

RACO 2011

RECORDS  
ADMINISTRATION  
CONFERENCE

THE NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION  
WASHINGTON, DC

# RACO 2011 EXHIBITOR POLICY AND AGREEMENT



## COMPANY INFORMATION

Point of contact: \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

FAX number: \_\_\_\_\_

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

**This completed Agreement, when signed and returned by the exhibitor and accepted by the NARA Trust Fund, shall be a binding agreement between the exhibitor and the NARA Trust Fund. Please read the enclosed Exhibitor Policy carefully before completing this application.**

**Signature of Authorized Representative:** \_\_\_\_\_

**Signature of NARA Trust Fund Representative:** \_\_\_\_\_

**CONFERENCE REGISTRATION FEE:**

**Standard Space: \$1000.00**

**PAYMENT INFORMATION**

Payment method (indicate by placing an X in the box next to the appropriate payment method)

VISA

MASTERCARD

AMERICAN EXPRESS

Check  **For payment by check, make check payable to NATFB.**

**For credit card payment mail or fax to the RACO Exhibits Coordinator listed below:**

Name of cardholder: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ FAX number: \_\_\_\_\_

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

Please send completed agreements and checks to:

**RACO Exhibits Coordinators**

[Elizabeth Philpott](#) (301) 837-0603, [Angela Dorsey](#) (301) 837-1754, or [Shannon Olsen](#) (301) 837-3486

National Archives and Records Administration

NWM, Room 2100

8601 Adelphi Road

College Park, MD 20740-6001

FAX number: 301-837-3698

Company representative #1 Name: \_\_\_\_\_

Company representative #2 Name: \_\_\_\_\_

## RACO 2011 EXHIBITOR POLICY



### 1. How do I sign up to Exhibit at RACO 2011?

Fill out the [Exhibitor Registration Form](#) with the names of your company representatives and your payment information.

### 2. What is the fee to exhibit at NARA's Records Administration Conference (RACO)?

The 2011 exhibition fee is \$1000.00.

### 3. How many representatives are included in the exhibit space fee?

The fee allows for two (2) company/agency representatives to attend RACO 2011.

### 4. What is the size of an exhibit area?

Each exhibit is allocated one (1) five foot table, and two (2) chairs. Exhibits must fit on a table top or within a 6x6 foot space. Exhibits may not exceed 7 feet in height. NARA reserves the right to require exhibitors to adjust exhibited materials to ensure display specifications.

### 5. What if the size of my exhibit exceeds the specified dimensions of the exhibit area?

If your exhibit will exceed the specified dimensions of the exhibit area, you must purchase the adjacent exhibit area(s) to accommodate the size of your exhibit. Both exhibit spaces must be vacant at the time that you select your exhibit space. Your exhibit may not exceed the dimensions of the exhibit area(s) that you purchased.

### 6. How are the exhibit spaces assigned?

Exhibit spaces are assigned by the RACO Exhibits Coordinator on a **First Come First Served** basis. Exhibitors will be placed in the exhibit hall in the best locations based on the order in which applications are received. In order to reserve a space, payment must be received within 3 business days from the date you select the exhibit space. **PLEASE NOTE:** NARA reserves the right to move exhibit spaces.

## **7. Who may occupy my assigned/allocated exhibit space?**

Only the registered representatives of the exhibitor may occupy an exhibit space. Subleasing, reassignment or assignment of part of an exhibit space is strictly prohibited.

## **8. Who may visit my assigned/allocated exhibit space?**

Exhibits will be open to registered RACO attendees without regard to race, color, creed, national origin, physical disability, gender, sexual preference or age. Additionally, every effort will be made by Exhibitors to provide full access to the exhibition for disabled individuals, as stipulated in Section 504 of Public Law 93 112, as amended.

## **9. What is provided to the exhibitors?**

Exhibitors are provided with a 5 foot table, two (2) chairs, and one (1) waste basket. Electricity is available, however exhibitors must bring their own surge protectors and power strips. WiFi connections will also be available.

## **10. What is the cancellation/refund policy for Exhibitors?**

Fees are non-refundable if the Exhibitor cancels within 30-days of the conference. NARA reserves the right to cancel any exhibit space rental for misrepresentation of products to be displayed or nonpayment of exhibit space rental.

## **11. What payment methods are accepted?**

Exhibitors may pay by MasterCard, Visa, American Express or by check. Exhibitors must send the Registration Form with payment information to the attention of the NARA Exhibits Coordinator. **Checks should be made out to NATFB** (which is the National Archives Trust Fund Board) and sent to the RACO Exhibits Coordinator. Purchase Orders are not acceptable payment for the RACO 2011 conference. The RACO Exhibits Coordinator will confirm receipt of payment by E-mail within 5 business days

## **12. Can we ship equipment to the National Archives and Records Administration, Washington, DC building?**

No, materials cannot be shipped to the National Archives building in Washington, DC. Limited materials may be shipped to the College Park facility. Please contact the exhibit coordinators with questions if you wish to ship your equipment. The National Archives will assume no responsibility for loss or damage to your materials.

**13. Is internet accesses available?**

Yes, WiFi connections will be available as part of your exhibit fee. The internet access codes will be provided by the Exhibits Coordinator.

**14. When must we set-up and strike our exhibit?**

Exhibit set-up and strike must occur on Wednesday, May 25, 2011, between 7:00 a.m. and 8:15 a.m. and 3:30 p.m. and 4:00 p.m., respectively.

**15. May Exhibitors attend the conference sessions?**

Seating will be very limited for the conference sessions, but exhibitors may be able to view sessions in the standing room only section or in our auxiliary viewing room via webcast.

**16. May we hand out giveaway items or hold a drawing?**

Giveaway items are permitted so long as any giveaway items are available to anyone who attends RACO. Drawings are permitted so long as the drawing is open to anyone who attends RACO and attendees do not pay to enter the drawing. In selecting giveaway items and conducting drawings, Exhibitors are encouraged to be sensitive to the ethical rules that are binding on federal employees. Please note, these ethical rules may be interpreted differently by different agencies.

**17. May I post signs, displays or exhibits in space other than my exhibit space?**

No. Exhibits, signs or displays are prohibited in the public areas or elsewhere in the premises of the host facility.

**18. May I use media devices as a means of presentation at my exhibit?**

Exhibitors may use media devices so long as the method of demonstration or presentation does not interfere with the conference or other Exhibitors. Megaphones, loudspeakers or similar methods of attracting attention are prohibited. Also, the small size of the exhibit area will not permit large monitors or projection devices, but small monitors and laptops will be allowed. NARA reserves the right to prohibit an Exhibitor from using any media device that interferes with the conference or other Exhibitors.