

## Exhibitor Information

Society of Southwest Archivists  
Annual Meeting  
April 28-May 1, 2010  
Santa Fe, New Mexico



The Society of Southwest Archivists Annual Meeting 2010 “Archives at the Crossroads” will be held at the beautiful Inn and Spa of Loretto in Santa Fe, New Mexico during the city’s 400<sup>th</sup> anniversary year. The conference facilities include a centralized exhibitor’s room, allowing for easy-access foot traffic and a secure area to leave exhibits overnight. A stamped passport prize giveaway will encourage SSA attendees to visit each exhibitor.

- **Exhibits: Thursday, April 29 – Friday, April 30, 2010**, Inn at Loretto, Tesuque Room.
- **Set-Up and Closing:** Exhibit set-up time is Thursday morning, 8:00 to 9:30am, with exhibit hours from 9:30 am – 5:00 pm. Friday’s hours are 8:00 am – 2:30 pm. Exhibits may be left overnight Thursday in the secure exhibits room, and must be removed by 3:30 pm on Friday, April 30. Exhibitors are welcome to join us for the Wednesday and Friday evening receptions, plus Saturday’s business breakfast.
- **Attendance:** Last year’s SSA meeting in Shreveport, Louisiana included 165 participants from Arizona to Arkansas. We expect Santa Fe to be even more popular with members & newcomers.
- **Passport to Exhibitors:** SSA attendees can collect vendor stamps in their conference “passport” to qualify for a prize drawing (last year was an iPod).
- **Donate goods or services:** SSA continues its highly popular “Slotto” door prize drawing at Saturday’s business breakfast meeting. Donate prizes to further highlight your business or organization. Proceeds benefit SSA’s scholarship funds.
- **Hotel:** Special SSA room rates at the Inn at Loretto are \$110 single or double plus a \$10 daily service fee that includes wireless access. Please contact them by March 28, 2010 to make a reservation and mention SSA for the discounted rate. 1-800-727-5531 or online: <http://southwestarchivists.org/HTML/Hotel.htm>.
- **Tours and tourism:** Saturday afternoon, SSA will offer a variety of regional tours to interested attendees and exhibitors. See the conference website below for details. For additional information about the Santa Fe region, please visit the Santa Fe Convention & Visitor’s Bureau website at <http://santafe.org/> or the New Mexico Tourism Department website at <http://www.newmexico.org/>.

Conference website and wiki: <http://southwestarchivists.org/HTML/Meeting.htm>

# Exhibitor Rules & Regulations

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**Contract for Space:** The Exhibitor's registration is effective upon signature by the exhibitor and receipt, review, and acceptance by SSA. A notice of acceptance will be sent to the exhibitor. SSA will not incur any liability for uncontrollable events or circumstances.

**Payment:** Payment by check to **"SSA 2010"** is due in full, by February 12, 2010 for early registration. March 12, 2010 is the final deadline for receipt of registration fees to be included in conference program. Exhibitors who fail to pay in full by the deadline will forfeit their space.

**Exhibitor Space Assignment:** Exhibitor space will be assigned based on the date full payment is received. SSA will make every effort to accommodate space requests, but reserves the right to refuse unreasonable or impossible requests. SSA reserves the right to bar or modify exhibits that create interference, obstructions, hazards, or nuisances of any kind.

**Exhibitor Space Available:** Each exhibitor will be assigned one six-foot skirted table. Wireless internet access and a limited number of electrical outlets are available for no charge. Please indicate your need for these services on the registration form. If no need for electrical outlets is indicated, you may be assigned a space without such access.

**Cancellation Policy:** All cancellations received in writing prior to April 2, 2010 will be charged a cancellation fee of \$50.00. The cancellation fee will be deducted from payment prior to the refund. Otherwise, the exhibitor will be invoiced for the cancellation fee. Exhibitors whose written cancellations are received on or after April 2, 2010 and before April 16, 2010 will be charged \$150.00. No refund will be made to exhibitors whose cancellation notices are received on or after April 16, 2010.

**Installation and Removal of Exhibits:** Set up may begin at 8:00am on Thursday, April 29, 2010 in the Tesuque Room. Removal should be complete by 3:30 p.m., Friday, April 30.

**Failure to Exhibit:** Exhibitors who fail to appear by 11:00 a.m., Thursday, April 29 will be considered to have forfeited their space and rental payment. No refunds will be made.

**Liability:** Exhibitor agrees to indemnify and hold the Society of Southwest Archivists and the Inn and Spa at Loretto, its officers, directors, members, employees, and all individuals and organizations performing services for them in conjunction with the Society of Southwest Archivists 2010 Annual Meeting harmless for all claims, losses or damages, injuries, liabilities, judgments, or settlements, including reasonable attorney fees, costs and other expenses, an or all of them incurred on account of actions, negligent or otherwise of the exhibitor or its employees or agents. Exhibitor agrees to indemnify and reimburse the Society of Southwest Archivists and the Inn and Spa at Loretto for the costs of all services and expenses incurred in connection with the collection effort should it be necessary for SSA and the Inn and Spa at Loretto as a result of exhibitors failure to pay any funds due to SSA or the Inn and Spa at Loretto or to comply with the terms of the contract. Exhibitor also releases SSA and the Inn and Spa at Loretto from liability for any expenses incurred or other damage suffered by exhibitor if the conference is cancelled because of any circumstances or events beyond the control of SSA and the Inn and Spa at Loretto.

**Admission:** SSA shall have sole control over all admission policies at all times. SSA will provide badges for exhibitors' personnel and badges must be worn at all times.

**Sound:** Public address systems, sound producing or amplifying devices which project sound beyond the exhibitor's table or excessive operating noise that distracts neighboring exhibits, as determined by SSA, are expressly prohibited. SSA reserves the right to restrict exhibits that detract from the general character of the conference.

**Additional Rules and Regulations:** Exhibitor agrees to comply with all rules and regulations of the Inn and Spa at Loretto and all additional rules and regulations of the Society of Southwest Archivists.