

# EXHIBIT SPACE AGREEMENT

APRIL 9-12, 2024 • WASHINGTON, DC

Exhibiting at Archiving 2024 provides an opportunity for companies to engage with individuals from academia, government agencies, private companies, and public institutions working in the preservation of digital records and cultural heritage items across the world. The exhibit will be all day Wednesday, April 10 and half day Thursday, April 11.

To allow for the greatest exposure, the exhibit will be held in the foyer of The National Archives William G. McGowan Theater, which is also the location of conference registration, the conference coffee breaks, and the Interactive Paper session. Exhibit hours follow that of the technical program. Space is limited.

**The exhibit package includes:**

- A table (30" x 6') on which to display your material. There is room for ONE SMALL popup.
- The option to give a 2-3 minute presentation to attendees the first morning of the conference.
- One technical conference registration or ability to register just for space.

Please note:

- All exhibit materials must fit on top of the table. We are only able to accommodate equipment you can hand carry or bring in with a small cart. Due to minimal space only a small pop-up is allowed.
- All persons and baggage will go through a security screening.
- There is security in the building, but it will not be dedicated to just our conference. The building is locked down at night.
- No commercial transaction may take place within the conference venue.

**We are offering two different exhibit packages. Please indicate which one you want. Exhibit must be reserved by March 4, 2024 and payment must be received by March 18, 2024.**

**Exhibit packages (select one)**

\$1,375 for table + 1 technical registration \_\_\_\_\_

\$890 for table only \_\_\_\_\_

**Questions?** Contact Donna Smith (dsmith@imaging.org)

Please return signed contract to:

Donna Smith  
archiving@imaging.org

Company Name: \_\_\_\_\_  
*(Enter company name as it is to appear in IS&T's material.)*

Contact Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_

Company URL to be linked on webpage(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Special requests: \_\_\_\_\_

**PAYMENT INFORMATION and OPTIONS**

**AMOUNT DUE \$** \_\_\_\_\_

PAYMENT METHOD:  Check  Wire Transfer (\$25 fee; contact IS&T for details)

AmEx  Visa  MasterCard

Card No. \_\_\_\_\_

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

Sponsored by



Society for Imaging Science and Technology

**AGREEMENT:** The undersigned hereby authorizes IS&T to reserve exhibit space as indicated above for Archiving 2024. The undersign acknowledges receipt of and agrees to make payment at the rate listed on this contract. No refunds will be given after March 18, 2024.

\_\_\_\_\_ Date \_\_\_\_\_

*Signature of authorized exhibit representative*

## ARCHIVING 2024 EXHIBITION TERMS AND CONDITIONS

**LIABILITY:** Upon approval of this contract by an authorized Exhibitor it is expressly understood that the Exhibitor has read and agreed to abide by the Society for Imaging Science and Technology (hereinafter referred to as IS&T) liability policies outlined below.

IS&T and all organizations and individuals who are employed by or associated with it, in connection with this Exhibit Session, will not assume responsibility and shall be held harmless by all Exhibitors for damage or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to Exhibitors, their employees and agents, the public, or others. The Exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness, or otherwise, of Exhibitor or its employees or agents.

**PAYMENT SCHEDULE:** Please note, space is limited, and until approved by IS&T, a signed contract with payment is not a guarantee that you will be able to exhibit. **All space must be reserved by March 4, 2024. Full payment must be received by March 18, 2024.**

*No space will be reserved or assigned unless both the fee and signed contract are received at IS&T's Headquarters at 7003 Kilworth Lane, Springfield, VA 22151 USA. Fees can be made by credit card, check, or bank transfer (contact IS&T for details).*

**LOCATION:** IS&T reserves the right to determine placement of exhibitors. If you do not wish to be placed near a competitor, note their name(s) under "special requests" on the front of this form.

**TRANSPORTATION/SETUP:** All transportation and other costs related to exhibit/demonstration setup not explicitly offered by IS&T are to be paid by the Exhibitor.

**LOSSES:** IS&T will not take responsibility for damage to the Exhibitor's property or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility.

**SECURITY:** IS&T cannot be held responsible for loss or damage to any Exhibitor's property. Exhibitors are advised to insure against these risks. There will be no on-site security.

**MUSIC LICENSING:** No copyrighted music may be played in the exhibit/demonstration area in any fashion (including but not limited to background music on video or audio tape presentations) without appropriate licensing. The Exhibitor is solely

responsible for obtaining these licenses for music originating in the Exhibitor's booth/ display area. The Exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these licensing requirements.

**CANCELLATION:** Cancellation of this contract must be made in writing and sent to IS&T's Headquarters at 7003 Kilworth Lane, Springfield, VA 22151 USA. Cancellations or space reductions will be subject to charges according to the following schedule:

- From date of signing until midnight March 4, 2024 a 50% refund will be given, minus a \$75 processing fee.
- No refunds will be given after 12:00 am (EST) March 18, 2024. All requests for cancellation must be received in writing.

**TERMINATION OF DEMONSTRATION:** In the event that the premises in which the Exhibit/Demonstration Session is or is to be conducted shall become, in the sole discretion of IS&T, unfit for occupancy, or in the event the holding of the Exhibit/Demonstration Session or the performance of IS&T under the Exhibit/Demonstration Session Application (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of IS&T, said Contract and/or the Exhibit/Demonstration (or any part thereof) may be terminated by IS&T. IS&T shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of IS&T.

If IS&T terminates said Contract and/or the Exhibit/Demonstration (or any part thereof) as aforesaid, then IS&T shall not be liable to the Exhibitor other than for a refund of such Exhibitor space price payment, prorated if appropriate. For purposes hereof, the phrase "cause or causes not reasonably within the control of IS&T" shall include, but not by way of limitation: fire, casualty, flood, epidemic, earthquake or inclement weather; explosion or accident; blockade or embargo; governmental restraints; restraints or orders of civil defense or military authorities; act of public enemy, riot, or civil disturbance; strike, lockout, boycott, or other labor disturbance; inability to secure sufficient labor, technical, or other personnel; failure, impairment, or lack of adequate transportation facilities; inability to obtain, or condemnation, requisition, or commandeering of necessary supplies or equipment; local, state, or Federal law, ordinances, rule, order decree, or regulation, whether legislative, executive, or judicial, and whether constitutional or unconstitutional; or Acts of God.