Society for Cinema & Media Studies

EXHIBITOR Information Sheet

2004 Conference

The Society for Cinema & Media Studies is Committed to Promoting the Academic Publishing Industry as well as other Publishers, Institutions and Companies which Serve the Media Studies Community

Entering our 45th year, the **Society for Cinema & Media Studies** has served to promote all areas of media studies within universities and two-and four-year colleges; to encourage and reward excellence in scholarship and writing; to facilitate and improve the teaching of media studies as disciplines; to advance multi-cultural awareness and interaction; to serve its members' professional needs and concerns; to strengthen the ties between the academic community and those who interact with it, from the media industry to the government to the public at large; and to promote the preservation of our film, television, and video heritage. The annual **SCMS Conference Exhibit Area** is an integral part of "spreading the word" to our members of the size and scope of the academic publishing industry as well as other publishers, institutions and companies which serve the media studies community available in the US and abroad.

SCMS 2004 Conference Hotel & Dates

Omni Hotel at CNN Center
100 CNN Center
Atlanta, Georgia 30303
Phone: (404) 659-0000 • Fax: (404) 525-5050

Thursday, March 4 - Sunday, March 7, 2004

Please note: days and times for the exhibition area will be set after the program committee finalizes the conference schedule. You will be notified of these hours as soon as possible in order for you to make your travel plans.

DEADLINES

• All exhibitor contracts & payments due on or before Monday, December 1, 2003.

• All registration forms due on or before Monday, January 12, 2004.

- ✦ SCMS 2004 is a tabletop show. All materials must be displayed and sold from your tabletop. Any exceptions must be approved by the SCMS Conference Coordinator at least one month prior to the conference and could result in additional fees.
- ✦ Information on shipping, drayage, travel & hotel accomodations, set up, exhibit & teardown hours, and other services and costs will be included in later mailings.

Exhibitor Registration Policies

✔ **SCMS grants two (2) complimentary registrations per press/institution/company.**

- ✦ Exceptions: If you would like to bring more than two (2) representatives and have purchased MORE than one exhibition table, you will be allowed one additional complimentary conference registration per table (for example, if you purchase 3 tables, you will be allowed 4 complimentary registrations). If you have purchased only one (1) exhibition table and wish to bring more than two (2) representatives, you will be asked to pay the conference registration fee that applies (see registration form). *Regardless of whether or not you are paying for your registration, please fill out the conference registration form as fully as possible. It will help us to insure that your conference information is correct.*
- ✦ Please fill out one (1) registration form **per person**

  (for example: if two (2) people are representing your press/company, please fill out two (2) separate registration forms).

The Society for Cinema & Media Studies (SCMS) complies with all applicable federal and state nondiscrimination laws, orders, and regulations. SCMS is an Affirmative Action and Equal Opportunity organization and affirms its commitment to nondiscrimination in all programs and activities. Please let us know how we can accommodate any special needs you have.

Exhibitor Deadlines

✔ Please fax/mail your **EXHIBITOR CONTRACT/S & PAYMENTS** by Monday, December 1, 2003.

✔ Please fax/mail your **REGISTRATION FORM/S** by Monday, January 12, 2004.

Fax or mail form to: The Society for Cinema & Media Studies, c/o Leslie LeMond • 6505 W. Park, Ste 306 - PMB 205, Plano, Texas 75093 USA
Phone: 972.662.7818 • Fax: 972.662.7878 • Email: leslielemond@sprintmail.com
SCMS Taxpayer ID # 04-6138410 • Legal Business Name: The Society for Cinema & Media Studies • Ownership Status: Non-Profit

◆ ***Please make a copy of this contract for your records.*** ◆

Society for Cinema & Media Studies

2004 Conference **EXHIBITION** Contract

(Each Exhibitor Requires a Separate Contract)

Name of Institution/Press/Company: _____

Exactly as you want it to appear in the Exhibitor's Index in Conference Program

Contact Name: _____

Current member of SCMS? ❑ Yes ❑ No

Address: _____

Address 2: _____

City / State / Zip: _____

Phone: _____

Fax: _____

Email: _____

Please include email address(es) of anyone else at your Institution/Press/Company who should receive information on this year's SCMS conference.

- **Placement: this year, tabletop space will be assigned in the order in which exhibit contracts are received.** However, please understand that acceptance of this contract by SCMS does **not** guarantee specific placement within the exhibition.
- Exhibitor contracts will not be accepted unless accompanied by full payment.
- **Payment is due in the SCMS Conference Coordinator's office by Monday, December 1, 2003.**
- There will be NO EXCEPTIONS! Partial (80%) payment will be refunded if contract is cancelled before December 1, 2003.
- **No refunds will be issued after Monday, December 1, 2003. Thank you.**
- Information on shipping, drayage, travel& hotel accomodations, set up, exhibit & teardown hours, and other services and costs will be included in later mailings.

Exhibition Price

	QUANTITY	PRICE PER TABLE	TOTAL
Table /s (for duration of conference)		$500.00	

CONTRACT & PAYMENT DEADLINE IS MONDAY, DECEMBER 1, 2003. NO EXCEPTIONS.

Payment Information

To pay by CREDIT CARD via PayPal (preferred method of payment), please log on to:
http://www.cinemastudies.org/04conf/ExAd.htm

Please make all CHECKS out to Society for Cinema & Media Studies (in U.S. dollars drawn on a U.S. bank).
Check # _____ Amount of Check _____ Date _____

I am paying with:
(please check one)
Credit Card_____
Check _____

Important Note

Regardless of method of payment, you **MUST** fax or mail this contract back to the conference coordinator (fax number & address below)! No advertising or exhibit space will be considered finalized until this contract is returned. Thank you for your cooperation.

I agree to the terms of this contract (Authorized Signature) *Date*

SCMS Exhibition Agreement: Exhibitor applies to rent a booth or booths at the Society for Cinema & Media Studies Exhibition.Upon receipt of payment and confirmation of this agreement by SCMS, SCMS agrees to provide such booth space as is available to Exhibitor. SCMS retains the right to determine the placement of Exhibitors within the Exhibition, and to establish rules regarding hours of operation and the operation of the Exhibition. Exhibitor agrees that it will not sublet or assign its space at the Exhibition without prior consent from SCMS. SCMS and its agents and employees shall not be responsible for any injury or loss to the Exhibitor or its employees during or because of the Exhibition, including personal injury or damage to property. Exhibitor assumes responsibility and agrees to indemnify SCMS, the Omni at CNN Center, Atlanta, and their respective employees and agents against any claims and expenses arising out of the use of the exhibition premises. Exhibitor understands that neither SCMS nor the Omni at CNN Center, Atlanta maintains insurance covering the Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. No agreements, oral or written, which conflict with SCMS's policies set forth therein, will be binding on SCMS. All information concerning the SCMS conference & conference program is the sole property of SCMS and any unauthorized use or reproduction of said information is prohibited. Your press/company/representative's signature on this contract assumes you understand and agree to abide by SCMS' Exhibit Guidelines. Participation in SCMS 2003 requires compliance with the rules of other organizations as well as those of SCMS - these organizations include, but are not limited to, the Omni at CNN Center, Atlanta and the Atlanta Fire Marshall.

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