RULES AND REGULATIONS OF THE EXHIBIT HALL

January 16 – January 20, 2019

Hilton San Francisco Union Square
333 O’Farrell Street,
San Francisco, CA 94102

404 BNA Drive, Ste. 650, Nashville, TN 37217
Phone (615) 367-4900 ext. 5113
Fax (615) 367-0012
Email: sswr@travelink.com

4195 Oneida Street, Unit 1, Denver, CO 80216
Phone (303) 991-2791
Fax (303) 991-2794
Email: jhandzel@coasttocoasttss.com
RULES AND REGULATIONS OF THE EXHIBIT HALL

The SSWR Exhibit hall will be located in the Hilton San Francisco Union Square Hotel. The hall is 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 nametags to enter the Exhibit Hall. Those authorized nametags 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 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 8’ x 10’ Exhibitor Booth**
- $1,250.00 before November 2, 2018
- $1,550.00 if reserved after November 2, 2018

Any additional staff for the booth will be required to pay the full conference registration fee of $640.00 ($425.00 for SSWR members) by December 7, 2018; $670.00 ($455.00 for SSWR members) from December 8, 2018 by January 4, 2019; or $705.00 ($555.00 for SSWR members) after January 4, 2019.

All exhibitor and advertising registration for the 2019 SSWR conference will be handled on-line at www.sswr.org. Exhibitors’ registering on-line will be able to select their exhibit booth location, receive immediate confirmation of their booth space, and confirmation of payment.

Advertisers will be able to submit their print ready copy (in PDF “press” format with all fonts converted to outlines) 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 Travel. 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 Travel
SSWR Exhibitor/Advertiser
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 updated floor plan for the 2019 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
4195 Oneida St., Unit 1
Denver, CO 80216
303-991-2791
800-436-3513
exhibitservices@coasttocoasttss.com
www.coasttocoasttss.com

The drapery color panels are black and table skirts are 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 Tradeshow Services, Inc. for details. Shipments may be received in their warehouse, held in special storage for up to 30 days. Coast to Coast Tradeshow Services, Inc. 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, Inc. 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 Hilton San Francisco Union Square Hotel 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. Exhibitor preference of booth assignments is not guaranteed.

2. One security person will be provided on a twenty-four hour basis, beginning Wednesday, January 16, 2019 at 1:00 pm and concluding Saturday, January 19, 2019 at 5:00 pm. Exhibitors are reminded that valuables, such as laptop computers, should not be left unattended at any time. Travelink, American Express Travel, SSWR, and the Hilton San Francisco Union Square 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. The Conference Exhibit Floor Plan, Exhibitor List and Exhibitor Location will be located on SSWR’s app.
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. **No balloons are allowed.**

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, Inc., the Society for Social Work and Research, the Hilton San Francisco Union Square Hotel and Travelink, American Express Travel.

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 2:00 pm on Wednesday, January 16, 2019. Vendor set up for the show begins at 3:00 pm through 7:00 pm and Thursday January 17, 2019 from 8:00 am to 12:00 pm. Any exhibitors not set up by **12:00 pm on Thursday, January 17, 2019** 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.

**EXHIBITOR HOURS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Opening Time</th>
<th>Closing Time</th>
<th>Exhibitor Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 16</td>
<td>Coast to Coast Move In</td>
<td>7:00 AM</td>
<td>2:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exhibitors Move-in &amp; Set-up</td>
<td>3:00 PM</td>
<td>7:00 PM</td>
<td></td>
</tr>
<tr>
<td>Thursday, January 17</td>
<td>Exhibitors Move-in &amp; Set-up</td>
<td>8:00 AM</td>
<td>12:00 PM</td>
<td></td>
</tr>
<tr>
<td>Thursday, January 17</td>
<td>Show Hours</td>
<td>1:30 PM</td>
<td>7:30 PM</td>
<td>1:00 pm – 8:00 pm</td>
</tr>
<tr>
<td>Friday, January 18</td>
<td>Show Hours</td>
<td>8:00 AM</td>
<td>6:45 PM</td>
<td>7:30 am – 7:15 pm</td>
</tr>
<tr>
<td>Saturday, January 19</td>
<td>Show Hours</td>
<td>8:00 AM</td>
<td>1:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exhibitors Move-Out</td>
<td>1:00 PM</td>
<td>4:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

*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 1:00 pm and 4:00 pm on Saturday, January 19, 2019. **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 4:00 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.**

**INDEMNITY CLAUSE**

Each party [Exhibitor], Society for Social Work and Research (SSWR), Travelink, American Express Travel, Coast to Coast Trade Show Services, and Hilton San Francisco Union Square covenants and agrees to fully indemnify, defend and hold harmless, the other party and its employees, officers, directors, members and representatives of the other party ("the Indemnified Persons"), individually or collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, bodily injury or death and property damage, made upon the Indemnified Persons, directly or indirectly arising out of, resulting from or related to the indemnifying party’s activities under this License Agreement, including any acts or omissions of the indemnifying party, any agent, officer, director, representative, employee, consultant or sublicensee of the indemnifying party, and their respective officers, agents, employees, directors, and representative while in the exercise of the rights of performance of the duties under this License Agreement, all without however, waiving any governmental immunity available to hotel under (state) law and without waiving any defenses of the parties under (state) law. The provisions of this indemnification are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Each Indemnified Person shall promptly advise the indemnifying party in writing of any claim or demand against the Indemnified Person known to the Indemnified Person related to or arising out of activities under the Rules and Regulations. Each party shall have the right, at its option and at its own expense, to participate in the defense against any such claim or demand without relieving the other party of any of its obligations under this paragraph.

EXHIBITOR] understands that neither the Society for Social Work and Research (SSWR), Travelink, American Express Travel, and Coast to Coast Trade Show Services (Client) nor the Hilton San Francisco Union Square (Hotel) maintains insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**HOTEL RESERVATIONS**

Hotel reservations must be made by December 16, 2018 by going to SSWR’s website (www.sswr.org), click on Annual Conference and click on “Hotel Accommodations” or by contacting the Hilton San Francisco Union Square Hotel at (415)-771-1400 or 1-800-445-8667. Be sure to ask for the Society for Social Work and Research (SSWR) in order to receive the special conference room rate. 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 2019 San Francisco event. If you need further details, contact the following:

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

Travelink, American Express Travel  
SSWR Conference  
404 BNA Drive, Suite 650  
Nashville, TN 37217  
Phone: 1-800-227-5689, press 1 for Meetings & Events  
Fax: 615-367-0012  
Email: sswr@travelink.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@coasttocoasttss.com with any further questions regarding furnishing, decorations, and shipping.