

# 2010 SSA CONVENTION

STATEHOUSE CONVENTION CENTER, LITTLE ROCK, AR

## EXHIBITOR INFORMATION

### DATES AND LOCATION

#### DATES AND HOURS OF OPERATIONS (Tentative)

Wednesday	January	27, 2010	Exhibit Setup	10 AM – 8 PM
Thursday	January	28, 2010	Hall Open	9 AM – 5 PM
Friday	January	29, 2010	Hall Open	9 AM – 5 PM
Saturday	January	30, 2010	Hall Open	9 AM – 5 PM
Sunday	January	31, 2010	Exhibit Breakdown	8 AM – 12 PM

The 2010 SSA Annual Convention will be held at the Statehouse Convention Center in Little Rock, Arkansas. The center is located at Markham & Main, #1 Statehouse Plaza. Telephone 800-844-4781. Fax 501-370-3235.

**HEADQUARTERS HOTEL** – The headquarters hotel for the convention will be the DoubleTree Hotel in Little Rock. The DoubleTree Hotel is located two blocks away from the beautiful Statehouse Convention Center. The hotel is located at 424 West Markham Street, Little Rock, AR 72201. Telephone 501-372-4371. Fax 501-372-0518.

To reserve online and obtain the group rate **CTRL+CLICK** [here](#) Or go to [www.ssa.org](http://www.ssa.org), select the annual convention tab, then click on convention hotel.

We encourage you to make reservations early as the room block tends to fill well prior to the event.

### EXHIBIT INFORMATION AND FEES

On your application you will be asked to list three preferences for your location.

Your location preference will be honored based on the order in which your application and deposit was received. Please be sure to indicate any special needs and any companies you prefer not to be located near. Every effort will be made to accommodate your requests. Your receipt and deposit confirmation will reference your specific space assignments. If it becomes necessary to change the floor layout you will retain your position in terms of selecting new space. We will make every effort to honor your booth choice. If your selection is not available, SSA reserves the right to assign booths at its discretion.

#### BOOTH TYPES

	<u>PRICE</u>
Standard 10 X 10 Booth	\$525
Corner 10 X 10 Booth	\$625
Double Wide Booth – No Corners	\$825
Double Wide Booth – One Corner	\$925

#### FLOOR EXHIBITS

	<u>PRICE</u>
Aircraft Display with Booth	\$375
Aircraft Display without Booth	\$525
Non Aircraft Display with Booth	\$325
Non Aircraft Display without Booth	\$425

### **FEES FOR BOOTH RENTAL INCLUDE**

Space rental, pipe frame with side and back drapes in Exhibit Hall.

Skirted table and two chairs per booth space.

Two free registration badges per booth space and one free registration badge per floor exhibits which includes admission to seminars.

Listing in the convention program.

Security when the exhibit hall is closed

Booth sign in the exhibit hall and/or at your static display.

### **DEPOSIT AND REFUND POLICY**

Reservations for space must be made by an application accompanied by a deposit equal to 50% of the total cost. Applications without a deposit will not be considered complete and no space assignment will be made until the necessary deposit is received. Final payment for the space agreement must be paid by the close of business on November 4, 2009. A full refund of all deposits and payments is available until this time. After November 4, 2009, we will be unable to accommodate refunds for any cancellation.

## **EXHIBITOR GUIDELINES**

### **EXHIBITS**

Setup must be completed by 8 PM on Wednesday, January 27, 2010.

Booths must be staffed while the exhibit hall is open.

Exhibits cannot extend into the aisle.

Exhibits must meet all local fire regulations.

Any booth or demonstration equipment must not interfere with adjacent booths.

Audio/visual equipment must not interfere with adjacent booths.

Booths and/or Displays may not be dismantled before 5 PM on Saturday, January 30, 2010.

### **SECURITY**

Security will be provided while the exhibit hall is closed. Although every precaution will be taken to provide protection for goods, the SSA and sponsoring groups do not assume any responsibility for damaged, missing or stolen equipment.

### **SSA LIABILITY**

Each exhibitor agrees that SSA shall not be liable for any loss, damage or injury to any exhibitor or any other person in connection with any exhibit activity and agrees to hold SSA harmless from any claims made against it in connection with any exhibit activity at the Statehouse Convention Center. In the event of fire, strike or circumstances beyond the control of the SSA that require cancellation of the exhibit function, this agreement shall not be binding.

### **SPACE ASSIGNMENTS**

SSA reserves the right to refuse any contract and to restrict any exhibit that becomes objectionable because of noise or method of doing business. By accepting this agreement, exhibitors agree to the rules stated here. Payment of a deposit constitutes acceptance of the terms set forth.

### **SPECIAL ASSISTANCE**

Any exhibitor or their staff who needs special assistance or accommodations on the exhibit floor because of a disability should contact the SSA office at (575) 392-1177. Every effort will be made to accommodate your request.

# 2010 SSA ANNUAL CONVENTION

## EXHIBITOR REGISTRATION FORM

BOOTH TYPES	STANDARD	# OF SPACES	AMOUNT
Standard 10 X 10 Booth	\$525	_____	\$ _____
Corner 10X10 Booth	\$625	_____	\$ _____
Double Wide Booth	\$825	_____	\$ _____
Double Wide – One Corner	\$925	_____	\$ _____

**FLOOR EXHIBITS**

Aircraft Display with Booth	\$375	_____	\$ _____
Aircraft Display no Booth	\$525	_____	\$ _____
Non Aircraft Display with Booth	\$325	_____	\$ _____
Non Aircraft Display no Booth	\$425	_____	\$ _____

Recognized SSA Affiliates and Divisions qualify for a 50% discount from Standard rates pending approval. **Non SSA members add \$75.00 per booth or display.**

**TOTAL** \$ \_\_\_\_\_  
**DEPOSIT** \$ \_\_\_\_\_

BOOTH(S) CHOICE(S) 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_  
 DISPLAY CHOICE(S) 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_

Nature of Products or Services to be displayed in your booth:

\_\_\_\_\_

Indicate aircraft or type of equipment to be displayed:

\_\_\_\_\_

Please list any companies you prefer not to be located near:

\_\_\_\_\_

**PLEASE TYPE OR PRINT CLEARLY!**

Company Name \_\_\_\_\_

**METHOD OF PAYMENT**

Street Address \_\_\_\_\_

Visa MC Amex Discover

City/State/Zip \_\_\_\_\_

# \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

Exp \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Make Checks Payable to SSA

I have read and agree to abide by the 2010 Exhibitor Guidelines

Signature \_\_\_\_\_ Print Name \_\_\_\_\_