

# 2005 Exhibitor Application and Contract



## Application Deadline: May 20, 2005

The following information will be published in the Onsite Program.  
Please print clearly or type so that published information is correct.

Company Name	Telephone	Fax	
Address	City	State	ZIP
Email	Web Site		
Contact Person	Title		

### Product Description (15-word limit)

Please indicate the name of a contact person for questions about your booth reservation if different than "Contact Person" above:

### Booth Rental Fee: *(Includes two complimentary meeting registrations, a \$790 value!)*

**Non-profit Exhibitors:** \$850

**Other Exhibitors:** \$950

### SAA will furnish exhibitors with the following standard booth equipment:

- ♣ 8 x 10' booth
- ♣ 6' table
- ♣ 8' high back wall drape and 3' high side rail drape
- ♣ One 7" x 44" identification sign
- ♣ Two chairs and one waste basket

### Booth Location Choices:

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

1st Choice	2nd Choice
3rd Choice	4th 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. We will make every effort to accommodate your request.

Company Name or Type

### Company Representatives:

*Two complimentary meeting registrations are included in your booth registration fee (a \$790 value!).*

**Please indicate below the names of up to two company representatives who will receive complimentary meeting registrations:**

**Please indicate below the names of up to two additional company representatives who will receive an Expo-only name badge:**

### Acceptance and Payment:

My signature indicates that I agree to the terms of the contract on the reverse and that I will set up and tear down my booth within the time-frames indicated on the schedule:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Enclosed is a check, made payable to SAA, for \$ \_\_\_\_\_

Please charge my:  MasterCard  VISA  American Express

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of Cardholder *(please print)* \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_ Date \_\_\_\_\_

Please retain a copy of this form and return the original and first copy to:

Society of American Archivists  
c/o C&LC  
31 Old Solomons Island Road  
Annapolis, MD 21401

Phone: 410-571-0590  
Fax: 410-571-0590  
Email: SAA2005@gomeeting.com

# ***SAA 2005 Annual Meeting Exhibitor Contract***

## ***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 SAA to another exhibitor.
- 3. Relocation** – SAA reserves 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 SAA. 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 18, 2005. All displays must be fully set up and ready by 4:00 pm on Thursday. After that time, any unattended booth with crated displays will be set up at the discretion of SAA and all expenses will be charged to the Exhibitor. The Exposition will open promptly at 5:30 pm on Thursday, August 18.
- 7. Exhibit Tear Down** – The dismantling of displays will begin at 4:00 pm on Friday, August 19, 2005. 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 SAA and all charges will be assessed to the Exhibitor.
- 8. Decorating and Shipping** – SAA will provide each Exhibitor with a detailed service kit from our Exposition Service Provider. This kit will include shipping information as well as additional services available.
- 9. Damages** – 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. 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. 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.
- 10. Insurance Information** – SAA 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 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. SAA 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.
- 11. Union Labor** – Exhibitors must comply with union regulations applicable to installation, dismantling, and display of exhibits.
- 12. 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.
- 13. Exhibitor Conduct** – Distribution of pamphlets, brochures, or any advertising matter must be confined to the exhibit space, unless prior written permission is received from SAA.
- 14. Attendee Lists** – SAA will make registration lists available to the exhibitor 3 weeks prior to and/or 8 weeks after the Exposition, if requested in writing by the exhibitor. Exhibitor may not sell, lend, or give these lists to any parties outside Exhibitor's organization. All requests should be directed to [SAA2005@gomeeting.com](mailto:SAA2005@gomeeting.com)