



2022 NAGARA Annual Conference

July 13-16, 2022
Salt Lake City, Utah

EXHIBITOR PACKAGE

2021: NAGARA By The Numbers

NAGARA Network

5,000+



Archivists and records managers at all levels of government and in public institutions of higher learning, with individual memberships or listed under organizational memberships, and/or opted in to NAGARA communications.

State Archives

40+



40 of the 56 State and Territorial Archives are currently served by NAGARA, in addition to their staff and professionals at the Federal and local levels.

National Conference

1



National Conference designed by NAGARA to provide archivists and record managers at all levels of government access to 3 days worth of valuable networking, educational opportunities, and knowledge of the latest products and services within the industry.

About NAGARA

The National Association of Government Archives and Records Administrators (**NAGARA**) is a professional association dedicated to the improvement of Federal, state and local government archives, records and information management programs, as well as the professional development of government archivists and records administrators.

By being a NAGARA Exhibitor, you are helping grow the resources and tools available to the archives and records management profession at all levels of government.

Why Become An Exhibitor?

NAGARA exhibitors are exposed to a highly engaged audience of archivists and records managers from across the nation. You'll have the opportunity to:

- Access to influential archivists and records managers.
- Promote your brand and products to federal, state and local archivist and records manager professionals, as well as professionals from public institutions of higher learning.
- Deliver your message to archivists and records managers specifically searching for solutions for the challenges their organizations may be facing.
- Make valuable contacts and increase sales.

Contact Johnny Hadlock, Executive Director
E: info@nagara.org | P: (202) 508-3800

Conference Audience

80%



Percentage of NAGARA Conference Attendees reported having **decision-making influence** at their agency

68%



Percentage of NAGARA Conference Attendees reported having **significant** or **final decision-making authority**

Some of the Many Attendee Titles Include:

- Archives & Records Management Specialist
- Archives and Records Coordinator
- Archives and Records Manager
- Archives Director
- Archives Manager
- Archivist I, II and III
- Chief Records Officer
- City Archivist
- City Clerk
- City Recorder
- City Secretary
- Director of Archives and Records
- Executive Director
- Head Archivist
- Head of Collection
- IT Director
- IT Manager
- Librarian/Archivist
- Library Director
- Municipal Clerk
- Procurement Manager
- Project Director
- Project Manager
- Records Director
- State Archivist
- State Archivist and Director
- State Archivist and Public Records Administrator
- State Librarian
- State Records Center Manager
- State Records Coordinator
- State Records Manager
- Town Archivist and Records Manager
- Town Clerk

Exhibitor Benefits | \$1,350

Exhibitors Will Receive The Following Benefits:

- One (1) skirted display table in exhibit hall
- One (1) full Conference registration ticket
- Company logo w/ hyperlink on event exhibitor page
- Company logo on printed conference sponsorship/exhibitor banner
- Company name listed in exhibitor section of official printed program
- Opportunity to include one ad/promo item in attendee conference bags
- Full Conference attendee list w/ contact information (delivered post-conference) (*should exhibitor also want the pre-attendee list delivered one week prior to the event, add \$150.00*)

2022 NAGARA ANNUAL CONFERENCE LOCATION SALT LAKE CITY, UT



Contact Johnny Hadlock (NAGARA Executive Director)
via e-mail at info@nagara.org or by phone (202) 508-3800

Exhibitor Agreement [Pg 1/3]

Please read thoroughly over the 3 pages of this agreement before returning it to NAGARA.

Exhibitor Pricing

Please make your selection(s) below.

Level/Type	Amount
<input type="checkbox"/> Annual Conference Exhibitor	\$1,350
<input type="checkbox"/> Delivery of Full Conference Attendee list w/contact information 1 week prior to the Annual Conference*	\$150

*All Exhibitors will receive Full Conference attendee list w/contact information delivered **post-conference**.

Exhibitor Provisions

The Terms and Conditions set forth on the 3 pages of this Exhibitor Agreement shall automatically be incorporated by this reference into any Exhibitor Agreement. All references to "the Agreement" shall mean in each case an individual Agreement between Exhibitor and NAGARA. **All 3 pages of The Agreement must be signed or initialed before NAGARA will accept it.**

Exhibitor Information and Authorization

Please provide the all necessary information for your organization below.

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Please list the person who will be receiving all Exhibitor-related communications:

Name: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Please select your method of payment:

Check

VISA

MasterCard

Discover

Credit Card Number: _____

Credit Card Exp. (xx/xx): _____

Name on Credit Card: _____

Please sign here to signify your acceptance of The Agreement in full:

By the signature below, the individual signing this Agreement represents that he or she has been authorized to execute this Agreement on behalf of the Exhibitor, and that he or she has read, fully understands and agrees to the Terms and Conditions of this Agreement, including all Exhibitor Provisions provided.

Name: _____

Signature: _____

Date: _____

Submission of The Agreement and Payment:

All checks must be made payable to NAGARA. Please submit The Agreement in one of the following ways:

(A) Via USPS to: NAGARA c/o Johnny Hadlock, 444 N. Capitol St, NW, Suite 237, Washington DC 20001

(B) Via e-mail: to Johnny Hadlock (NAGARA Executive Director) at info@nagara.org

**Contact Johnny Hadlock (NAGARA Executive Director)
via e-mail at info@nagara.org or by phone (202) 508-3800**

Exhibitor Agreement [Pg 2/3]

Please read thoroughly over the 3 pages of this agreement before returning it to NAGARA.

Terms and Conditions

The following Terms and Conditions shall automatically be incorporated by this reference into any Exhibitor Agreement, or Exhibit or Addendum thereto, which is approved and accepted by NAGARA (an "Agreement"). Unless otherwise defined herein, capitalized terms shall have the definitions set forth in the Exhibitor Agreement to which this is attached. All references to "the Agreement" and "the Event" shall mean in each case an individual Agreement between Exhibitor and NAGARA and the Event which is the subject of that Agreement.

1. EFFECTIVENESS OF AGREEMENT

The Agreement shall become binding and effective only upon delivery by Exhibitor to NAGARA of Exhibitor's completed and executed Agreement. Exhibitor's confirmation of receipt of the executed Agreement shall be deemed delivered to NAGARA in the following instances: (1) Exhibitor places the executed Agreement in the U.S. mail, postage prepaid, properly addressed to NAGARA; (2) Exhibitor sends an e-mail to NAGARA of the Agreement executed by Exhibitor; (3) Exhibitor personally delivers the executed Agreement to NAGARA, via courier service or otherwise; (4) Exhibitor sends the executed Agreement to NAGARA by facsimile, and receives electronic confirmation of receipt by NAGARA.

2. FEES

Payment for all fees is due within 30 days of the date of this agreement. Unless otherwise explicitly stated herein, all Exhibitor fees paid are non-refundable. If Exhibitor fails to make any payment described in this Agreement, the Exhibitor's right to Exhibit of the Event may be canceled without further notice and without refund of monies paid. If the Exhibitor cancels its Exhibit of the event, such cancellation shall be considered Exhibitor's default and the Exhibitor will remain obligated for 100% of the agreed upon Exhibitor fees. Upon Exhibitor's default any monies paid will be retained by NAGARA, and any amounts payable to NAGARA hereunder shall become immediately due and payable.

3. EVENT DATES AND HOURS

NAGARA reserves the right to make any changes as it may deem appropriate to Events (including webinars, E-records Forums, Annual Conference, etc.) dates and times. NAGARA shall communicate any changes to Event dates and times to Exhibitor as soon as practicable.

4. CANCELLATION OR TERMINATION

If, because of war, fire, strike, Convention Center/hotel construction or renovation project, government regulation, public catastrophe, an act of terrorism or public enemy, or an Act of God, the Event or any part thereof is prevented from being held, is canceled by NAGARA or the space becomes unavailable, NAGARA, in its sole discretion, shall determine and refund to the Exhibitor its proportionate share of the balance of the aggregate Exhibitor fees received which remains after deducting expenses incurred by NAGARA and reasonable compensation to NAGARA. In no case shall the amount of the refund to the Exhibitor exceed the amount of the fee paid. NAGARA reserves the right to cancel any portion of the event as it deems necessary and appropriate. All change and/or changes/cancellations will be communicated to Exhibitor in writing. Cancellation of any portion of the Exhibitor Agreement by the Exhibitor will be accepted only in writing. Exhibitor will remain obligated for 100% of the contracted fees. If in order to collect unpaid fees NAGARA pursues legal remedies, Exhibitor will pay NAGARA for all legal and related expenses, court fees, staff times, etc., so incurred.

5. CHANGES TO AGREEMENT

In accordance with Paragraph 3 above and Paragraph 4 above, OCC may make certain changes to the Event, which may result in changes to the portion(s) of the Event which Exhibitor has Exhibited. NAGARA shall make all reasonable efforts to accommodate Exhibitor in the event that Exhibitor's Exhibit is either diminished or modified, but in no way shall NAGARA be responsible for refunding any of Exhibitor's fees paid. All changes and/or cancellations shall be communicated to Exhibitor as soon as commercially practicable.

EXHIBITOR INITIALS _____

Exhibitor Agreement [Pg 3/3]

Please read thoroughly over the 3 pages of this agreement before returning it to NAGARA.

6. EVENT PARTICIPATION

The rights hereunder are exclusive to Exhibitor and Exhibitor shall not assign to a third party its rights hereunder without the prior written consent of NAGARA, which NAGARA may grant or withhold at its sole discretion. No firm or organization not assigned to participate in the Event will be permitted to solicit business at the Event.

7. RESTRICTIONS

Except as explicitly permitted by NAGARA, Exhibitor shall not host, Exhibit, or participate in any hospitality suites/rooms, social functions, education seminars, outings, group activities, or similar events during the Event or distribute sales or promotional materials, any item with Exhibitor's logo, or gifts to attendee sleeping room doors, meeting rooms or anywhere else in the hotel and/or exhibit facility, except, in the case where Exhibitor is also an exhibitor at the Event, as authorized and acknowledged by NAGARA, in Exhibitor's exhibitor booth space. All activities and events conducted during the Event, including events permitted by NAGARA, must be contracted through NAGARA, or NAGARA's designee. Exhibitor shall not contract directly with the hotel, its vendors, or other Event venues for any element of a hospitality event.

8. INDEMNITIES AND LIMITATION OF LIABILITY

Neither NAGARA nor its shareholders, officers, directors, employees, agents, independent contractors or representatives shall be responsible for any injury, loss, or damage that may occur to Exhibitor or to Exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during, or subsequent to the Event. By signing the Agreement, Exhibitor assumes all such risk and expressly releases, and agrees to indemnify, defend and hold harmless, NAGARA and its shareholders, officers, directors, employees, agents, independent contractors and representatives from any and all claims for such loss, injury, or damages.

Furthermore, Exhibitor releases and discharges NAGARA and its shareholders, officers, directors, employees, agents, independent contractors and representatives from any and all liabilities arising out of, or in any way related to, the selection, rejection, or removal of Exhibitor to or from the Event and enforcement of the Agreement. Exhibitor also hereby agrees to indemnify, defend and hold harmless NAGARA and its shareholders, officers, directors, employees, agents, independent contractors and representatives, from and against any and all losses, damages, suits, claims, causes of action, liabilities, expenses, costs and attorneys' fees incurred, arising out of, resulting from Sponsor's infringement of the intellectual property rights of any third party, or any of its agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives, in distributing, selling, or offering to distribute or sell any product or service, in allowing any person to test any product or service, or in offering sample use of any product or service, whether occurring prior to, during or after the Event.

9. OBSERVANCE OF LAWS

Each party shall abide by and observe all applicable laws, rules and regulations, and ordinances of any applicable government authority and all rules of the facility.

10. AGREEMENT TO TERMS, CONDITIONS, and RULES

The Sponsor agrees to observe and abide by the foregoing terms, conditions, and rules, and by such additional terms, conditions, and rules established by NAGARA from time to time for the efficient and safe operation of the Event, including, but not limited to, those contained in this Agreement. Event Sponsors have been invited to participate in this Event based on the mutually beneficial business relationship they share with NAGARA. If the nature of this relationship changes after this contract is signed, NAGARA has the right to cancel this Agreement, refund all fees in full to the Sponsor, and offer the Sponsorship to another entity. There is no other agreement or warranty between the Sponsor and NAGARA except as set forth in this document and any addenda/exhibits hereto. The headings used in this Agreement are for organizational purposes only and are not to be used in the interpretation of the substance of this Agreement. The rights of NAGARA under this Agreement shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of NAGARA.

EXHIBITOR INITIALS _____