

RACO 2008

RECORDS
ADMINISTRATION
CONFERENCE

THE NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION

WASHINGTON, DC



RACO 2008 EXHIBITOR POLICY AND AGREEMENT

COMPANY INFORMATION

POC:

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:

Premier space in the Amphitheater Foyer \$2000

Standard space in the adjacent Oceanic Suite \$1850

PAYMENT INFORMATION

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

VISA MASTERCARD AMERICAN EXPRESS Check

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:

For payment by check, make check payable to NATFB.

Please send completed agreements and checks to:
RACO Exhibits Coordinator
Elizabeth Sears
National Archives and Records Administration (NARA)
Room 2100,
8601 Adelphi Road
College Park, MD 20740-6001
Elizabeth.sears@nara.gov
Telephone: 301-837-0603
FAX number: 301-837-3698

Company representative #1 Name:

Company representative #2 Name:

Preferred Exhibit Space:

1st Choice:

2nd Choice:

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RACO 2008 EXHIBITOR POLICY

1. When and where will NARA host RACO in 2008?

NARA will host the 20th annual Records Administration Conference on Tuesday, May 06, 2008, at the Ronald Reagan Building and International Trade Center (ITC), 1300 Pennsylvania Avenue NW, Washington, DC 20004. The conference program runs from 8:00-5:00pm.

2. How do I sign up to Exhibit at RACO 2008?

Fill out the Exhibitor Registration Form with the names of your company representatives and your payment information. You should also indicate your top two desired booth locations on the form. See the enclosed floor plans to choose your location.

3. What is RACO?

RACO is an annual one-day conference on Federal records management issues and is hosted by the National Archives and Records Administration (NARA). Over 500 Federal records officers, records management professionals, information managers, and information technology professionals regularly attend RACO.

4. What is NARA?

NARA is an independent Federal agency within the Executive Branch. NARA is responsible for safeguarding and preserving the records of our Government. NARA establishes policies and procedures for managing U.S. Government records, preserves the permanently valuable records in the National Archives of the United States, and assists Federal agencies in documenting their activities. NARA assist Federal agencies with administering records management programs, scheduling records, training staff in records management principles, and retiring noncurrent records to Federal records centers.

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

The exhibition fees are as follows:

Premier space in the Amphitheater Foyer	\$2000
Standard space in the adjacent Oceanic Suite	\$1850

6. What is the size of an exhibit area?

Each exhibit area is 36 square feet (10' x 10'). Exhibits located in the Amphitheater Foyer may not exceed 10 feet in height. Exhibits located in the Oceanic Suite may not exceed 8 feet in height. NARA reserves the right to require Exhibitors to adjust exhibited materials to ensure display specifications.

7. 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.

8. How are the exhibit spaces assigned?

Exhibit spaces are assigned by the RACO Exhibits Coordinator on a First Come First Served basis. In order to reserve your selected exhibit 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. If NARA requires a change to an Exhibitor's pre-selected exhibit space, NARA will notify the Exhibitor.

9. 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.

10. 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.

11. What is provided to the Exhibitors?

Exhibitors are provided with a 6' x 30" skirted table, one (1) 20 amp line of electricity, 2 chairs, and one (1) waste basket.

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

The fee includes break service, lunch, conference attendance, and networking reception for two (2) company/agency representatives. Each additional representative over two (2) must pay the full price conference registration fee:

Early Bird Registration	\$295 before April 1, 2008
Late Registration	\$325 until May 1, 2008
On-Site Registration	\$350

13. What is the cancellation/refund policy for Exhibitors?

Fees are non-refundable if the Exhibitor cancels within 60-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.

14. What payment methods are accepted?

Exhibitors may pay by MasterCard, Visa, American Express or by check. Exhibitors must fax or 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 2008 conference. The RACO Exhibits Coordinator will confirm receipt of payment by E-mail within 5 business days.

NARA's web site is <http://www.archives.gov/records-mgmt/training/raco2008.html>

15. Can we ship equipment to the ITC?

Yes, exhibit materials can be shipped directly to the ITC prior to the conference. The ITC has mandatory off-site X-Ray/Screening procedures for all materials delivered to the Reagan Building. There will be an instruction sheet included in your Exhibitor's package.

Exhibitors are responsible for return shipping of their materials at the end of the conference. Mailing forms/labels are available from the ITC Business Office.

16. Are phone lines/internet accesses available?

Yes, but there is an extra fee for these services. The required ITC Telecommunications Order Forms (Trade Shows) for phone lines/internet access will be provided by the Exhibits Coordinator.

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

You must set-up your exhibit either between 7:00 p.m. and 9:00 p.m. on Monday, May 05, 2008; or between 6:15 a.m. and 7:15 a.m. on Tuesday, May 06, 2008.

You must strike your exhibit between 3:30 p.m. and 4:00 p.m. on Tuesday May 06, 2008.

18. Can Exhibitors attend the conference sessions?

Yes, the Exhibitor registration includes attendance at the conference sessions.

19. Can 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.

20. 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.

21. 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. NARA reserves the right to prohibit an Exhibitor from using any media device that interferes with the conference or other Exhibitors.

22. Who is the RACO Exhibits Coordinator?

The RACO Exhibits Coordinator is:

Elizabeth Sears

RACO Exhibits Coordinator

National Archives and Records Administration

NWM, Room 2100

8601 Adelphi Road

College Park, MD 20740-6001

Tel.: (301) 837 0603

Fax: (301) 837 3698

E-mail: Elizabeth.Sears@nara.gov