

The Society of Christian Ethics

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To: Publishers and Exhibitors
From: Linda Schreiber, Associate Executive Director
Re: Exhibits/Displays at the 2010 Annual Meeting
Date: August 17, 2009

We invite you to have a display/exhibit at the joint 2010 Annual Meeting of the Society of Christian Ethics and the Society of Jewish Ethics, which will be held January 7-10 at the Doubletree Hotel in San Jose. We will also have the newly formed Society for the Study of Muslim Ethics meeting jointly.

You are invited to place ads in the program booklet at the rate of \$225 for a full page ad. This rate does not include the inside back cover which has already been reserved. This rate was increased from \$200, the first increase in 5 years. Ad space can also be reserved for the *Journal*, published twice a year. The next issue deadline is **September 1st**. Those rates remain the same at \$350. I have enclosed the Table of Contents and the book reviews.

Exhibits will be in Bayshore Ballroom (Cascade and Siskiyou) where breaks and the Presidential Reception will occur as in the past. Registration will be right outside in the foyer area. This year again, the exhibitor table fee includes the breaks and Presidential Reception. If more than 3 representatives from a publishing company are present, additional reps will need to register for the meeting as non-members.

Exhibitors may still register for optional program activities as noted on the registration form, and those exhibitors who are members of the Society and wish to participate in the conference must still register for the conference. If comparing costs to last year, you will note the cost for the Breakfast with an Author and the Women's Caucus lunch is lower this year. In the past some publishers have found it beneficial to participate and network at these meal meetings. We encourage publishers to expand their book offerings to include books that might address preconference and plenary topics and that might be of interest to Jewish and Muslim ethicists. The program draft can be found on the Society's website at www.scethics.org as well as other information you might find helpful such as ground travel from the airport to the hotel. We anticipate a large number of people around on Thursday due to the numerous preconference sessions on Thursday as well as the need for more to travel on Thursday due to time changes.

Exhibitors may secure tables at a cost of \$190 per table. The tables are 6 feet by 30 inches and will be furnished with skirting. Exhibitors may set up beginning at 8:30am on Thursday, January 7. Due to problems last year, exhibitors will need to retrieve their own boxes from the shipping room to ensure that all fees from the hotel for handling have been paid for so please allow extra time for this. Exhibit hours will be from 8am to 8:15pm on Friday, January 8, from 8:30am to 6:00pm on Saturday, January 9 and from 8:15 to 11am on Sunday, January 10. The last SCE session ends at 10:30am due to more travel time needed for most members with the meeting on the west coast. All materials must be removed by 5pm, Sunday. You can take care of payment in advance of handling charges by using the credit card form on the SCE website, www.scethics.org.

Deliveries will only be accepted through the Hotel loading dock with prior approval. Packages for meetings may be delivered to the Hotel as early as 3 days prior to the date of the conference and may be stored up to one day after an event. Additional storage time at the hotel is available at \$10 per piece/per day. The Doubletree has the following charges:

Inbound Packages (Handling fees) and Outbound Packages (Handling fee + Shipping cost)
Shipping labels: \$6.50 each processing fee
Packages 0-10 lbs \$5/ Box
Packages 10.01-50 lbs \$10/ Box
Packages 50.01-100 lbs \$15/ Box
Packages 100.01-150 lbs. \$75/ Box
Pallet break fees \$25/each

Multiple packages within a single shipment must be sequentially numbered, i.e., 1 of 3, 2 of 3, 3 of 3. It may be helpful to make note of individual package contents to ensure that itemized records of all materials are available in the event of damage or non-receipt. All materials should be addressed as follows:

Hold for (fill in person picking up shipment, company)
Society of Christian Ethics, Jan 7-10, 2010
Hotel Contact: Jenny Andrade-Cristales
Cascade and Siskiyou
Doubletree Hotel
2050 Gateway Place
San Jose CA 95110

Be sure to have shipping forms/labels with you completed for outgoing boxes with appropriate UPS/FEDEX or shipper account number.

Our contact person at the Doubletree Hotel is Jenny Andrade-Cristales, 408.437.2142 (tel), 408.437.2899 (fax), jenny.andrade-cristales@hilton.com.

Since the hotel makes no special provisions for security other than locking the doors to the ballroom when exhibits are closed which hotel staff still have access to, neither the hotel nor the SCE will accept responsibility for the security of exhibit materials. Exhibitors assume responsibility and agree to indemnify and defend the Society of Christian Ethics and the Doubletree Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The exhibitors understand that neither the Society nor the Doubletree Hotel maintains insurance covering the exhibitors' property and it is the sole responsibility of exhibitors to obtain such insurance.

Requests for direct dial, fax, and modem lines and any electrical needs must be arranged through the hotel contact at least two weeks prior to January. There is an additional cost for this service. Local and long distance calls will be charged at current hotel rates. Forms to request this from the hotel will be posted on the SCE website.

The Hotel does not permit anything to be nailed, posted or otherwise attached to its walls. Only pre-authorized signage, promotional material, etc., will be allowed in meeting room areas. This year there is a charge for easels from the hotel: \$7.50 per easel, per day.

Please fill out and return to me as soon as possible the enclosed SCE Publishers' Registration form and a check for the display table fee and fees for any other event you will be attending. No one will be allowed to exhibit who has not paid the appropriate fees. Please note the deadline of **November 1, 2009** for exhibitors' registrations, and the cancellation policy found on the registration form. When we have received your completed registration, a confirmation email will follow. Please do not hesitate to call if you need any further information.

To reserve your accommodations at the Doubletree Hotel, you must contact the hotel directly. Please see the registration form for the contact information. IF you book your hotel room by December 1, you are eligible for a \$20 hotel-room savings per night. (Note that such a hotel reservation is nonrefundable in the case you have to cancel.) So instead of paying a (refundable) \$119 per night for a double, you would pay \$99. In the event that you want to extend your SCE meeting into a mini-vacation in San Francisco, you could have a room at the centrally located Hilton San Francisco (located 2 blocks from Union Square) at the extremely reduced rate of \$119 per night for the nights of January 10, 11, and 12. Currently there is a limit of 20 rooms, so please let us know as soon as possible if you are interested. Note that the \$119 San Francisco rate will not be available during the three nights (January 7, 8, 9) of the meeting itself. Please make sure to identify yourself as an attendee of the "Ethics Societies" to receive this specially negotiated rate.

Thank you for your participation in the SCE Annual Meeting. I look forward to seeing you in San Jose.