

The Society of Christian Ethics

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To: Publishers and Exhibitors
From: Linda Schreiber, Associate Executive Director
Re: Exhibits/Displays at the 2012 Annual Meeting
Date: August 20, 2011

We invite you to have a display/exhibit at the joint 2012 Annual Meeting of the Society of Christian Ethics, the Society of Jewish Ethics, and the Society for the Study of Muslim Ethics which will be held January 5-8 at the Grand Hyatt in Washington, DC.

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. Ad space can also be reserved for the *Journal*, published twice a year, at the rate of \$400 for single full page ad, \$270 for half page ad, 15% reduction (\$680) if ad reservation is made and paid in advance for 2 issues. The next issue deadline has been extended to **September 30th**. I have enclosed the Table of Contents and the book reviews.

Exhibits will be in Independence A Ballroom where breaks and the Presidential Reception will occur as in the past. Registration will be nearby. 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. 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.

SCE's registration for exhibitors is \$170 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 5. Exhibitors will need to pay for handling fees before boxes will be delivered to the exhibit area so please allow extra time for this. You may also arrange that these charges be charged to your room. Exhibit hours will be from 8am to 8:15pm on Friday, January 6, from 8:15am to 6:00pm on Saturday, January 7 and from 8:30 to 11:15am on Sunday, January 8, when the last break is over (sessions end at 12:30pm on Sunday). All materials must be removed by 5pm, Sunday.

Packages for meetings may be delivered to the Hotel only 2-3 days prior to the date of the conference. We were able to negotiate the following lower handling charges:

Inbound Packages (Handling fees) and Outbound Packages (Handling fee + Shipping cost)
Packages \$10/ Box
Pallet \$175/each

Be sure to have shipping forms/labels with you completed for outgoing boxes with appropriate account numbers. Please see the document about shipping for more information.

SCE office address: PO Box 5126, Saint Cloud MN 56302-5126;
Tel: 320-253-5407, Fax: 320-252-6984, Email: sce@scethics.org

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:

GRAND HYATT WASHINGTON

1000 H Street, NW

Washington, DC 2001

Attention: Ashley Hartert

Hold for: (*Guest name or person picking up package*)

Arrival Date: (*Guest Arrival Date*)

Group Name: Society of Christian Ethics

Box ____ of ____

Our contact person at the Grand Hyatt is Ashley Hartert, 202-637-4922 (tel), 202-637-4797 (fax), Ashley.Hartert@hyatt.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 Grand Hyatt 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 Grand Hyatt 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 no later than December 20th. There is an additional cost for this service. Local and long distance calls will be charged at current hotel rates. The 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.

Please fill out and return to me as soon as possible the enclosed SCE Publishers' Registration form and a check for registration 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, 2011** 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 Grand Hyatt, you must contact the hotel directly. Please see the registration form for the contact information.

Thank you for your participation in the SCE/SJE/SSME Annual Meeting. I look forward to seeing you in Washington.

Deadlines to Note

- Sept. 30: Ads due for next issue of the *Journal of the Society of Christian Ethics*.
- Nov. 1: Exhibit registration and program book ads due to SCE.
- Dec. 1: Hotel room reservation must be made to get available rate.
- Dec. 20: Power, phones must be requested from hotel.
- Jan. 5: Exhibit setup
- Jan. 6-8: SCE, SJE, SSME annual meeting