

REASONS TO EXHIBIT AT THE 2004 SAA EXPOSITION

Reasons to Exhibit at the 2004 International Archives & Information Technology Exposition:

- Reach nearly 1,500 archives and information professionals representing a variety of sectors, including universities, libraries, corporations, museums, government, and religious institutions
- Develop relationships with archives and information professionals from the United States and throughout the world
- Continue connections with current customers
- Listen to what archivists have to say about your product and future product needs
- Increase your knowledge about the archival profession

Each Booth Space Comes With the Following:

- Two free conference registrations with each 8' x 10' booth (\$670 value)
- Visibility in the SAA annual meeting programs and on SAA's Web site
- A complete list of pre-registered attendees
- Admittance to educational and plenary sessions
- The opportunity for direct attendee interaction with vendor forums

“Building relationships is what it’s all about. If I am going to make a purchasing decision for my organization, who I’m buying it from is just as important as what I’m buying. You don’t have that same comfort level with a direct mail flyer or a telemarketing call.”

**Elizabeth Adkins
Ford Motor Company Archives**

“SAA’s International Archives and Information Technology Exposition is the most convenient and effective way for me to learn about new and existing products in the archival marketplace. Knowing what is out there helps me to do my job better.”

**Maureen Melton
Museum of Fine Arts, Boston**

**This is no ordinary
tea party!**



Past Expo Exhibitors

Academy of Certified Archivists	International Records Management Trust
Access Imagery/MARC Link	InterPARES Project (UBC)
Access Innovations	Iron Mountain/National Underground Storage
ACS Image Solution/ Eastman Kodak	The Italian Association of Archivists
AGFA/SOURCECORP	KE Software
Amigos Library Services	Library Associates
APEX ePublishing Data Service	Light Impressions
ARMA International	Luna Imaging
Association of Canadian Archivists	The Manuscript Society
Association of Contingency Planners	Metal Edge, Inc
Association of Moving Image Archivists	MicroMARC
BMS Catastrophe, Inc	MINISIS, Inc
Boston Photo Imaging	Minolta/Computron
Bradford Systems Corporations	Munters Corporation
Cactus Software Inc	National Archives & Records Administration
California Preservation Program	National Association of Government Archives and Records Administrators
Cascade Group Inc/ Hanwell Institute USA	National Film & Sound Archives
Chace Productions	Neschen
Chadwyck-Healey	Northern Micrographics
Cinetech Imaging	OCLC
Cleanroom Systems, Inc	ODDI Printing Corporation
Cold North Wind, Inc	Open Society Archives
Conservation Resources International	Pacific Data Conversion Corp
Crescent Preservation Products	Paul T. Freund Corporation
Crowley Micrographics	Preservation Resources
Cuadra Associates	Preservation Technologies
The Cutting Corporation	ProQuest
DS Limited	PTFS, Inc.
Document Reprocessors	Re:discovery Software, Inc
EBAC Humidifiers	Research Libraries Group
The Electronic Scriptorium, Ltd	Russ Bassett Storage Solutions
Eloquent Systems, Inc.	Safe Sound Archive
Endeavor Information Systems	Scarecrow Press
FIRELOCK Modular Vaults	Southwest Micropublishing
FTP Time Capsules	Spacesaver Corporation
Gaylord Brothers	S-T Imaging
Global Electronics Records Association	Summit Film Lab and Media Services
History Associates, Incorporated	TechBooks
The History Factory	Tower Software
The Hollinger Corporation	Underground Vaults and Storage
i Archives	University Products, Inc.
Index Industries	Vidipax, Inc
Institute of Museum and Library Services	VTLS, Inc
Interface Electronics	Willoughby Associates, Ltd
	Zuma Corporation

See enclosed advertising and sponsorship information!



BOSTON 2004

**INTERNATIONAL ARCHIVES & INFORMATION
TECHNOLOGY EXPOSITION**

APPLICATION DEADLINE: MAY 14, 2004



Scene at the ribbon cutting ceremony to open the 2002 International Archives and Information Technology Exposition. (Photograph by Brian Doyle, Society of American Archivists.)

**This is no
ordinary
tea party!**



society of american archivists

527 S. Wells St., 5th Floor
Chicago, IL 60607-3922
312-922-0140 • fax 312-347-1452
info@archivists.org; www.archivists.org

2004 International Archives & Information Technology Exposition
EXHIBITOR PROSPECTUS



BOSTON 2004

The Society of American Archivists

68th Annual Meeting

August 6, 2004

Boston Park Plaza Hotel

This is no ordinary
tea party!

About the Society of American Archivists and the SAA Annual Meeting

Founded in 1936, the Society of American Archivists (SAA) is North America's oldest and largest national archival professional association. SAA's membership includes more than 3,600 individuals and institutions that are concerned with the identification, preservation, and use of records of historical value. SAA's Annual Meeting is the preeminent professional development event for archives professionals from the United States, Canada, Mexico, and other countries. In addition to the International Archives & Information Technology Exposition, the SAA Annual Meeting features an array of informative educational sessions, preconference workshops, tours of local repositories, special events, and networking opportunities. For more information about SAA or the International Archives & Information Technology Exposition, contact Carlos Salgado at 312/922-0140 or csalgado@archivists.org. Or visit www.archivists.org.

The International Archives & Information Technology Exposition is held in conjunction with the annual meeting of the Society of American Archivists. Nearly 90% of archives and information professionals attending the meeting influence the purchasing decisions of their organizations. Don't miss this opportunity to interact with the profession's most active decision-makers!

Products and Services of Interest to Archives and Information Professionals:

- Archival Records
- Archival Supplies
- Computer-Assisted Indexing
- Consulting Services
- Disaster Recovery Services
- Document/Text Management
- Face-Up Copiers
- Image Management Systems
- Micrographics
- OCR/ICR
- Rare Books and Manuscripts
- Records Management Software
- Records Management Supplies
- Scanners

Industries and Sectors Represented by Archives and Information Professionals:

- Associations
- Colleges and Universities
- Consultants
- Corporations
- Entertainment
- Finance/Banking
- Government
- Health Care Facilities
- Historical Societies
- Insurance
- Libraries
- Mass Media
- Museums
- Printing/Publishing
- Records/Storage
- Religious



Scene at the 2003 International Archives and Information Technology Exposition. (Photograph by Brian Doyle, Society of American Archivists.)

EXHIBIT HALL SCHEDULE/FLOOR PLAN

This is no ordinary tea party!

This year's exposition offers more time for direct interaction, including:

- One-hour attendee continental breakfast.
- A ninety-minute lunchtime tea party in exhibit hall.
- A two-hour cocktail reception in the exhibit hall.



Exhibitor Registration and Move In

Move In

Thursday, August 5, 2004

4:00 p.m. - 7:00 p.m.

Show Hours

Friday, August 6, 2004

7:30 a.m. - 7:30 p.m.

Move Out

Friday, August 6, 2004

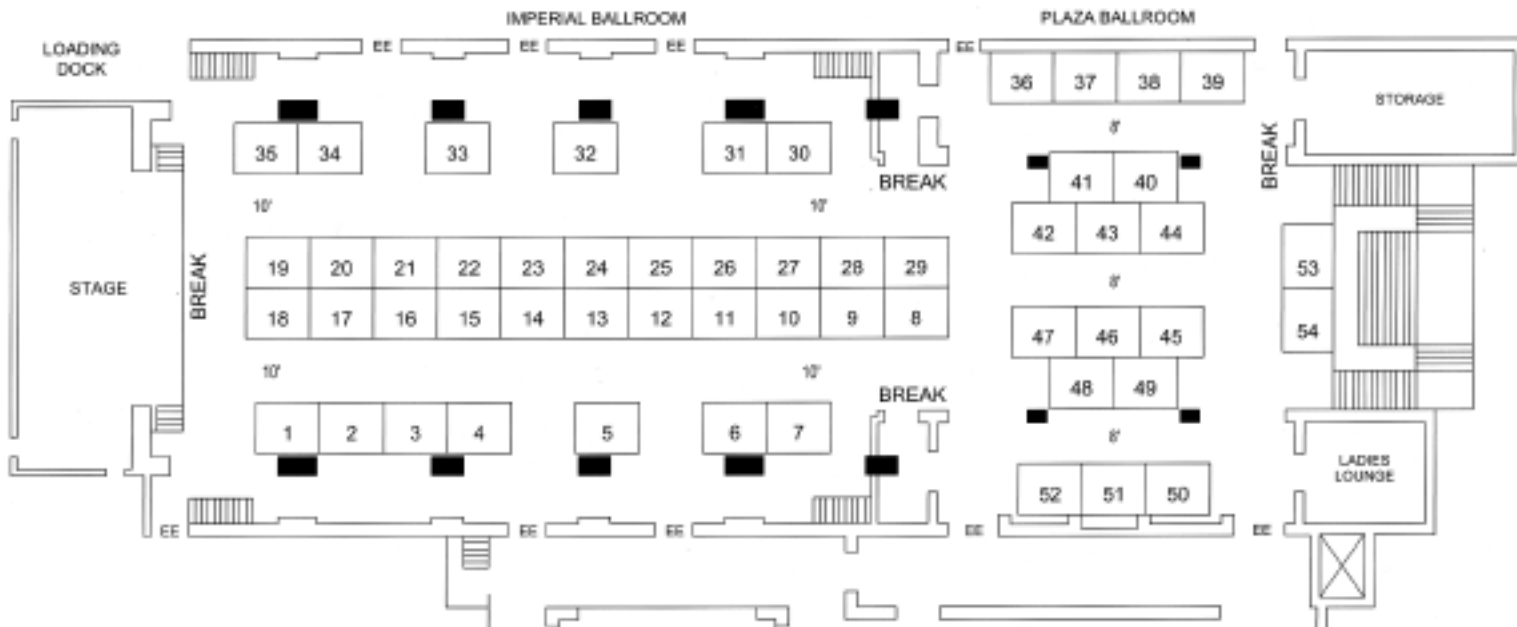
7:30 p.m. - 10:00 pm.

Two Complimentary Registrations Included!

Two complimentary registrations to the annual meeting, a \$670 value, accompany each booth package. This gives your company representatives an opportunity to mix with attendees at educational sessions, the opening welcome reception, and other annual meeting events from Thursday, August 5, through Saturday, August 7.

International Archives & Information Technology Exposition August 6, 2004 • Boston Park Plaza Hotel

All booths are 8' x 10' unless otherwise noted.



Imperial/Plaza Ballroom

EXHIBITOR APPLICATION/CONTRACT

APPLICATION DEADLINE: MAY 14, 2004

Please print clearly so that published information is correct.

COMPANY NAME: _____

TELEPHONE: (_____) _____ FAX: (_____) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ WEB SITE: _____

CONTACT: _____

TITLE: _____

PRODUCT DESCRIPTION FOR PROGRAM (15 WORD LIMIT): _____

Cost (includes two complimentary meeting registrations per booth, \$670 value):

Non-Profit Exhibitors: \$800

Other Exhibitors: \$900

SAA will furnish exhibitors with the following standard booth equipment:

- 8' x 10' booth
- one 6' table or one 6' counter
- drop drapes – 8' wide
- a two-line 7" x 44" identification sign
- side rails – 3' high
- two chairs
- one wastepaper basket

Booth Location Choices:

Booths are awarded on a first-come, first-served basis.

1ST CHOICE _____ 4TH CHOICE _____

2ND CHOICE _____ 5TH CHOICE _____

3RD CHOICE _____ 6TH CHOICE _____

Please indicate if there is a particular company or type of company that you do not wish to be next to or across from. Every effort will be made to accommodate your request.

COMPANY: _____

Company representative(s) to receive complimentary registration (please print clearly):

NAME: _____ NAME: _____

Company representative(s) to receive name badge only (please print clearly):

NAME: _____ NAME: _____

Acceptance:

My signature indicates that I agree to the terms of contract in the right column and that I will set up and remove my booth within the time frames indicated on the schedule:

SIGNATURE: _____

Enclosed is a check for \$ _____

Please charge my Mastercard Visa American Express

CARD # _____ EXPIRATION DATE _____

NAME OF CARDHOLDER (PRINT) _____

SIGNATURE: _____ DATE _____

Two Complimentary Meeting Registrations Included in Booth Registration Fee (\$670 value)

Learn more about the archival profession by attending educational sessions and mingling with attendees. The annual meeting begins with an opening plenary session at 8:00 a.m. on Thursday, August 5, and ends with a closing reception on Saturday, August 7.

Terms of Contract

1. Payment must be received with application in order for your application to be processed. No refunds will be given after assignment of booth space, unless the space is sold by SAA to another exhibitor.

2. Exhibitors will not be given access to the exhibit hall until all fees are paid in full.

3. It is agreed that SAA 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.

4. The exhibitor agrees to indemnify and hold harmless the Society of American Archivists 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.

5. 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, or other circumstances beyond reasonable control of either party.

6. SAA reserves the right to move a booth, in consultation with exhibitor, if necessary.

Please make a copy for your records and return this form to:

**The Society of
American Archivists**
527 S. Wells Street, 5th Floor
Chicago, Illinois 60607-3922
312/922-0140
fax 312/347-1452
info@archivists.org
www.archivists.org