



AN INVITATION TO EXHIBITORS

SWASAP
40th Annual Conference



*“Investing In
America’s Future”*

November 6-9, 2011

Renaissance Hotel
Oklahoma City, OK

ABOUT THE SWASAP CONFERENCE

On behalf of the Southwest Association of Student Assistance Programs, we invite you to participate as an exhibitor at the 40th Annual SWASAP Conference on November 6-9, 2011 located at the Renaissance Hotel in Oklahoma City, Oklahoma.

The SWASAP Annual Conference is a premier meeting for TRiO professionals from the states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. These professionals serve as educators, mentors, counselors, and advisors within the field of academia.

Attracting nearly **500 participants**, this conference provides exhibitors an active marketplace for products and services.

Our exhibit booths are located in an area to provide you with excellent access to conference attendees. Centrally located, exhibits will be showcased outside all general conference sessions and group meals. Attendees are encouraged to meet with you to discuss your products and services and there is time in the conference agenda for attendees to visit the exhibits.

As a premier conference for TRiO professionals, the SWASAP conference is THE place for your company to be represented. Don't miss the opportunity to be involved—register today!

BENEFITS FOR EXHIBITORS

- Showcase products/services to potential buyers
- Generate high quality leads
- Build customer relationships
- Enhance your companies brand, image and visibility
- Gain valuable input and feedback from customers

PACKAGES & RATES

Exhibitor – \$250

Exhibitor booth

Bronze – \$350

Exhibitor booth

1/2 page ad in program booklet

Silver – \$450

Exhibitor booth

1/2 page ad in program booklet

Promotional material in conference bags

Gold – \$550

Exhibitor booth

Full page ad in program booklet

Promotional material in conference bags

EXHIBIT HOURS

Set-Up:

Sunday, November 6

1:00 pm – 6:00 pm

Show Hours:

Monday, November 7

8:00 am – 5:00 pm

Tuesday, November 8

8:00 am – 5:00 pm

Break-Down:

Tuesday, November 8

5:00 pm – 8:00 pm

REGISTRATION

Copy and paste this link into your browser to register!

<http://www.cvent.com/d/3dqy9d/4W>

SPACE ASSIGNMENTS

Exhibitors will be assigned tables based on order of registration.

SHIPPING MATERIALS

Exhibitor materials/displays should be shipped directly to the conference hotel. Fees associated with shipment and movement of freight is the responsibility of each exhibitor.

Items should be addressed to:

Renaissance Hotel by the UPS Store
1 Myriad Gardens
Oklahoma City, Oklahoma 73102
SWASAP CONFERENCE
Exhibitor Booth
November 7-9, 2011
Attention: Kodie Davis

Due to limited storage space, please do not send packages more than 3 days prior to event.

Materials must be picked up directly from the UPS Store and must be paid in full at the time of release. Exhibitors are responsible for all shipping expenses.

***If you are shipping promotional materials to be included in the conference bags you must contact the Exhibitor Chair, Amber Mitchell for shipping instructions.**

EXHIBITOR SET-UP

The Hotel will provide each exhibit space with one 6'x30" skirted table, and two chairs.

The hotel does not provide storage space for any exhibit display materials or merchandise. All material must be removed from the hotel premises by the predetermined strike time.

ELECTRICAL NEEDS

Exhibitors that plan to utilize electricity will need to contact the Exhibitor Chair in order to submit an Electrical Work Order form to the hotel.

Internet connection will not be provided. Exhibitors wishing to utilize internet connection will be responsible for the \$250 per day internet connection fee. Exhibitors that plan to utilize internet will need to contact the Exhibitor Chair in order to submit the Internet Connection form to the hotel.

BOOKLET ADS

Bronze, Silver and Gold exhibitor packages include the opportunity to place ads in the conference booklet.

Ads should be submitted in either Word or PDF format. Ads will be printed in b/w. Ads will be printed exactly as received so please check spelling and punctuation.

Deadline for ad submission is **October 12, 2011.**

Submissions received after this deadline **WILL NOT be included in the directory, regardless of which package was purchased.**

Email ads to Amber Mitchell at
amitchell@rose.edu
With the subject line "SWASAP AD"

EXHIBITOR HOUSING

Individuals must make their own hotel room reservations. SWASAP has reserved a block of hotel rooms at the Renaissance Hotel and Exhibitors can receive the conference rate by asking for the SWASAP conference room block.

CONTACT INFORMATION

For questions or comments please contact:

EXHIBITS:

Amber Mitchell
SWASAP Exhibit Chair
Rose State College
(405) 733-7379
amitchell@rose.edu

CONFERENCE ADS:

Carol Hicks
SWASAP Ads Chair
The University of Texas at El Paso
(915) 747-8406
chicks@utep.edu

CONFERENCE REGISTRATION:

Rosario Riley
SWASAP C-Vent Chair
University of Central Oklahoma
(405) 974-3601
rriley@uco.edu

CONFERENCE CHAIR:

Lynette Bates
SWASAP President-Elect
University of New Orleans
(504) 280-7050
ldbates1@uno.edu

REGISTRATION DEADLINE

The last day to register as an exhibitor for the conference is **Friday, October 7!**