



ARCHIVING2019

May 14-17, 2019 • Lisbon, Portugal

EXHIBIT SPACE AGREEMENT

Exhibiting at Archiving 2019 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. The exhibit will be all day Wednesday, May 15th and half day on Thursday, May 16th.

To allow for the greatest exposure, the exhibit will be held in the foyer outside of the Arquivo Nacional da Torre do Tombo auditorium which is also the location of conference registration, the conference coffee breaks, and the Interactive Paper sessions. Exhibit hours follow that of the technical program. Space is very limited.

The exhibit package includes:

- A table (30" x 6') on which to display your material. There is room for two SMALL popup.
- A tent card indicating the name and/or logo of the exhibiting company.
- The option to give a 2-3 minute presentation to attendees the first morning of the conference.
- One technical conference registration (a \$550-650 value). There are no exhibit only registrations for this event.

Please note:

- All exhibit materials must fit on top of the table.
- There is security in the building but it will not be dedicated to just our conference and is open to the public. The building is locked down at night, but we will work with you to secure anything of value.
- 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 April 1, 2019 and payment must be received by April 15, 2019.

___ \$1175 for table + full registration

___ \$750 for table only

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

Contact Name: _____ Phone: _____

Email: _____ Company URL: _____

Mailing address: _____

Special requests: _____

PAYMENT INFORMATION

Amount due \$ _____

Please charge:

☐ AmEx ☐ Visa ☐ MasterCard ☐ Wire Transfer (contact IS&T for details) ☐ Check

Card No. _____

Signature _____ Expiration Date _____

AGREEMENT: The undersigned hereby authorizes IS&T to reserve exhibit space as indicated above for the Archiving 2019 Exhibit being held at the Arquivo Nacional da Torre do Tombo, Alameda da Universidade, May 14-17, 2019. The undersign acknowledges receipt of and agrees to make payment at the rate listed on this contract and to abide by all Policies governing the Exhibition (see next page for terms and conditions). Please review cancellation fee details on reverse before signing contract.

Signature of authorized exhibit representative Date _____

For IS&T use only

Postmark Date:

Check #

Date Rec'd:

Order #

Amt. Rec'd:

Booth #

Please send original, signed
contract and required payment to:

IS&T
7003 Kilworth Lane
Springfield, VA 22151
USA

Attn: Donna Smith

703/642-9090 x107
703/642-9094 fax
archiving@imaging.org

Sponsored by



Society for Imaging Science and
Technology

ARCHIVING 2019 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 April 1, 2019. Full payment must be received by April 15, 2019.**

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 presenta-

tions) 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 April 1, 2019 a 50% refund will be given, minus a \$75 processing fee.
- No refunds will be given after 12:00 am (EST) April 24, 2019. 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.