

ARCHIVES RECORDS 2025

SAA Annual Meeting & Expo | Hilton Anaheim California



ADVANCE EXHIBITOR PROSPECTUS

Advance Rate Reservation: September 30, 2024

Conference: August 24-27, 2025

Expo: August 25-26, 2025

Plan Now to Be Part of the SAA 2025 Expo

The Premier Archives and Information Event of the Year!

Join the **Society of American Archivists** (SAA) during our hybrid conference in August 2025, when Anaheim, California, will transform into the **ARCHIVES** capital of the world! Through our online portal and in-person at the conference hotel, you'll have access to the year's largest audience of archives, records, and information professionals who are eager to learn about your products and services, ask questions, and provide their perspectives.

**OVER
50 Exhibitors!**

SAA by the Numbers

- 2024: Over 1,700 Pre-registered
- 2023: 2,082 (Washington, DC)
- 2022: 1,853 (Boston)
- 2021: 2,084 (Virtual)
- 2020: 2,582 (Virtual)

The Expo brings together purchasing decision makers at the national, state, and local levels, ready to engage with your new and exciting products and opportunities.

For questions, please contact Carlos R. Salgado at csalgado@archivists.org or 312-606-0722 ext. 215.

EXHIBITOR OPPORTUNITIES

WHY EXHIBIT AT THE SAA 2025 EXPO?

Attendees are excited to be back in person! With over 2,000 archives, records, and information professionals in attendance, **SAA 2025** is where you want to be to share and learn. With a hybrid conference, **you will connect with your target audience** among thousands of professionals representing government, universities, libraries, corporations, religious institutions, museums, and more—online and in-person!

At the 2025 SAA Expo, you will:

- **Renew relationships** with archives, records, and information professionals from around the world;
- **Reconnect** with current customers and SAA Members;
- **Discover** what archives, records, and information management professionals have to say about your products—and what their **future product needs** are as they return to their institutions and offices;
- **Increase your knowledge and understanding** of the archives, records, and information professions;
- **Enjoy up to 10 hours of conveniently scheduled exhibit time**, of which 5 hours are fully unopposed by education programming;
- **Sell your products** online and on the show floor.

SPECIAL ADVANCE RATES FOR 2024 EXHIBITORS ONLY!

SECURE YOUR SPACE EARLY AND SAVE!

2024 industry partners who reserve their 2025 booth(s) by September 30, 2024, receive 2024 rates. **Don't miss out on this special promotion designed just for you!**

Exhibitors receive:

- Two free full conference registrations with each 8' x 10' booth (a \$1,700 value!). Your representatives will be able to interact outside of your booth with conference attendees at education sessions and networking events throughout the meeting.
- Your company listing and profile on the conference website—as soon as your reservation is complete!—with a link to your website and full contact information (a \$400 value!).
- One-time use of the pre-registrants list, with contact information (a \$500 value!).
- One fully piped and draped exhibit space (8-foot back wall drape and 3-foot side rail drape), one skirted 6-foot table, two side chairs, one wastebasket, and a 7" x 44" identification sign.

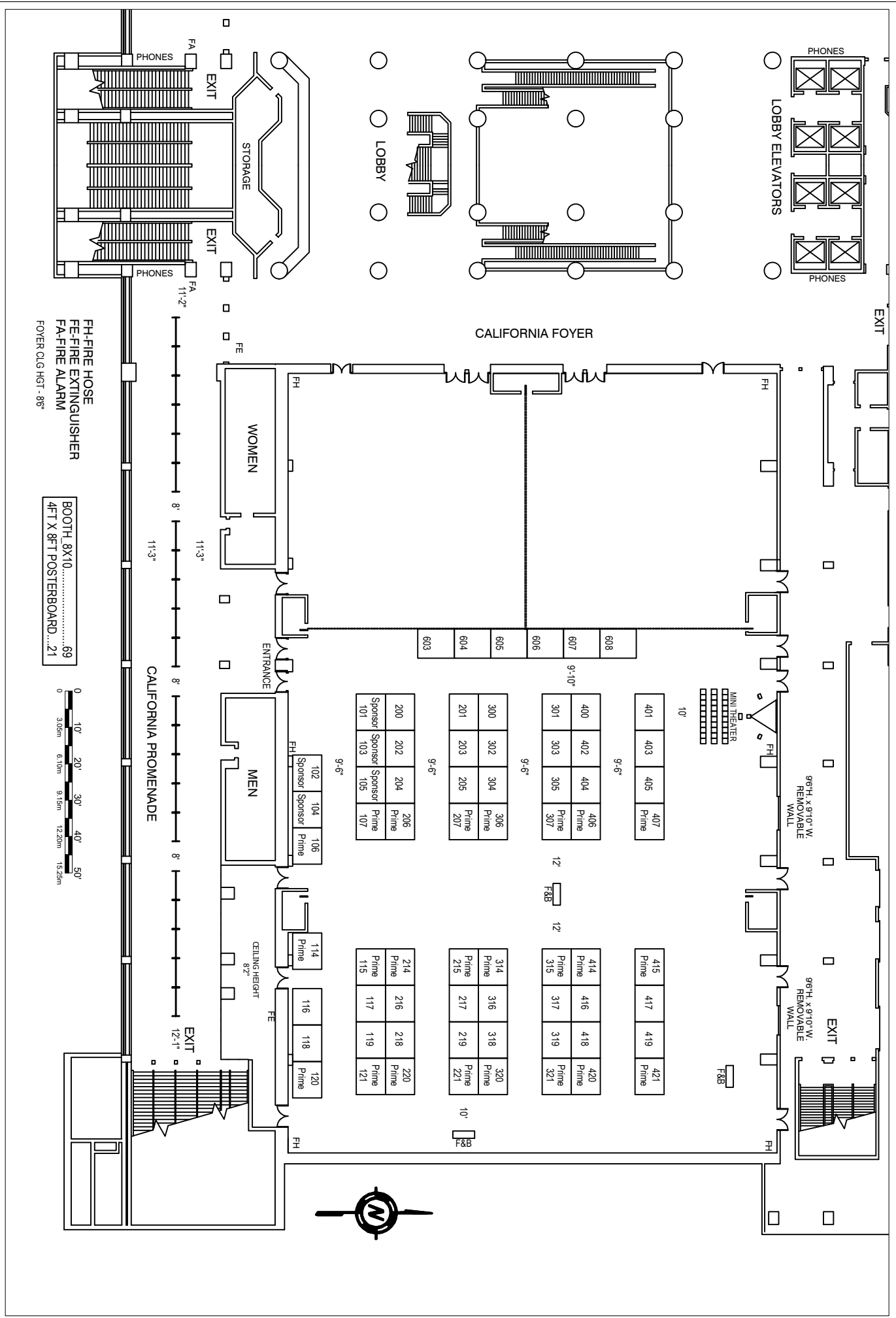
ADVANCE EXHIBIT BOOTH RATES

Reserve your booth by September 30:

Standard: \$2,700

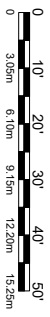
Corner/Prime: \$3,100

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FH-FIRE HOSE
 FE-FIRE EXTINGUISHER
 FA-FIRE ALARM
 FOYER CLG HGT - 8'6"

BOOTH_8X10.....69
 4FT X 8FT POSTERBOARD...21





ARCHIVES * RECORDS 2025

August 24-27, 2025 | Hilton Anaheim, California

ADVANCE APPLICATION AND CONTRACT FOR CONFERENCE EXHIBIT

Reserve your exhibit booth before September 30, 2024, to receive 2024 pricing!

Questions? Contact Carlos R. Salgado csalgado@archivists.org

Company/Organization _____

Authorized Person _____ Authorized Person Title _____

Authorized Person _____ E-Mail Authorized Person Telephone _____

Company/Organization Address _____

City/State/Zip _____

Please provide the following information for your Event Contact Person (the person that will be managing the details of your participation in SAA 2025).

Event Contact Person _____

E-Mail _____ Telephone _____

All booths are 8' X 10' unless otherwise noted. Exhibit booths are assigned on a first-come, first-served basis.

8' X 10' Corner/Prime Booth\$3,100 Quantity _____ Preferred booth numbers _____

8' X 10' Standard Booth\$2,700 Quantity _____ Preferred booth numbers _____

Total Payment: \$ _____

Visa MasterCard American Express

Card No. _____ Exp. _____ Security Code _____

Name _____

(Please PRINT name as it appears on card)

Billing Address of Cardholder _____

Cardholder Signature _____

I have read and agree to all terms and conditions of this Agreement. I am authorized to execute this Agreement for said Company/Division.

Name _____ Title _____

Date _____ Phone _____ E-Mail _____

Authorized Signature: _____

(Important: Application cannot be processed without Authorized Signature.)

Terms of Contract

1. Payment of Exhibit Space — Payment must be received with application in order for your application to be processed. Exhibitors will not be given access to the Exhibit Hall until all fees are paid in full.

2. Cancellation of Space — There will be a \$200 administrative fee for cancellations received in writing by June 1, 2025, and a \$300 administrative fee for cancellations received in writing by July 1, 2025. No refunds are available for cancellations received in writing after July 1, 2025.

3. Relocation — Conference organizers reserve the right to move a booth, in consultation with the Exhibitor, if necessary.

4. Sharing Exhibit Space — No Exhibitor shall assign, sublet, or share space allotted with another business or firm unless prior written approval has been obtained from the conference organizers. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the Exhibitor's display, with the exception of parent or subsidiary companies.

5. Fire Regulations — To ensure the safety of all participants, Exhibitors shall observe all state and local fire regulations. The cost for repairing any damages to the Hotel caused by the Exhibitor will be billed to the responsible Exhibitor. Nothing can be posted, tacked, nailed, screwed, or otherwise attached to any columns, walls, floors, ceiling, or furniture.

6. Exhibit Set Up — Display setup will begin at 8:00 AM on Monday, August 25, 2025. All displays must be fully set up and ready by 4:30 pm on Monday. After that time, any unattended booth with crated displays will be set up at the discretion of the conference organizers and all expenses will be charged to the Exhibitor. The Exposition will open promptly at 5:00 pm on Monday, August 25. Exhibitors will not be permitted to store packing crates or boxes in the booth or the Exhibit Hall during Exhibit hours. When properly marked, crates and boxes will be stored and returned to the booth by the service contractors; crates and boxes that are not

labeled properly may be destroyed. No trunks, cases, or packing material shall be brought into or out of the Exhibit space during Exhibit hours.

Exhibits shall not project beyond the space allotted or obstruct the view or interfere with traffic to other exhibits. Exhibits shall not be more than 8 feet tall. The wings of an Exhibit shall not project more than 3 feet from the back wall and may not be more than 48 inches high. Merchandise, signs, decorations, or display fixtures shall not be pasted, taped, nailed, or tacked to walls. No exhibit, merchandise, or equipment shall be left in any aisle, but shall be confined to Exhibit space. No signs or advertising devices shall be displayed outside Exhibit space or projected beyond limits of Exhibit space as to interfere with any other Exhibits.

7. Concurrent Events—Limited hospitality and ad hoc meeting space is available in the designated conference hotel. The Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or the Exhibit Hall during the official hours of the conference and exhibits. All hospitality suite functions must be registered with the conference organizers and may not conflict with any conference plenary sessions, education sessions, or general receptions. Contact the conference organizers for further information on reserving hospitality space.

8. Exhibit Tear Down — The official closing time for the exhibits is 5:00 pm on Tuesday, August 26, 2025. The dismantling of displays is not allowed until the official closing time. Any Exhibitor that dismantles before the official time may be subject to a \$400 penalty, at the conference organizers' discretion. Crates will be returned starting at 5:00 pm on Tuesday. All Exhibitor displays or materials left in booths without instructions will be packed and shipped at the discretion of the conference organizers and all charges will be assessed to the Exhibitor.

9. Decorating and Shipping — The conference organizers will provide each Exhibitor with a detailed service kit from our Exposition Service Provider. This kit will include electrical, AV, and shipping information as well as additional services available. Note that certain fees from the Hilton Anaheim will apply. The Exhibit Hall

is carpeted. (Should the Exhibitor require additional carpeting, it may be ordered from the decorator at an additional charge.)

10. Damages — It is agreed that the conference organizers and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or the theft or disappearance of any exhibit or property contained in and about the booth area. The Exhibitor agrees to indemnify and hold harmless SAA, and the host facility, or their employees or representatives, against any and all liabilities for damage, injury, or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees, representatives, or guests. SAA will not be held responsible or liable for charges or damages for any failure of performance due to Acts of God, labor disputes, shortage of materials, governmental authority, foreign hostilities, or other circumstances beyond reasonable control of either party.

11. Insurance Information — The conference organizers will endeavor to assist in the protection of Exhibitors by providing security at all times when the Exhibit Hall is closed. Due to the tremendous value of exhibits, however, it is impractical and impossible to insure Exhibitors' equipment against loss, theft, damage, and breakage. Neither the exhibit building nor any of its employees or representatives, nor any representative of SAA nor any subcontractor will be responsible for any injury, loss, or damage to the Exhibitor, its employees, or its property. In addition, the Exhibitor should carry adequate insurance to protect from damage or injury caused by the negligence of the Exhibitor, its agent, or its employees. Show management will cooperate fully but cannot assume responsibility for damage to the Exhibitor's property or lost shipments, either arriving or departing from the show site. If the exhibit fails to arrive, the Exhibitor will remain responsible for booth rental; refunds will not be made. Exhibitors should carry insurance against such risks.

12. Union Labor — Exhibitors must comply with union regulations applicable to installation, dismantling, and display of exhibits.

13. Observance of Laws — Exhibitors shall abide by and observe all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Exhibit Building.

14. Exhibitor Conduct — Distribution of pamphlets, brochures, or any advertising matter must be confined to the Exhibit space, unless prior written permission is received from the conference organizers. Exhibitor (or its representatives) shall not conduct itself (or themselves) in a manner that is consistent with [SAA's Code of Conduct](#).

15. Attendee Lists — The conference organizers will make registration lists (names and email addresses) available to the Exhibitor three weeks prior to and/or four weeks after the Exposition, if requested in writing by the Exhibitor. Lists are for one-time use only and may not be retained. Exhibitor may not sell, lend, or give these lists to any parties outside Exhibitor's organization. All requests should be directed to csalgado@archivists.org.