

# ARCHIVES 20 RECORDS 26



**SAA Annual Meeting & Expo**  
**Hyatt Regency New Orleans**



## **ADVANCE EXHIBITOR PROSPECTUS**

**Advance Rate Reservation:** September 30, 2025

**Conference:** Wednesday, July 29, 2026 - Saturday, August 1, 2026

**Expo:** July 30-31, 2026

# Plan Now to Be Part of the SAA 2026 Expo

## The Premier Archives and Information Event of the Year!

Join the **Society of American Archivists** (SAA) during our hybrid conference in August 2026, when New Orleans 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](mailto:csalgado@archivists.org) or 312-606-0722 ext. 215.

## EXHIBITOR OPPORTUNITIES

# WHY EXHIBIT AT THE SAA 2026 EXPO?

Attendees are excited to be back in person! With over 2,000 archives, records, and information professionals in attendance, **SAA 2026** 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 2026 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 2025 EXHIBITORS ONLY!

## SECURE YOUR SPACE EARLY AND SAVE!

2025 industry partners who reserve their 2026 booth(s) by September 30, 2025, receive 2025 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 8 x 10 booth by September 30:

Standard: \$3,500

Corner/Prime: \$4,000

Reserve three or more booths and Save 15%!

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# SPONSORSHIP OPPORTUNITIES

At the 2026 SAA Expo, you'll have access to more than 1,800 archives, records, and information management professionals from around the world. Sponsorship provides an opportunity to enhance your exposure and take your commitment to the next level!

## PREMIERE SPONSORSHIPS

### STRATEGIC PARTNER (MAX 2 SPONSORS)

**\$50,000**

- Three 8x10 exhibit booths with priority placement in the Expo Hall (in-person).
- Plenary session official sponsor. (Choose either Plenary 1 or 2).
- Logo projected on screen at the start of sponsored plenary session that acknowledges your partnership.
- One 60-second pre-recorded commercial to air at the start of the sponsored plenary session. *Due by June 30.*
- One sponsored article in the "Around the Profession" section of *In The Loop* newsletter. (Approx 6,000 people)
- Two messages delivered by the mobile app/platform to attendees. Encourage them to visit your booth and landing page on the mobile app. *Due by June 30.*
- Your company name on all conference email marketing.
- One meeting room.
- One 60-minute pre-recorded virtual session to be streamed on the platform. Sessions are made available to attendees for one year on the platform and should include a title, description, and names of presenters. *Due by June 30.*
- Five-minute welcome message at All-Member/First Time Coffee Break (Day 1 of Conference.)
- One Mini-Theater Presentation (25 min., in-person).
- Social Media Promotion (one X, one Facebook, and one Instagram post).
- Four email messages to all SAA members (Approx. 6000 people), sent from SAA headquarters between August 2026 and March 2027.
- Banner ad on conference website.
- Banner ad on conference email marketing (Approx. 17,000 people)
- Inside Front Cover ad in Conference Agenda & Guide.
- Four full conference registrations (10% off additional registrations).
- Invitation to Private SAA President's Reception.
- 15% off additional booth space and on à la carte sponsorship items.
- Logo displayed on sponsor section of the conference website with link to your home page.
- Exhibitor landing page on conference mobile app and virtual floor plan on conference website.
- Access to the attendee roster for one-time use before and one-time use after the conference.

# PREMIERE SPONSORSHIPS

## **SUSTAINING PARTNER** (MAX 3 SPONSORS)

**\$35,000**

- Two 8x10 exhibit booths with priority placement in the Expo Hall (in-person).
- A 30-second pre-recorded commercial at the start of a session of your choosing. (Excluding plenaries.)
- Invitation to Private SAA President's Reception
- Social Media Promotion (one X, one Facebook, and one Instagram post).
- One Mini-Theater Presentation (25 min., in-person).
- Two email messages to all SAA members (approx. 6000 people), sent from SAA Headquarters between August 2027 and March 2027.
- 25% discount on banner ad on conference website.
- Two full conference registrations (10% off additional registrations).
- 15% off additional booth space and on à la carte sponsorship items.
- Logo displayed on the conference website with link to your home page.
- Access to the attendee roster for one-time use before and one-time use after the conference.

## **SUPPORTING PARTNER**

**\$25,000**

- One 8x10 exhibit booths with priority placement in the Expo Hall (in-person).
- One Mini-Theater Presentation (25 min., in-person).
- One email messages to all SAA members (approx. 6000 people), sent from SAA headquarters between August 2026 and March 2027.
- Invitation to Private SAA President's Reception
- 10% discount on banner ad on conference website.
- Two full conference registrations (10% off additional registrations).
- 15% off additional booth space and on à la carte sponsorship items.
- Logo displayed on the conference website with link to your home page.
- Access to the attendee roster for one-time use before and one-time use after the conference.

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## ARCHIVES \* RECORDS 2026

July 29 – August 1, 2026 | Hyatt Regency New Orleans

### ADVANCE APPLICATION AND CONTRACT FOR CONFERENCE EXHIBIT

Reserve your exhibit booth(s) before September 30, 2025, to receive 2025 pricing!

Questions? Contact Carlos R. Salgado [csalgado@archivists.org](mailto: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 2026).*

Event Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_ Telephone \_\_\_\_\_

Exhibit booths are assigned on a first-come, first-served basis.

☐ Strategic Partner Sponsor.....\$50,000 (Includes 3 booths)

☐ Sustaining Partner Sponsor.....\$35,000 (Includes 2 booths)

☐ Supporting Partner Sponsor.....\$25,000 (Includes 1 booth)

☐ 8' X 10' Corner/Prime Booth .....\$4,000 .....Quantity \_\_\_\_\_

☐ 8' X 10' Standard Booth .....\$3,500 .....Quantity \_\_\_\_\_

Optional: ☐ Mini-Theater Presentation .....\$2,500 ☐ Banner Ad.....\$3,000 ☐ Full Page Ad.....\$1,500

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**

### **2026 SAA Annual Meeting**

**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, 2026, and a \$300 administrative fee for cancellations received in writing by July 1, 2026. No refunds are available for cancellations received in writing after July 1, 2026.

**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 Thursday, July 30, 2026. All displays must be fully set up and ready by 3:30 pm on Thursday. 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 4:00 pm on Thursday, July 30, 2026. 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 4:00 pm on Friday, July 31, 2026. 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 4:00 pm on Friday. 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 Hyatt Regency New Orleans 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.