

EXHIBITOR INVITATION AND INFORMATION PACKET



SSWR's Thirteenth Annual Conference

**“RESEARCH THAT PROMOTES SUSTAINABILITY
&
(RE)BUILDS STRENGTHS”
January 15 - 18, 2009**

**New Orleans Marriott Hotel
555 Canal St.
New Orleans, Louisiana**

Phone: (504) 581 - 1000 • Fax: (504) 523 – 6755

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. This year's conference will be held at the New Orleans Marriott Hotel in New Orleans, LA, January 16 - 18, 2009.

EXHIBITOR TERMS AND REGULATIONS FOR THE EXHIBIT HALL

All exhibitors invited have been approved by designated members of the SSWR Board (or committee) with the expectation that exhibitors' resources and mission statements will be compatible with the traditions of SSWR and that exhibitors are in agreement with the terms of the contract.

“SSWR reserves sole discretion in accepting or rejecting Exhibitors and their products.”

The SSWR Exhibit hall will be located in Preservation Hall. The hall is fully carpeted and provides an attractive setting.

CONFERENCE 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 these rules.

One registration fee, in the amount of \$275.00, is included with each booth fee.

An exhibitor may purchase ONE additional discounted conference registration per booth of \$75.00. 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(s) should be included with your payment. Send your fees along with the completed Conference Registration Form to:

Melinda Janeiro
Travelink American Express
SSWR Conference
30 Garfield Street, Suite C
Asheville, NC 28803

Additional staff for the booth will be required to pay the full conference registration fee of \$275.00 before December 5, 2008, \$300.00 December 6, 2008 to January 5, 2009 and \$325.00 after January 5, 2009. The additional fee should be included with your payment. All payments must be made payable to Travelink, Inc.

RESERVING EXHIBIT SPACE

Each booth package includes an 8' x 10' draped booth, consisting of 8' high back drapes and 3' high side drapes, one 6' draped table, 2 side chairs, 1 wastebasket and one booth I.D. sign. In addition the package includes one reduced conference registration.

Cost per 8' x 10' Exhibitor Booth.....\$1,000.00

Payment for booth space is required with the registration, in the form of a check, money 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 checks payable to *Travelink, Inc.* and send the completed Exhibitor Registration Form to:

Melinda Janeiro
Travelink American Express
30 Garfield Street, Suite C
Asheville, NC 28803

A late fee of \$100.00 will be added after October 24, 2008.

Booth sharing: A maximum of two organizations may share a booth. Payment of one-half of the booth fee must be submitted with the registration form, as noted above. If one of the exhibitors withdraws, the other exhibitor sharing the booth will be responsible for the entire booth fee balance. The withdrawing exhibitor will be assessed a \$100 administrative fee for withdrawing.

HOTEL RESERVATIONS

Hotel reservations must be made by **December 30, 2008** by calling the Marriott New Orleans Hotel in New Orleans, LA at: **1-800-266-9432** (reservation center), or **1-504-581-1000** (hotel). Mention 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.

SELECTING YOUR EXHIBIT SPACE

The floor plan for the 2009 SSWR Exhibit Hall is shown below, with the booths numbered from #1-45. 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 of your booth assignment within 10 business days of receipt of your Registration Form.

EXHIBITION SERVICES

Elite Expo Services is the official exposition service for the show and will provide decorating services. **It is the responsibility of the exhibitors to go to the Elite Expo website for any additional items that need to be ordered for their booths.** The drapery color panels are burgundy and grey. No other colors may be substituted.

Elite Expo Services will provide material handling services at their contracted rates; please contact Elite for details. **Shipments may be received in their warehouse, held in special storage for up to 30 days, delivered during move-in to the designated area and reloaded at the close of the show.**

The Marriott New Orleans Hotel is not equipped to handle package shipments and requires that all materials for the exhibit hall be shipped to Elite Expo 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 your confirmation email.
2. One security person will be provided on a twenty-four hour basis, beginning at 11:00 am on Thursday, January 15, 2009 and concluding at 11:00 pm on Saturday, January 17, 2009. Exhibitors are reminded that valuables, such as laptop computers, should not be left unattended at any time. **No liability for lost or stolen items is accepted by Travelink, Inc., SSWR, or the Marriott New Orleans Hotel.**
3. Once the conference has begun, 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, exhibitors cannot return to their booth during the hours when the Exhibit Hall is closed.
4. A copy of the Conference Exhibit area and exhibitor locations will be included in each conference participant’s arrival 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 acknowledges your agreement to abide by the rules and regulations of the hall and Elite Expo Services, the Society for Social Work and Research, the Marriott New Orleans Hotel and Travelink, Inc.

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EXHIBIT HALL SCHEDULE

EXHIBITOR MOVE-IN

Elite Expo Services will have all freight in by 1:00 pm on Thursday, January 15, 2009. Vendor set up for the show begins at 1:30 pm and continues until 5:30 pm on Thursday, January 15, 2009. **Any exhibitors not set up by 8:30 am on Friday, January 16, 2009 will be in breach of contract and will lose their spaces for the entire show and forfeit all monies received, as well as may not be eligible for re-admittance in future years.**

EXHIBIT HOURS

Date	Activity	Opening Time	Closing Time	Exhibitor Time*
Thursday, January 15	Exhibitors Move-in and Set-up	1:30 pm	5:30 pm	
Friday, January 16	Show Hours	9:30 am 3:30pm	1:00 pm 7:30pm	9:00 am 1:30 pm 3:00 pm 8:00 pm
Saturday, January 17	Show Hours Exhibitors Move-Out	9:30 am 4:30 pm 8:30 pm	2:00 pm 8:30pm 11:00 pm	8:30 am 2:30 pm 4:00 pm 11:00 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 8:30 pm and 11:00 pm on Saturday, January 17, 2009. **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 11:00 pm on Saturday. Any vendor going past that time, will immediately incur all additional charges and full liability incurred by the event plus a 20% surcharge. The above 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.**

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PUBLISHING ENTITIES AND SELLING POLICIES

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.

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].

IF YOU HAVE QUESTIONS

We hope this information proves to be valuable as you prepare for SSWR's 2009 New Orleans event. If you need further details, contact the following:

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

*Melinda Janeiro
SSWR Conference
30 Garfield Street, Suite C
Asheville, NC 28803*

*Phone: 828-252-8484 x-2784
Fax: 828-252-8589
Email: mjaneiro@trvlnk.com*

Questions regarding extra furnishing, decorations, and shipping: please review Elite Expo Services' Material Handling Order Form. This will be sent to you after your registration is received.

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