



# EXHIBIT RESERVATION FORM • 77th Annual Meeting • Memphis, TN

In accordance with the Exhibition Regulations governing rental of exhibit space, the undersigned hereby applies for exhibit space at SAA's 77th Annual Meeting in Memphis, TN, April 18 – 22, 2012. I have read and, by signature below, agree to the Exhibition Regulations. I understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by SAA.

## OFFICIAL CONTACT INFORMATION (please print)

Representative in charge —*this individual will receive all relevant exhibition materials including booth confirmation, housing forms, exhibitor updates, and service kit.*

Title

Email Address

Organization name (*exactly as it will appear in program*)

Address

City State/Province

Zip/Postal Code Country

Telephone Fax

Signature of authorizing official

**All applications must be signed and accompanied by full payment in order to confirm booth reservations.**

## BADGES (Please provide names of booth attendants.)

Each booth receives two complimentary registrations.

1. \_\_\_\_\_

2. \_\_\_\_\_

## EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Society," and letters "SAA" herein refer to the Society for American Archaeology acting through its officers, employees, or agents in the management of the exhibition.

**1. Show Hours** -- 9 AM to 5 PM, Thursday through Saturday, April 19 – 21, 2012. Management reserves the right to adjust exhibit hours to conform with the overall meeting format.

**2. Exhibition Sponsorship and Objectives** -- The SAA Exhibition is produced by, and is the property of, the Society for American Archaeology. The Exhibition is a practical, educational adjunct to the professional meetings held during the SAA Annual Meeting. The Exhibition is meant to supplement the professional meetings by providing attendees information on the various products and services available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of SAA members. SAA reserves the right to refuse space to any applicant who, in the opinion of the Society,

**FOR SAA USE ONLY:**  
**RECEIVED DATE/TIME:** \_\_\_\_\_

## EXHIBIT DIRECTORY

Include a description of your products and services for the 77th Annual Meeting Program. **50 word maximum.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EXHIBIT SPACE AND FEE

- 10' x 10'** \$965 x # \_\_\_\_\_ = \$ \_\_\_\_\_
- 4 for 3 Exhibitor's Special \$965 x 3 = \$2,895**
- Island** Call SAA for details.

Preferred site: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Select four alternate spaces for each booth requested. All booths are assigned on a first-come, first-served basis.)

## Full payment must accompany Exhibit Application

Please indicate type of payment:

- Check payable to SAA in U.S. dollars by bank check or bank draft
- VISA  MasterCard  American Express

Card No. \_\_\_\_\_ Exp. Date / CSC Number \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

**Your Exhibit Application is due by January 31, 2012,** to assure that we can include your listing in the 77th Annual Meeting Program. Please keep the bottom copy for your files.

**Return completed application and payment to:**  
Society for American Archaeology, 1111 14<sup>th</sup> St. NW, Suite 800, Washington, DC 20005 • Fax: +1 202/789-0284

is unlikely to contribute to the overall objectives of the Annual Meeting.

**3. Exhibitor Representative Responsibilities** -- Each exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive all materials relevant to the Annual Meeting Exhibition. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to SAA, and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition. Each exhibitor is entitled to two badges per booth space rented; additional registrations may be purchased at the Member rate.

**4. Exhibitor Registration** -- Exhibitor registration will occur from 12 to 5 PM on Wednesday, April 18, 2012. Exhibitors should check in at the SAA Booth in the Exhibit Hall to receive badges and registration materials. Personnel from the security firm or the exhibit decorator will not allow exhibitors without badges to enter the exhibit hall at appointed times.

**5. Contract for Space** -- This application for exhibition space, the notice of space assignment by SAA, and the full payment of exhibit fees together constitute a contract for a right to use the space. No refunds are issued for cancellations.

**6. Arrangement of Exhibits** -- All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided the exhibitor by management will consist of a cloth back wall 8 feet high and side dividers 3 feet high. No construction or built-up exhibit, including signs, shall exceed the overall height of the back wall, unless approved by management. Display boards and other equipment more than 3 feet in height must not extend more than 3 feet out from the booth back wall in regular aisle locations.

**7. Exhibitor Move-in** -- Exhibits may be installed between noon and 5 PM on Wednesday, April 18, 2012.

**8. Exhibitor Move-out** -- Exhibitors may not dismantle or disturb their exhibits until after the official closing of the exhibition, which is at 5 PM on Saturday, April 21, 2012. Failure to observe this rule may jeopardize the exhibitor's right to exhibit at forthcoming SAA Exhibitions. All exhibits and accompanying supplies must be dismantled and removed from the exhibit hall by 9 PM on Saturday, April 21.

**9. Unclaimed Space** -- Any space unclaimed by 5 PM on Wednesday, April 18, 2012, may be reassigned without refund of fees paid, and management will not be liable for any incurred expenses.

**10. Care of Buildings** -- Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, and/or the equipment or furnishings in the booths. The exhibitor will be held liable for any such damage caused by the exhibitor or its agent(s). The exhibitor assumes full responsibility for complying with union regulations; local, city, and state laws regarding sales taxes; and regulations concerning fire, safety, electrical wiring, and health.

**11. Use of Exhibit Space** -- No exhibitor shall assign, sublet, or share the whole or any part of the space assigned without the consent of management. No exhibitor is permitted to exhibit goods or services other than those manufactured, handled, or provided by the exhibitor in the regular course of business. No firm or organization not assigned space in the exhibition hall will be permitted to solicit business in any manner within the exhibit hall.

**12. Fire Protections** -- No combustible decoration, such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, wrapping paper, which must be flame proof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must stand a flameproof test as prescribed by the applicable fire and safety ordinances. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not permitted. If inspection indicates that any exhibitor has neglected to comply with the foregoing requirements, or otherwise incurs a fire hazard, SAA reserves the right to cancel the entire exhibit, or such parts of it as may be irregular, with no refund of rental or liability for exhibit expense.

**13. Group Functions** -- The exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches, or other activities during the Annual Meeting and Exhibition hours that would in any way interfere with delegate attendance at SAA meeting sessions or induce visitors away from the exhibition. The exhibitor must clear with management any intended group functions.

**14. Circulation and Solicitation** -- Distribution by the exhibitor of any printed matter, souvenirs, or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. All aisle space belongs to SAA. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.

**15. Direct Selling** -- In the event that an exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state, and local laws that may pertain to such sales.

**16. General Restrictions** -- Exhibitors can distribute only non-food or beverage items which are manufactured or handled by them in the regular course of business. Any exhibitor desiring to serve food or beverage items must arrange for the food or beverages from the Memphis Marriott Downtown, the exclusive in-house food and beverage provider for the Memphis Cook Convention Center. Exhibitors may serve food and beverage samples that do not exceed 2 ounces each. Management reserves the right to restrict exhibits that, because of noise, methods of operation, or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of management may detract from the general character of the exhibition. Exhibitors are not permitted to set up displays in hotel rooms, hotel suites, or lobbies. No display materials that may, because of their inferior quality, cheapness of materials, or workmanship be deemed by management to detract from the dignity of the show will be permitted. No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted.

SAA reserves the right to reject or prohibit any exhibit, or part thereof, including, without limitation, any person, article, conduct, printed matter, catalogue, or souvenir, that, in its opinion, is not suitable to and in keeping with the character of

the exhibition. SAA reserves the right without notice and with no liability whatsoever for damages or loss, for inconvenience, or business interference, to close down, disassemble, dispose of, store or clear away from the premises, or to order such work to be done at the expense of the exhibitor, any exhibit display material, goods, property, or merchandise of any exhibitor who fails to comply with any of the Exhibit Regulations as set forth herein.

**17. Liability and Insurance** - Management will employ guards during non-Show hours, and will take reasonable precautions to safeguard the exhibitor's property; however, management will not be liable for loss or damage to property of the exhibitor or its representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. The exhibitor shall indemnify management against, and hold it harmless from, negligence of the exhibitor in connection with exhibitor's use of display space. All personnel in the exhibit booths are required to display proper name badges throughout the show. Security guards and/or Management will be checking for badges on all exhibit representatives.

**18. Indemnification Agreement** -- The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Memphis Cook Convention Center premises and will indemnify, defend and hold harmless, the Memphis Cook Convention Center, its agents, servants and employees from any and all such losses, damages, and claims. Each Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual General Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. In addition, the Exhibitor acknowledges that the Memphis Cook Convention Center, its owners and operators, do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by the Exhibitor.

Should Exhibitor contract for decorator services through a company other than the one selected by SAA, Exhibitor shall notify SAA in writing and shall provide SAA with certificates evidencing that such company has liability and worker's compensation insurance in place.

The Exhibitor agrees to protect, indemnify and hold SAA, its officers, directors, employees and agents against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or by reason of any accident, bodily injury, property damage, or other claims or other occurrences to any person, including exhibitor, its employees and agents, or any business invitees, arising out of or related to exhibitor's occupancy or use of the exhibition premises or in and adjacent to the exhibition location(s) including storage and parking areas, or claims arising out of or related to the exhibitor's web site.

**19. Failure to Open Exhibition** -- In case the premises of the Memphis Cook Convention Center shall be destroyed or damaged, or if the SAA exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by SAA. In the event of such termination the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of SAA shall be to return to each exhibitor the exhibit space fee, less a pro rata share of all costs and expenses incurred and committed by SAA.

**20. Material Handling**-- Exhibitors may hand-carry their own materials into the exhibit facility. Exhibitors who do so will be responsible for removal/storage of their empty cartons, cases, etc.

**21. Regulations and Contract** -- These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and SAA. All matters and questions not covered by these regulations are subject to the decisions of management. These exhibit regulations may be modified and/or amended by SAA at its discretion.