

**ARCHIVES \* RECORDS: Ensuring Access**  
 Joint Annual Meeting of CoSA, NAGARA, and SAA  
 August 10-15 | Marriott Wardman Park

**Application and Contract for  
 Exhibit Space, Sponsorship,  
 and Advertising**

*Application deadline is MAY 30  
 to ensure inclusion of your listing in the Onsite Program*

**Exhibitor/Sponsor/Advertiser Contact Information**

Or complete your booth reservation online at [www2.archivists.org/conference](http://www2.archivists.org/conference) and confirm your exhibit booth immediately!

COMPANY			
NAME	TELEPHONE	FAX	
ADDRESS	CITY	STATE	ZIP
EMAIL	WEBSITE		
CONTACT PERSON*	TITLE		

Signature indicating that authorized individual has reviewed and agreed to exhibitor contract: \_\_\_\_\_

*\*If the person managing the logistical details for the communication, management, or publication of your exhibit is different than above, please provide contact information here:*

LOGISTICS CONTACT PERSON	TELEPHONE	EMAIL
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**Exhibit Booth Selection**

All booths are 8' x 10'. Exhibit booths are assigned on a first-come, first-served basis (excluding booths reserved for corporate sponsors) upon receipt of full payment.

To reserve your booth immediately, go to [www2.archivists.org/conference](http://www2.archivists.org/conference) and click on "Virtual Expo." Pay using a credit card and confirm your booth in real time.

To pay via this Application Form, view the Expo Hall floor plan at [www2.archivists.org/conference](http://www2.archivists.org/conference) (click on "Virtual Expo"). Although your booth location cannot be confirmed prior to payment in full, you can view the floor plan, complete the "Booth Preference" fields on this form, and submit your payment via mail or fax. We will do our best to accommodate your booth preferences.

Two full complimentary conference registrations are included per purchased booth.

**Deadlines**

Deadline for "early-bird" discount: January 31, 2014  
 Deadline for exhibit booth reservation (for inclusion in Onsite Program): May 30, 2014

Payment is made by check or credit card. Please complete the "payment" section below – or reserve your booth immediately at [www2.archivists.org](http://www2.archivists.org). Make checks payable to Society of American Archivists (or SAA).

**Payment received by January 31, 2014 (Save up to \$400!)**

Nonprofit Exhibitors:	\$1,100	\$ _____
Nonprofit Exhibitors (Corner/Prime):	\$1,300	\$ _____
Other Exhibitors:	\$1,400	\$ _____
Other Exhibitors (Corner/Prime):	\$1,600	\$ _____

**Payment received after January 31, 2014**

Nonprofit Exhibitors:	\$1,300	\$ _____
Nonprofit Exhibitors (Corner/Prime):	\$1,500	\$ _____
Other Exhibitors:	\$1,600	\$ _____
Other Exhibitors (Corner/Prime):	\$1,800	\$ _____

**Booth Preference**

Choice #1: \_\_\_\_\_ Choice #2: \_\_\_\_\_ Choice #3: \_\_\_\_\_

**Total for Exhibit Booth(s) \$ \_\_\_\_\_**

## Conference Sponsorship

- Gold Sponsor: **\$25,000**
  - Silver Sponsor: **\$20,000**
  - Bronze Sponsor: **\$15,000**
  - Mobile App/Online Schedule Sponsor: **\$10,000**
  - Other Sponsorship
- (Please describe: \_\_\_\_\_)

## Advertising in Conference Materials

Ad space will be assigned on a first-come, first-served basis. Ad specifications (see <http://www2.archivists.org/conference/2014/washington/expo/advertising>) must be observed when submitting ad files.

### Advertising Sizes/Rates

- Preliminary Program Back Cover (4-color; full bleed only) **\$1,000**
- Preliminary Program Inside Front Cover (4-color; full bleed only) **\$850**
- Preliminary Program Inside Back Cover (4-color; full bleed only) **\$850**
- Preliminary Program Full Page (b/w only; bleed allowed) **\$700**
- Preliminary Program 1/2 Page (b/w only) **\$450**
- Preliminary Program 1/4 Page (b/w only) **\$300**

### Online Conference Ads

- \$500**

- Onsite Program Back Cover (4-color; full bleed only) **\$1,000**
- Onsite Program Inside Front Cover (4-color; full bleed only) **\$850**
- Onsite Program Inside Back Cover (4-color; full bleed only) **\$850**
- Onsite Program Full Page (b/w only; bleed allowed) **\$700**
- Onsite Program 1/2 Page (b/w only) **\$450**
- Onsite Program 1/4 Page (b/w only) **\$300**

**Total for Advertising**..... \$ \_\_\_\_\_

### Payment

Payment is by check or credit card. Full payment required. Make checks payable to Society of American Archivists or SAA.

Please retain a copy of this form and contract and mail or fax application and payment to:

**Society of American Archivists**  
**Attn: Carlos Salgado**  
**17 North State Street, Suite 1425**  
**Chicago, IL 60602**  
**Phone: 312.606.0722**  
**Fax: 312.606.0728**

Or complete your reservation online at [www2.archivists.org/conference](http://www2.archivists.org/conference)

**Total Payment**  
 \$ \_\_\_\_\_

### Type of Payment

- Check
- VISA
- MasterCard
- American Express
- Discover

CARD NO. \_\_\_\_\_ EXP. \_\_\_\_\_ CVV \_\_\_\_\_

NAME (PLEASE PRINT NAME AS IT APPEARS ON CREDIT CARD.) \_\_\_\_\_

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.

NAME (PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

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** — No refunds will be given after assignment of booth space unless the space is sold by the conference organizers to another exhibitor.
- 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 set up will begin at 1:00 pm on Thursday, August 14, 2014. All displays must be fully set up and ready by 4:30 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 5:30 pm on Thursday, August 14. 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 and the Exhibit building. 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 4:30 pm on Friday, August 15, 2014. 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 \$200 penalty, at the conference organizers' discretion. Crates will be returned starting at 4:30 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 Marriott Wardman Park will apply. (The Exhibit Hall is carpeted. Should Exhibitor require custom 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 CoSA, NAGARA, SAA, and 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. CoSA, NAGARA, and 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 CoSA, NAGARA, or SAA nor any sub-contractor 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 offensive to standards of decency or good taste.

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 [csgalado@archivists.org](mailto:csgalado@archivists.org).