



CSWE 70th Annual Program Meeting
October 24-27, 2024
 Kansas City, MO

Exhibitor Application/Contract

CSWE 70th Annual Program Meeting | October 24-27, 2024 | Georgina Salguero, gsalguero@cswe.org

Please complete the form in its entirety and e-mail your application to CSWE as indicated above, marking each item of your choice. Please include this form with your payment to ensure timely processing. **This form serves as your invoice for any accounting purposes.** Please note that the contact person you list below will receive all correspondence and is responsible for notifying CSWE of any staffing or contract information changes.

CONTACT NAME AND TITLE _____

ORGANIZATION/SCHOOL/PROGRAM _____

STREET ADDRESS _____

CITY | STATE | ZIP/POSTAL CODE | COUNTRY _____

PHONE | E-MAIL _____

EXHIBIT HALL BOOTH SPACE RATES BOOTH SIZE IS 10' X 10'

	EARLY BIRD RATE VALID UNTIL 3/31/2024	RATE AFTER 3/31/2024
CSWE Member	\$1,750	\$2,000
Nonmember	\$2,000	\$2,500

Terms

To reserve an exhibit space, 50% deposit is due now. After 6/30/2024, 100% is due.

The exhibitor agrees to abide by all exhibit regulations set forth in the **Exhibit Booth Rules and Regulations** and to adhere to fire prevention and labor regulations prevailing in Kansas City, MO.

Preferred Location(s)

(Select locations from different areas of the Exhibit Hall and list them in order of priority.)

1. _____ 2. _____ 3. _____

BOOTH # _____
DATE RECEIVED _____

Exhibitor description for CSWE program website and app. This must be 50 words or fewer. CSWE reserves the right to edit, particularly if submissions exceed the specified word count.

PAYMENT INFORMATION

Enclosed is our check for the amount of \$_____.

I authorize CSWE to charge \$_____ to my credit card. Charge Credit Card: Visa MasterCard American Express

ACCOUNT NUMBER SECURITY CODE EXPIRATION DATE

NAME ON CREDIT CARD (AND ADDRESS IF DIFFERENT FROM ABOVE)

SIGNATURE DATE

AGREEMENT TO TERMS AND CONDITIONS

You must complete this section for your order to be processed.

I have read and agree to the terms of this contract and the rules and regulations on [pages 2-3](#).

SIGNATURE NAME (PRINTED)

NAME OF COMPANY/TITLE DATE

Rules & Regulations

EXHIBITORS

Contract for Space The exhibitor must not have any balance of payment record from a previous or current Annual Program Meeting (APM). The return of the contract and payment of deposit shall constitute an agreement for the use of exhibit space. The deposit will be applied to the full cost of the space. Payment is required to reserve booth space and should be sent with the exhibit contract. Acceptable forms of payment include checks and major credit cards. Purchase order numbers are not acceptable forms of payment. Payment by check must be received within 14 days of reservation or your reservation may be forfeited.

Exhibit Booth Cancellation/Withdrawal All cancellations must be forwarded in writing to the Council on Social Work Education (CSWE) on or before August 31, 2024, for all monies, less a \$100 service charge to be refunded. Exhibitors who cancel after August 31, 2024, will be obligated to make full payment and will forfeit all monies paid. No refunds will be made after August 31, 2024. Failure to appear and occupy booth space does not release the exhibitor from obligation to pay for the rental's full cost. If the booth space is not occupied by 6:00 PM, October 24, 2024, CSWE reserves the right to use the space for other purposes.

Decorating/Drayage Service Exhibitors must use the official service contractor, Freeman, for the 2024 APM. Information on furnishings, labor costs, graphics, freight, and other services available will be forwarded to exhibitors.

Exhibit Hours There must be at least one person in your booth during all hours the Exhibit Hall is open (hours listed below).

Exhibit hours are subject to change. Exhibitors have access to the hall 30 minutes prior to the Exhibit Hall opening each day.

Thursday, October 24: 10:00 AM–3:00 PM (Setup) and
7:30 PM–9:00 PM

Friday, October 25: 9:00 AM–5:00 PM

Saturday, October 26: 9:00 AM–5:00 PM

Sunday, October 27: 8:00 AM–11:30 AM and
11:30 AM–3:00 PM (Move Out)

Installation and Dismantling of Exhibits Installation should take place on October 24, 2024. All exhibits must remain intact until the final closing hour of the Exhibit Hall; packing up or dismantling exhibits prior to Sunday, October 27, at 11:30 AM will result in a \$500 fine. These exhibitors will be

invoiced for \$500 with a validating photograph of the contract having been broken. Failure to adhere to this rule may result in management prohibiting your organization from exhibiting at future CSWE conferences.

Booth Equipment and Service Information All booths are 10'L x 10'W x 8'H. CSWE will provide standard booth drapery for each booth; back drape will be 10' in height with 3' side dividers. One 7"H x 44"L identification sign will be provided for each exhibit. **Please note that tables and chairs must be ordered separately from the official service contractor for the 2024 APM.** Freeman reserves the right to make floor plan modifications to meet the needs of exhibitors and the Exhibit Hall.

All services customarily required by exhibitors will be made available and must be obtained through the official show contractor. No other contractors will be permitted without prior approval from CSWE. Complete shipping instructions and information on furniture rental, electrical work, labor for setting up and dismantling exhibits, drayage, etc. will be forwarded. A service desk, maintained by the decorator, will be in operation near the Exhibit Hall. Internet will be provided by the exhibitor and has to be coordinated with the venue.

Registration for badge access onsite can be done in advance of arrival. Badges will not be mailed in advance and therefore will need to be picked up onsite at the APM Registration Counters. Two full conference registrations and two exhibits-only registrations will be provided per 10x10 booth. At the onsite registration, you will receive a name badge indicating how you are registered and any pertinent information on how to attend programs sessions with your full conference badge or how to utilize your Exhibitor Badge. All exhibitors will be able to download the conference's mobile application.

Use of Space All demonstrations or other promotional and sales activities must be confined to the space limits of the exhibit booth (10'L x 10'W x 8'H). Distribution of circulars or promotion materials may be made only within the booth assigned to the exhibitor presenting such material. Sufficient space must be provided within the booth to contain person(s) watching the demonstration. Exhibitors are responsible for keeping the aisle(s) near their booths free of congestion resulting from demonstrations or other promotions. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of CSWE. Organizations or firms not assigned exhibit

2024 APM Rules & Regulations (continued)

space will not be permitted to solicit business within the Exhibit Hall. No exhibitor shall place a display in such a manner as to interfere with other exhibits. Exhibitors are urged to report any violations of this rule to CSWE staff.

Built-up exhibits or other construction shall not exceed the height of the booth. No organization or company name or advertising shall be displayed above the permissible height of the background of any exhibit. If the reverse side of an exhibitor's back or side wall will be visible, it must be finished at the exhibitor's expense. CSWE reserves the right to have the finishing done and billed to the exhibitor. Exhibits that include the operation of musical instruments, radios, talking motion picture/video equipment/computer, public address systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors.

Operators of noise-making exhibits must secure CSWE approval of operating methods before the exhibit opens.

Regulations Electrical installation must conform to union rules and regulations and to all national, state, and local codes, as well as facility regulations. All exhibitor materials must conform to national, state, and local fire and safety codes.

Liability and Insurance CSWE will take the necessary precautions against theft by contracting security guards during the hours the exhibits are closed. However, neither CSWE, the venue for APM, nor any officers or staff members of the above-mentioned parties will be responsible for the safety of the exhibitors' property from theft, damage by fire, accident, or other causes. CSWE will not be responsible for any failures of an electrical nature or other services. Insurance and liability are the sole responsibility of the exhibitor.

The exhibitor agrees to protect, defend, indemnify, and save CSWE, and its agents and employees (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, the exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees, which arise from or out of or by reason of said

exhibitor's occupancy and use of the exhibition premises, the contracted venue, or any part thereof.

The exhibitor, further, assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the contracted venue premises and will indemnify, defend, and hold harmless the contracted venue, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

Care of Buildings and Equipment Exhibitors or their agents shall not injure or deface the walls of the building. Exhibitors are forbidden to drive nails, tacks, or screws into the walls or woodwork. When such damage appears, the exhibitor is liable to the owner of the property so damaged. Use of stickers and decals is limited to exhibitor's own display.

Fire Protection All booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform to local electrical code rules and city fire regulations. If inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise incurs a fire hazard, the right is reserved to cancel all or such parts of the exhibit as may be irregular. No storage is permitted behind the back drapes, display wall, or inside the display area. This space is for utility service exclusively.

Motion Picture/Video/Computer Projection Projection machines are limited in their operation to demonstrations only and shall not be used for showings designed to attract or amuse visitors. All projections must be in accordance with the requirements of the fire prevention authorities of the city and in harmony with any agreements entered into by CSWE, the contracted venue, and labor unions. All plans for installation and operation of equipment must be approved by CSWE before operation is undertaken.

Inability to Perform If CSWE should be prevented from conducting the APM by any cause beyond its control, CSWE will refund to the exhibitor the amount of rental fee paid, less a proportionate share of CSWE expense, and CSWE shall have no further obligation or liability to the exhibitor. These regulations, as stated, constitute a part of the contract between the exhibitor and CSWE and have been formulated to protect the best interests of all concerned. The full cooperation of exhibitors in observing these regulations is requested. Any points not covered are subject to discussion with and decision by CSWE.