



COUNCIL ON SOCIAL WORK EDUCATION

64th Annual Program Meeting

November 8-11, 2018 | Orlando, Florida

2018 APM Rules & Regulations

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 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.

Exhibit Hours Exhibit Hall-only registration will receive a name badge but not a final program. 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 – 9:30 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

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

Installation and Dismantling of Exhibits Installation should take place on November 8, 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 drape 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.

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. If pay

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

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:

- 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)
- JPG – Must be 300 ppi (or higher resolution) and cmyk

Refunds There is a \$100.00 cancellation fee for each ad. Preliminary Program ads cancelled 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 cancelled 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.