CSWE 2018 APM

CSWE’s Annual Program Meeting (APM) is the place where social work education influencers collaborate, learn, teach, and grow. During the 2018 APM, more than 2,600 social work faculty members, administrators, and students will meet in Orlando, Florida, November 8–11 to explore the ways interprofessional education will help achieve social justice. You won’t want to miss the opportunity to take part in the largest gathering of graduate and undergraduate programs of professional social work education—read on to learn more about exhibiting, advertising, and sponsoring at APM.

Be visible at the 2018 APM—take advantage of all three promotional opportunities.

Get the most out of APM by having a continuous presence, beginning with the Preliminary Program released in the spring and finishing with an exhibit booth and sponsorship visibility onsite in the fall.

RESERVE AN EXHIBIT BOOTH  Network directly with social work educators onsite at APM. A booth rental includes*:

• 10 × 10 ft booth space
• Three full, complimentary 2018 APM registrations
• Booth drapery (8 ft high back drape × 3 ft high side dividers)
• Identification sign (7 x 44 in)

PURCHASE ADVERTISING  Reach APM participants in both conference programs for heightened visibility:

• Preliminary Program released online in spring 2018
• Final Program onsite November 8 and on the mobile app
• New! Booth + ad packages make it easier than ever to exhibit and advertise APM.

BECOME A SPONSOR  Secure a sponsorship to creatively show your support before and during APM. Benefits include**:

• Exhibit booth
• Advertising in Preliminary and Final Programs
• Online promotion (website visibility and social media)

*Exhibitors are responsible for all other rental items and services not listed above, including furniture, electric, setup and dismantling of exhibit, and drayage.
**Benefits are based on sponsorship level.
CSWE APM Participant Demographics

- Full- or Part-Time Professors: 53.26%
- Administrators: 5.38%
- Field Educators: 3.44%
- Emeritus & Administrative Personnel: 1.07%
- Program Directors: 7.98%
- Staff/Vendors: 1.28%
- Practitioners in Social Work Field: 3.04%
- Academicians & Practitioners in Non-Social Work Field: 1.65%
- Doctoral Students: 12.85%
- Graduate Students: 3.77%
- Undergraduate Students: 3.33%
- Field Education Coordinators: 2.96%
Exhibit Hall Floor Plan

An exhibit booth at APM is the perfect way to connect directly with APM participants and share the value of your school, program, or company.

Atlantic Halls B & C | First Level | Walt Disney World Dolphin

P = Premium  = Sold Booth
Exhibit & Advertising Rates

Drive participants to your booth with advertisements in the Preliminary and Final Programs. Combine your booth and advertisement purchase with a member-only package for a special discount.

New! Member-Only Packages
Each package includes one standard exhibit booth and your choice of advertisement.

<table>
<thead>
<tr>
<th>August 10: Final Program reservations due</th>
<th>Final Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look for the 2019 APM Prospectus coming soon and purchase a package for next year’s APM.</td>
<td>B/W</td>
</tr>
<tr>
<td>Booth + Full Page</td>
<td>$2,650</td>
</tr>
<tr>
<td>Booth + Half-Page</td>
<td>$2,215</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth + Inside Front Cover</td>
</tr>
<tr>
<td>Booth + Inside Back Cover</td>
</tr>
</tbody>
</table>

To start your order, visit the Online Reservation Form.
Exhibit Booth Rates

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Booth</td>
<td>$1,300</td>
<td>$1,500</td>
</tr>
<tr>
<td>Premium Booth</td>
<td>$1,500</td>
<td>$1,700</td>
</tr>
</tbody>
</table>

Want to receive a FREE exhibit booth and three full, complimentary APM registrations? Learn how to become a Gold Level Sponsor and receive these benefits.

Advertising Only Rates

<table>
<thead>
<tr>
<th>Final Program</th>
<th>B/W</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Page</td>
<td>$1,450</td>
<td>$1,695</td>
</tr>
<tr>
<td>½ Page</td>
<td>$1,015</td>
<td>$1,260</td>
</tr>
<tr>
<td>¼ Page</td>
<td>$785</td>
<td>$1,025</td>
</tr>
</tbody>
</table>

Reservation deadline: August 10

Missed the ad deadline this year? Look for the 2019 APM Prospectus coming soon.

To start your order, visit the Online Reservation Form.

Want to go digital?

Get your ad on a 27’ LED screen for only $200 with the purchase of a Final Program ad.

Contact Allison Moon to reserve your space.

Artwork Specifications & Deadlines

Advertising artwork is accepted in PDF (preferred) or JPG (300 ppi resolution or higher) formats. View full details and requirements here. Send all final ad artwork to Allison Moon.

- **August 17:** Artwork is due for Final Program

**Publication Trim Size:** 7” x 10”

**Ad Dimensions:**

*(inches wide by inches deep)*

- Full Page, with 1/8” Bleeds: 7.25” x 10.25”
- Full Page, Non-Bleed: 6” x 9”
- Half Page, Horizontal: 6” x 4.375”
- Half Page, Vertical: 2.83” x 9”
- Quarter Page, Vertical: 2.83” x 4.375”
Sponsorship Opportunities

Sponsorships are the perfect opportunity to uniquely showcase your brand and demonstrate your support for specific APM programming or events. Visit the CSWE website for sponsorship descriptions and pricing information.

<table>
<thead>
<tr>
<th>General Sponsorships</th>
<th>Award &amp; Lecture Sponsorships</th>
<th>Event Sponsorships</th>
<th>Destination Sponsorships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge Lanyards <strong>SOLD</strong></td>
<td>Carl A. Scott Memorial Lecture <strong>SOLD</strong></td>
<td>APM Awards Luncheon or Reserved Table</td>
<td>Charging Lounge <strong>SOLD</strong></td>
</tr>
<tr>
<td>Column Wraps</td>
<td>Council on Disability and Persons With Disabilities (CDPD) Disability Manuscript Award <strong>SOLD</strong></td>
<td>Committee on Human Rights Immigration &amp; Migration Event <strong>SOLD</strong></td>
<td>Charging Stations <strong>SOLD</strong></td>
</tr>
<tr>
<td>Digital Signage</td>
<td>Council on Racial, Ethnic, and Cultural Diversity (CRECD) Award <strong>SOLD</strong></td>
<td>Council on Racial, Ethnic, and Cultural Diversity (CRECD) Reception</td>
<td>Coffee Stations</td>
</tr>
<tr>
<td>E-mail Sponsorship, APM Countdown</td>
<td>Hokenstad International Lecture <strong>SOLD</strong></td>
<td>CSOGIE Reception <strong>SOLD</strong></td>
<td>ePoster Sessions</td>
</tr>
<tr>
<td>Escalator Signage</td>
<td>JSWE Awards <strong>SOLD</strong></td>
<td>CSWE Opening Night Reception <strong>SOLD</strong></td>
<td>Escalator Signage</td>
</tr>
<tr>
<td>Floor Decals</td>
<td>Partners in International Education (PIE) Awards <strong>SOLD</strong></td>
<td>Leadership Networking Reception</td>
<td>Photo Booth <strong>SOLD</strong></td>
</tr>
<tr>
<td>Hotel Keycards <strong>SOLD</strong></td>
<td></td>
<td>Minority Fellowship Program</td>
<td>Registration</td>
</tr>
<tr>
<td>Hotel Keycard Sleeves <strong>SOLD</strong></td>
<td></td>
<td>Doctoral Fellow Training and Reception</td>
<td></td>
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<tr>
<td>Mobile App <strong>SOLD</strong></td>
<td></td>
<td>Opening Plenary Session <strong>SOLD</strong></td>
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<tr>
<td>Student Volunteer T-Shirts <strong>SOLD</strong></td>
<td></td>
<td>Women’s Council Networking Breakfast</td>
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<tr>
<td>Technology Giveaway <strong>SOLD</strong></td>
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<tr>
<td>Tote Bags <strong>SOLD</strong></td>
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<tr>
<td>Tote Bag Inserts</td>
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<tr>
<td>Twitter Feed Flat Screen Monitors</td>
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<tr>
<td>WiFi Network/Password <strong>SOLD</strong></td>
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</table>

**Want to create your own sponsorship?** Contact Allison Moon (amoon@cswe.org /571-527-3481) to learn more about custom sponsorships.

**Sponsorship Levels & Benefits**

Sponsor at the following amounts and receive the benefits associated with that sponsorship level.

<table>
<thead>
<tr>
<th>PREMIER – $10,000</th>
<th>PLATINUM – $7,500</th>
<th>GOLD – $5,000</th>
<th>SILVER – $2,500</th>
<th>BRONZE – $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-page color ad in the APM Final Program</td>
<td>1/2-page color ad in the APM Final Program</td>
<td>Exhibit booth at APM, including three full, complimentary APM registrations</td>
<td>CSWE website visibility with link and logo displayed</td>
<td>Acknowledgement in CSWE Compass monthly newsletter</td>
</tr>
<tr>
<td>Logo recognition at the APM Opening Ceremony and on six flat screen monitors in high traffic areas</td>
<td>Inclusion in press release announcing APM sponsors</td>
<td>Recognition in CSWE marketing materials</td>
<td>5 social media mentions</td>
<td>One social media mention</td>
</tr>
<tr>
<td>Option to display materials at other CSWE exhibits and events</td>
<td>Web banner on APM web pages on CSWE website</td>
<td>10 social media mentions</td>
<td>All benefits included in Bronze Sponsorship</td>
<td></td>
</tr>
<tr>
<td>All benefits received in Platinum Sponsorship</td>
<td>15 social media mentions</td>
<td>All benefits included in Silver Sponsorship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXHIBIT</td>
<td>EXHIBIT</td>
<td>EXHIBIT</td>
<td>EXHIBIT</td>
<td>EXHIBIT</td>
</tr>
</tbody>
</table>
Conference Contacts

All 2018 orders must be placed using the online reservation form. Contact the appropriate staff member (below) with questions or concerns.

Exhibit Booth Inquiries
Julie Ackerman Montross
jmontross@cswe.org | 703-519-2057

Advertising & Sponsorship Opportunities
Allison Moon
amoona@cswe.org | 571-527-3481

Hotel Information
Conference Location
Walt Disney World Dolphin
1500 Epcot Resorts Blvd.
Lake Buena Vista, FL 32830

Convention Management Resources is the official housing company for the 2018 APM. All reservations should be made via the online hotel reservation site, which will be made available in late April. For any questions, please contact us.

WARNING: Convention Management Resources, Inc. (CMR) is the only official housing company for the 2018 APM. You may find other companies offering housing for the 2018 APM. Booking with these other companies may expose you to nonexistent reservations and unauthorized credit card charges. CSWE strongly encourages booking accommodations with CMR, because the rooms are guaranteed. CSWE is not liable for any financial loss in the event you book with a housing company other than CMR. CSWE assumes the responsibility to demand a cease and desist of such efforts; please report any unauthorized hotel reservation solicitations to Linda Finnerty.

Future APM Date
2019
Denver, CO
October 24–27
Exhibitors

Contract for Space  The exhibitor must not have any balance of payment record from a previous or current 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. Full 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 CSWE on or before September 13, 2018, for all monies, less a $100 service charge to be refunded. Exhibitors who cancel after September 13, 2018, will be obligated to make full payment and will forfeit all monies paid. No refunds will be made after September 13, 2018, unless CSWE has contracted and received payment for all Exhibit Hall space. In such a case, CSWE will refund all monies paid except the $100 service fee. 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 7:30 pm, November 8, 2018, CSWE reserves the right to use the space for other purposes.

Decorating/Drayage Service  Exhibitors must use the official decorator/drayage firm, Freeman Decorating, for the 2018 APM. Information on furnishings, labor costs, graphics, freight, and other services available will be forwarded to exhibitors after space has been assigned.

Information on furnishings, labor costs, graphics, freight, and other services available will be forwarded to exhibitors after space has been assigned.

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

- **Thursday, November 8:** 10 am–3 pm (Setup) and 7:30 pm–9:00 pm
- **Friday, November 9:** 9:00 am–5:00 pm
- **Saturday, November 10:** 9:00 am–5:00 pm
- **Sunday, November 11:** 8:00 am–12:00 pm

Installation and Dismantling of Exhibits  Installation should take place on November 7, 2018. All exhibits must remain intact until the final closing hour of the Exhibit Hall; packing up or dismantling exhibits prior to Sunday, November 11, at 12:00 pm will result in a $500 fine. Exhibitors seen dismantling/packing up early will be given a verbal warning and asked to unpack and reassemble their exhibit immediately. Exhibitors who do not heed this warning will be invoiced for $500 along with a validating photograph of the contract having been broken.

Booth Equipment and Service Information  All booths are 8’ x 10’. CSWE will provide standard booth drapery for each booth; back drapery will be 8’ in height with 3’ side dividers. One 7’ x 44’ identification sign will be provided for each exhibit. Please note that tables and chairs must be ordered separately from the official drayage company for the 2018 APM. CSWE reserves the right to make floor plan modifications to meet the needs of exhibitors and the Exhibit Hall.

*Exhibit hours are subject to change prior to April 30, 2018.

All services customarily required by exhibitors will be made available and must be obtained through the official show decorator. 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 convention center.

All exhibitors must register on arrival. Three complimentary full Annual Program Meeting registrations will be provided per exhibit booth. At registration, those with complimentary full registration will receive a name badge and copy of the 2018 APM Final Program that will enable them to attend program sessions. 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. 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 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 employing security guards during the hours the exhibits are closed. However, neither CSWE, the Walt Disney World Dolphin, 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 the Council on Social Work Education, 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 convention center, 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 convention center premises and will indemnify, defend, and hold harmless the convention center, 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 convention center, 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 Annual Program Meeting 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.

Advertisers

Order Deadlines

- Early Bird Discount Deadline for orders that include the Preliminary Program is April 16, 2018.
- Early Bird Discount Deadline for the Final Program is July 10, 2018.
- Regular Rate Deadline for orders that include the Preliminary Program is April 24, 2018.
- Regular Rate Deadline for the Final Program is August 10, 2018.

Payment Payment by check must be received within 14 days of reservation or your reservation may be forfeited.

Artwork Advertisers who do not supply artwork by the due dates given below will forfeit their space and will not receive a refund. Changes to ads made after the due dates will be subject to a $300.00 fee. Ad cancellations, adding to an order, and ad size changes will not be accepted after April 24, 2018, for the Preliminary Program or after August 10, 2018, for the Final Program.

- Artwork for the Preliminary Program must be submitted by May 2, 2018.
- Artwork for the Final Program must be submitted by August 17, 2018.

Refunds There is a $100.00 cancellation fee for each ad. Preliminary Program ads canceled by April 24, 2018, will be fully refunded less the $100.00 cancellation fee. Preliminary Program cancellations made after April 24, 2018, will not be refunded. Final Program ads canceled by August 10, 2018, will be fully refunded less the $100.00 cancellation fee. Final Program cancellations made after August 10, 2018, will not be refunded.

Sponsors

Payment Failure to pay fees within 14 business days may result in sponsorship forfeiture unless another agreement is made between CSWE and Sponsor. Inkind services shall be scheduled in writing by representatives of CSWE and Sponsor.

Limitation of Sponsorship Unless otherwise provided, the cash or services and the Sponsor benefits exchanged are related solely to the CSWE 2018 Annual Program Meeting to be held November 8–11, 2018. Assuming the Event is continued in 2019, the Sponsor shall have the first right of refusal to continue Sponsor’s involvement in the Event on such terms as Sponsor and CSWE shall agree.

License and Usage Sponsor hereby grants CSWE a limited, nonexclusive license to use Sponsor’s program names, trademarks, and other proprietary information (the “Proprietary Information”) owned by the Sponsor. CSWE agrees that the Proprietary Information will be used only in connection with the 2018 Event to provide the benefits set forth in the Proposal and such other benefits as Sponsor and CSWE may agree. CSWE’s use of the Proprietary Information is subject to the approval of the Sponsor’s designated representative, which approval will not be unreasonably withheld.

Sponsor Understandings Sponsor understands as follows: The dollar values set forth are estimates based on general sponsorship information available to CSWE; CSWE does not provide ad design services, accept low-resolution files, or accept ads in other than the stated formats. Ads must be sent in one of the orientations on page 6 of the 2018 APM Exhibitor Prospectus and in one of the following formats:

- JPG – Must be press-ready (PDF/X-1A or PDF/X-4-compliant; 300 ppi or higher; cmyk; all fonts must be embedded or converted to outline/vector)
- PDF (preferred) – Must be press-ready (PDF/X-1A or PDF/X-4-compliant; 300 ppi or higher; cmyk; all fonts must be embedded or converted to outline/vector)

Termination In the event of termination for any reason other than failure to provide contracted fees or services, CSWE may substitute an event with equivalent benefits with the approval of the Sponsor or shall refund any fees received from Sponsor by CSWE.