhibitors Move-Out	2:30 pm	6:30 pm	
	Show Management Move-Out	2:30 pm	9:30 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 2:30pm and 6:30pm on Saturday, January 15, 2011. **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 6:30pm. 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] assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Tampa Marriott Waterside Hotel & Marina premises, and will indemnify, defend, and hold harmless the Hotel, its owner(s), its management company, as well as their respective agents, servants, and employees from any and all such losses, damages and claims.

Hotel will not be responsible or liable for any loss, damages, or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from the hotel's own negligence. The Society for Social Work and Research will be responsible to negotiate the contract with its exhibitors.

HOTEL RESERVATIONS

Hotel reservations must be made by December 14, 2010 by going to SSWR's website (www.sswr.org), click on Annual Conference and click on "Hotel Accommodations". Or by contacting the Tampa Marriott Waterside Hotel and Marina at 813-221-4900 (hotel) or 1-888-236-2427 (reservation center). Be sure to ask for the Society for Social Work and Research (SSWR) in order to receive the special conference room rate. Be sure to make your hotel reservation 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 2011 Tampa event. If you need further details, contact the following:

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

*Travelink SSWR Conference
404 BNA Drive, Suite 650
Nashville, TN 37217
Phone: 615-367-4900 x-5163
Fax: 615-367-0012
Email: sswr@trvlnk.com*

Once Travelink has received your exhibitor registration and payment, Coast to Coast Tradeshow Services, Inc. will email the Exhibitor Services Manual, which includes information related to ordering extra furnishings, decorations, material handling and shipping. Please contact Coast to Coast Tradeshow Services, Inc. at 303-991-2791 or jhandzel@coasttocoastss.com with any further questions regarding furnishing, decorations, and shipping.