

# Grad Fair Info

*Expo@swrm.org*



**American Chemical Society**

**W ★ A ★ C ★ O**

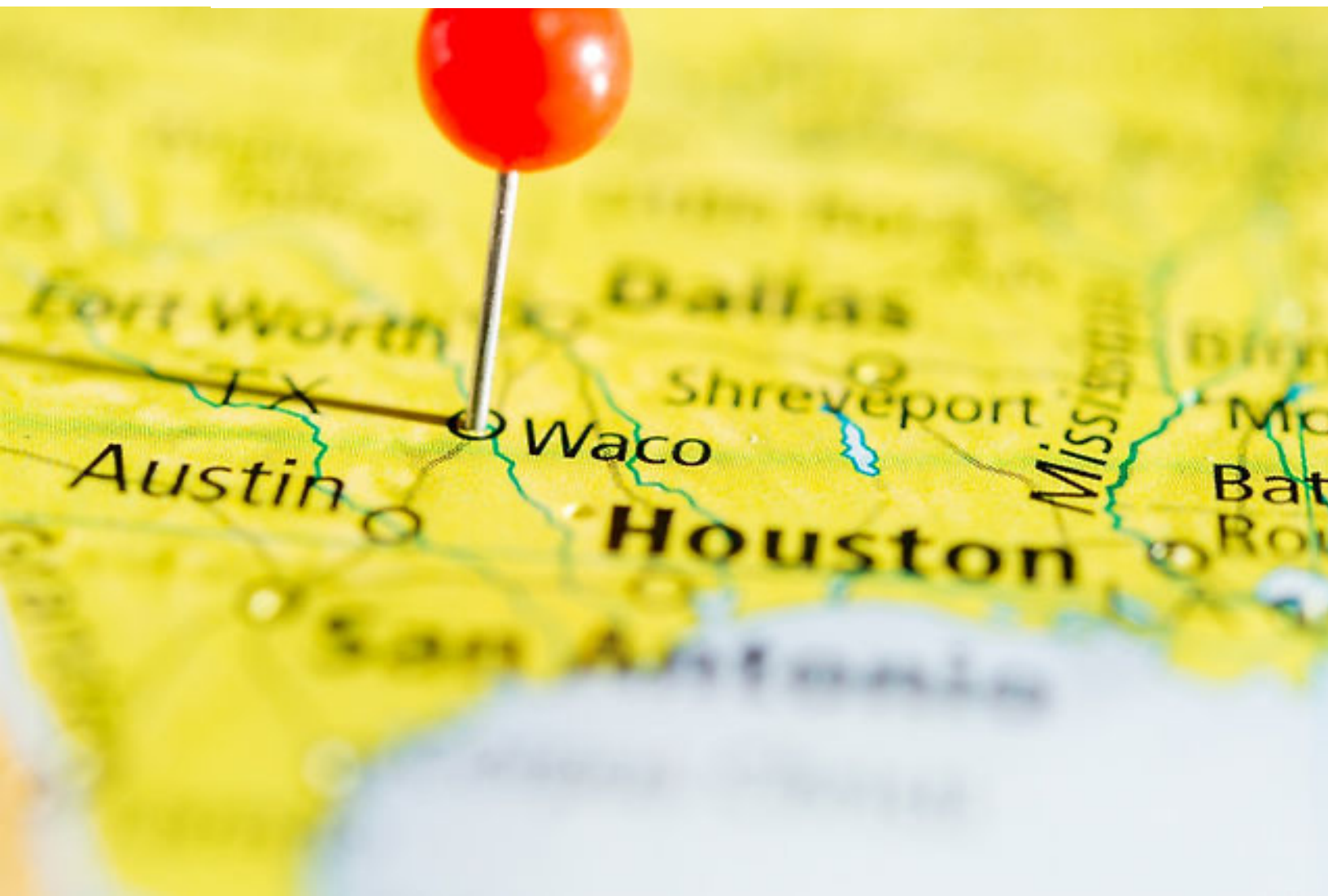
**October 20-23, 2024**

# Waco is central ...

<90 miles to Dallas/Fort Worth

<100 miles to Austin and College Station

<170 miles to Houston and San Antonio



Previous Waco SWRM (2013) was successful with ~1000 attendees....

*The meeting will be well-attended by potential grad students - Baylor has long built relationships with undergraduate chemistry students and faculty in the region*

# Grad Fair Application and Contract

2024 Southwest Regional Meeting, ACS / Waco Convention Center / Waco, TX / October 20-23, 2024

Standard Grad Fair table is \$350. Space measures 5 feet by 10 feet and includes a 6' table, 2 chairs, and one conference registration. Please read the Notes and Regulations.

Grad Fair Schedule: Sunday 10/20 3-5:30pm & 7-9 pm and Monday 10/21 7-9pm

Grad Fair tables remain and can be manned during additional EXPO hours (Monday 10/21 10am-2pm and Tuesday 10/22 10am-2pm & 3-5pm)

Contact the organizers if you would like to bundle grad fair booth purchase with additional sponsorship opportunities.

## Information:

Institution Name		
Mailing Address		
City	State	ZIP Code
Contact Person	Authorized Signature	
Institution Website Link	Contact's Phone Number	Contact's E-mail Address
Brief description of Institution/program as you would like it to appear in ACS program app and on web site (50 word limit)		

Submit logo graphics for program/signage by upload to <https://baylor.box.com/sbqgm7hfw9djyg1c46mmhxuaspidi81b1l> or email to [sales@swrm.org](mailto:sales@swrm.org)

## Payment Information:

Return this form by mail or email. Applications accepted in the order paid until the meeting reaches capacity.

Mail: Bob Kane / SWRM 2024  
Baylor University  
Department of Chemistry & Biochemistry  
One Bear Place #97348  
Waco, TX 76798-7348

email: [sales@swrm.org](mailto:sales@swrm.org)

### Payment Options: (check one)

Paid via Swipe at <https://buy.stripe.com/aEU03Y16w12e4Ug7st> (or use the QR code)

Check to "HoT Section, ACS" mailed to address above

Please send me invoice by email



## Notes and Regulations for the Graduate Recruiting Fair

1. **CONTRACT FOR SPACE:** Receipt of an application accompanied by a check or PayPal payment for a full amount for table space rental, will constitute a contract for the right to use the space allocated. In the event of fire, labor strikes or other uncontrollable circumstances rendering the Exposition area unfit or unavailable for use, this contract will not be binding. Applications must be on the official form and accompanied by a check or PayPal payment for the full amount in order to be honored.
2. **SPACE ASSIGNMENT:** Graduate Recruiting reservations will be prioritized according to the date payment is received and will be accepted on a space availability basis. An exhibitor must give notice of withdrawal at least sixty (60) days prior to the beginning of SWRM 2024 to receive a refund of the exhibitor fee.
3. **VENUE INFORMATION:** The Conference Exposition will be held in Brazos Ballroom (see venue information, including floor plan, on the internet at [www.swrm.org](http://www.swrm.org) or [www.wacocc.com](http://www.wacocc.com)). The ballroom floorplan is an approximation and may change depending on the needs for the exposition and poster session. The Ballroom will be locked each night at the conclusion of the Exposition.
4. **GRADUATE RECRUITING SPACE RENTAL:** Each space will be 5 x10 ft and will include a 6-ft rectangular table and two chairs. For further information about the site, please contact the expo chair at [expo@swrm.org](mailto:expo@swrm.org).
5. **INSTALLATION AND TAKE-DOWN OF EXHIBITS** All times listed below are approximate and subject to change as the conference program develops. Exhibits may be set up beginning at **7 am** on Sunday October 20, 2024. All exhibits must be removed before **noon** on Wednesday, October 23, 2024. Poster sessions will take place in the same ballroom as the Exposition.
6. **PROTECTION OF THE BALLROOM:** Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. All balloons are expressly forbidden. Exhibitors violating these requirements are expressly bound, at their expense, to repair any such damage which they may cause.
7. **LOGISTICS:** As necessary, exhibitor may contract with a decorator/logistic company for shipping/receiving, storage, transportation, and set up. All applicable fees, charges, and taxes will be the sole responsibility of the exhibitor. For further information about the logistics, please contact the expo chair at [expo@swrm.org](mailto:expo@swrm.org).
8. **LIABILITY:** Exhibitors shall be fully responsible to pay for any and all damages to property owned by Waco Convention Center, its owners or managers, which results from any act or omission of the Exhibitor. The Exhibitor agrees to defend, indemnify, and hold harmless, SWRM 2024 and the Heart o' Texas Section of the American Chemical Society, Inc., its owner, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, cost, damages, or expenses arising from, or out of, by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from, or out of, the exhibitor's occupancy and use of Exposition premises, The Waco Convention Center, or any part thereof. The ballroom doors will be locked overnight but every reasonable precaution should be taken by the exhibitor to prevent loss to the exhibitor.
9. **EXHIBITOR'S BADGES:** Each exhibitor will receive one registration badge without charge. Such badges entitle exhibitor's representatives admission to presentations or other meeting sponsored functions.
10. **INCLUSION OF ADVERTISING ON SWRM WEBPAGE:** Schools participating in the grad recruiting fair will be listed on the SWRM 2024 webpage and will include logo, description(s), and web link(s) as provided.
11. **NO SMOKING:** It is the policy of the ACS that the use of tobacco products is strictly prohibited in the Conference Center and the Brazos Ballroom, including the time during which exhibits are set-up and dismantled.
12. Please contact [expo@swrm.org](mailto:expo@swrm.org) with any questions.

# Sponsorship

All sponsors receive acknowledgment in the program book and on the web site. Sponsors will receive one complimentary registration per \$5000 based on total support.

General Conference Sponsorship	Levels and Benefits	
	\$25,000	Recognition at every event/function; Name and Logo in Emails
	\$10,000	Recognition at every event/function
	\$5,000	Recognition on meeting web site
	OTHER	Choose your level of support
Featured Events		Cost per event and Benefits
Awards Banquet	\$15,000	Recognition; Presentation at banquet
Welcome Reception	\$5,000	Recognition; Literature Table
Women Chemists Luncheon	\$4,000	Recognition at Event
Senior Chemists Breakfast	\$4,000	Recognition at Event
Special Event	Variable	Contact organizers for planning a special event
Conference Component		Cost per event and Benefits
Registration Table	\$2,000	Recognition at table
Smartphone App	\$1,000	Company name/logo appear in the app
Workshop	\$2,000	Recognition at workshop
Poster Session	\$1,000	Recognition in ballroom poster session area
Coffee Break	\$1,000	Recognition at food and beverage stations
Full Day Symposium	\$1,000	Recognition at symposium/session location
Half Day Symposium	\$500	Recognition at symposium/session location
Attendee Support		Cost per event and Benefits
Student Support	\$10,000	Subsidize reduced registration fees. Recognition in ballroom poster session area.
Exposition Booth		Cost per event and Benefits
Conference Expo	\$1,000	6' table; 2 chairs; 2 Conference Registrations
Grad Recruiting Fair	\$350	6' table; 2 chairs; 1 Conference Registration

Exhibits/Expo: [expo@swrm.org](mailto:expo@swrm.org)

Sponsorships: [sponsor@swrm.org](mailto:sponsor@swrm.org)