



COMMUNITY AT THE  
HEART OF EVERGREEN

EVERGREEN  
INTERNATIONAL  
CONFERENCE  
2023

WORCESTER, MASSACHUSETTS

## Sponsor and Exhibitor Information

**April 26-29, 2023**

The Evergreen International Conference brings together the decision-makers of an ever evolving open source ILS used by thousands of libraries across the world.

The 2023 conference will be held at the AC Hotel by Marriott in beautiful Worcester, Massachusetts. Join the Evergreen community for four days of programs, exhibits, and fun!

EVERGREEN™

# Champion Level Sponsorships

**\$5000**



Champions are our heroes! Their contributions ensure that the conference will be exceptional in all aspects. We appreciate you beyond measure!

By sponsoring at the Champion level, you automatically receive the following:

- Full page acknowledgment in the conference program
- Logo and link prominently displayed on the conference web site
- Complimentary exhibit space
- Two (2) free attendee registrations
- Acknowledgment in each morning's remarks

Choose from one of three different sponsorship options (Reception, Badges, or Pre-Conference Sessions—first come, first served).

## Reception

The hors d'oeuvres will be flowing and you can be responsible for so many happy stomachs! Consider sponsoring the Reception! Our conference team will make sure it's an event to remember thanks to you! (2 available)

## Badges

Feeling traditional? You can get high visibility with your logo on the badges for the conference. Hurry, this one goes fast! (1 available)

## Pre-Conference Sessions with Lunch

Evergreen attendees like to learn new things. Help us continue to offer important and topical sessions for in-depth learning. Feed attendees a tasty lunch! (1 available)

# Advocate Level Sponsorships

**\$2500**



The contributions of our Advocates allow us to do bigger and better things at every conference. You're a welcome part of our community and we appreciate you!

By sponsoring at the Advocate level, you automatically receive the following:

- Quarter-page acknowledgment in the conference program
- Logo and link displayed on the conference web site
- Acknowledgment in each morning's remarks

Choose from one of four different sponsorship options (Breakfast, Merchandise Table, Keynote, or Program Printing—first come, first served).

## Breakfast

Breakfast. The most important meal of the day! (3 available)

## Merchandise Table

Make it possible for us to sell Evergreen-themed shirts, mugs, and other merchandise at the conference! (1 available)

## Keynote Speaker

Ensure that the conference starts off with a bang by sponsoring a great speaker. This session is attended by everyone and sets the tone for the entire conference. (1 available)

## Program (Printing)

Help the attendees find their way to their programs and events! The printed program is a staple at every Evergreen conference and it will be at this one too, thanks to you! (1 available)

# Ally Level Sponsorships

**\$1250**



Our Allies are an important part of the Evergreen Project. You're aces in our book!

By sponsoring at the Ally level, you automatically receive the following:

- Logo and link displayed on the conference web site
- Acknowledgment during opening remarks
- Acknowledgments on Twitter and Facebook on your sponsorship days

Choose from one of four different sponsorship options (Snack Breaks, A/V Support, Hackfest, Annual Report —first come, first served).

## Snack Breaks

Provide conference-goers some tasty treats to get through that afternoon lag! (3 available)

## A/V Support

Ensure that the programs at the conference are both seen and heard! A/V sponsorship is per day – your logo will appear on each session room's signage for the day. (3 available)

## Hackfest

Ensure the community of software developers has plenty of power cords and caffeine! (1 available)

## Annual Report (Printing)

Sponsor the creation and printing of the Evergreen Annual Project Report and you'll get our undying gratitude and your logo and acknowledgement on the report, too! (1 available)

# Exhibitor Information

Thank you for your interest in exhibiting at the 2023 Evergreen International Conference. We are planning another great year for conversations and connections in the exhibit area. Please don't forget to look at our sponsorship opportunities for more chances to showcase your organization!

Our centrally located exhibits area provides constant contact with our attendees. Our exhibitors are also welcome to attend our meals, breaks, sessions, and entertainment opportunities.

## Exhibitor Pricing and Information

### Booth Pricing

- Early Bird (until 2/17/2023 - \$850)
- Standard (after 2/17/2023 - \$975)
- Exhibit booth purchase includes one registration.
- Additional early bird registrations are available at \$220 per attendee (until 2/17/2023)
- Additional standard registrations are available at \$250 per attendee (after 2/17/2023)

Payment in full must be received no later than 30 days after form is received by the Conference or by 30 days prior to the event date, whichever comes first.

### Exhibit Times

- Wednesday Setup (TBD)
- Thursday 8am-5pm (exhibit hours)
- Friday 8am-5pm (exhibit hours)
- Friday Breakdown (After 5pm)

### Included with your pricing

- Centrally located space
- Wireless internet access
- One (1) attendee registration
- One (1) 6 x 30 table
- Two (2) folding chairs
- One (1) standard electrical power strip
- Cleaning services

All booth assignments will be on a first come, first served basis. Additional supplies / services may be available. Please inquire at least 30 days in advance regarding your needs by emailing [evergreen-conference@list.evergreen-ils.org](mailto:evergreen-conference@list.evergreen-ils.org). Additional costs may apply.

## Lead Retrieval

One week before the conference, all exhibitors will be emailed a pre-show list of attendees and their contact information (attendees do have the option to opt out). There is no additional cost for this service.

## Meals, Breaks, Sessions, and Entertainment

Our centrally located exhibits area provides constant contact with our attendees. Our exhibitors are also welcome to attend our meals, breaks, sessions, and entertainment opportunities. There is one snack break per day located in the exhibit area, as well as an all-day beverage station.

## Agreement

By submitting this registration form, the sponsor acknowledges and agrees that the following conditions apply:

- No exhibit space may be sublet.
- No refunds will be extended for cancellations.
- The Evergreen International Conference, the Evergreen Project and the Crowne Plaza Ravinia are not responsible for the safety of exhibits from theft, fire, or other causes.
- The exhibitor assumes responsibility for injury or damage to persons or property occurring within the exhibit space assigned to each exhibitor in accordance with the terms of this agreement.
- Exhibitors and their agents shall not deface or injure the walls or floors of the building, hotel, and conference area. Exhibitors will be liable to the hotel for damage.
- The Evergreen Project and Conference Committee reserves the right to request removal of any part of an exhibit deemed unsuitable by the Board or Committee.
- All conference exhibitors and attendees agree to abide by the Evergreen Community Code of Conduct Policy and the Evergreen Event Photography/Audio/Video Policy.

## On-Site Point of Contact

Visit the registration table for assistance.

## Additional Information

Please visit the conference website for more information, including shipping information once it becomes available:

<https://evergreen-ils.org/conference/2023-evergreen-international-conference/>

# Code of Conduct and Photography Policies

## Evergreen Community Code of Conduct Policy

All delegates, speakers, sponsors and volunteers at any Evergreen event are required to agree with the following code of conduct. Organizers will enforce this code throughout the event.

Evergreen event organizers are dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion. We do not tolerate harassment of event participants in any form. Sexual language and imagery is not appropriate for any event venue, including talks. Event participants violating these rules may be sanctioned or expelled from the event without a refund at the discretion of the event organizers.

Harassment includes, but is not limited to:

- Violent threats, intimidation or personal insults directed against another person
- Verbal, graphic or written comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion
- Posting sexually explicit or violent material
- Stalking or following, including harassing photography or recording
- Sustained disruption of talks or other presentations
- Inappropriate physical contact or sexual attention
- Posting (or threatening to post) other people's personally identifying information
- Advocating for, or encouraging, any of the above behavior
- Repeated harassment of others. In general, if someone asks you to stop, then stop

Participants asked to stop any harassing behavior are expected to comply immediately. Sponsors are also subject to the anti-harassment policy. In particular, sponsors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

If a participant engages in harassing behavior, event organizers retain the right to take any actions to keep the event a welcoming environment for all participants. Event organizers may take action to redress anything designed to, or with the clear impact of, disrupting the event or making the environment hostile for any participants.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of event staff immediately. Event staff can be identified by a clearly marked "STAFF" badge, button or shirt.

Event staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or

otherwise assist those experiencing harassment to feel safe for the duration of the event. We value your attendance.

We expect participants to follow these rules at all event venues and event-related social activities. We think people should follow these rules outside event activities too!

*This code of conduct is borrowed, slightly modified, from the folks at GopherCon, who borrowed it from JSConf, with permission. A section is adapted from the OpenStack Summit Code of Conduct.*

## Evergreen Event Photography/Audio/Video Policy

This policy applies to all attendees of Evergreen events, including event staff who are designated as official photographers and audio and video recorders.

Do not photograph, video or audio record anyone without their express permission.

During the Evergreen International Conference, most attendees will have different colored badge lanyards showing their preference for photography:

- **Green: Photographs always okay**
- **Yellow: Ask before photographing**
- **Red: Photographs never okay, don't ask**

There is no prior opt-in for audio or video recordings. You must always ask before recording.

The event may have one or more staff taking photographs and/or audio or video recordings during the event. These staff will respect attendees' preferences regarding photography and recordings.

If the Evergreen Project, the Evergreen Executive Oversight Board, or the Evergreen Conference Planning Committee chooses to publish photographs and recordings taken by event staff, we will publish them under a Creative Commons license. Conservancy and Evergreen further reserve the right to use those photographs and recordings in promotional materials to promote the Evergreen project and/or the use of free and open source software.

If there is a violation of this policy, event planners will request that the photograph be removed from any sites where it was posted and deleted from the devices. In the event that this request is ignored or further violations occur, the participants violating this policy may be sanctioned or expelled from the event without a refund or banned from future Evergreen events.

*This Photography/Audio/Video Policy is adapted from the AdaCamp Photography/Audio/Video Policy, which is licensed under a Creative Commons Attribution-ShareAlike 3.0 United States License.*

# Corporate Sponsorship Agreement—Terms and Conditions

This Agreement is between the The Evergreen Project and Sponsor. In consideration of the opportunity to participate as a sponsor of the Conference hosted by the Project [as indicated in the attached Price Schedule, incorporated herein by reference]. Sponsor agrees as follows:

**SPONSORSHIP BENEFITS:** Sponsor will receive the sponsorship benefits listed in the attached Price Schedule.

**SPONSORSHIP PAYMENT:** Sponsor agrees to make a payment specified in the Price Schedule.

**THE EVERGREEN PROJECT EVENTS:** The Evergreen Project agrees not to schedule or sponsor any event in connection with the Project including, but not limited to, evening events, during a time that conflicts or overlaps with any official event scheduled during the Conference.

**INDEMNITY AND LIMITATION OF LIABILITY:** Neither the Evergreen Project, any co-sponsor, venue provider nor any of their respective officers, agents, employees, facilities, representatives, assigns, nor any volunteer otherwise affiliated with the Project shall be liable for, and Sponsor hereby releases them from, any claims for damage, loss, harm, or injury to the person, property or business of the Sponsor and/or any of its visitors, officers, agents, employees, or other representatives, resulting from theft, fire, earthquake, water, unavailability of the facility, accident or any other reason in connection with the Conference. The Sponsor shall indemnify, defend, and protect the Evergreen Project, its officers, directors, employees, agents, co-sponsors and venue providers harmless from and against any and all claims, demands, suits, liability, damages, losses, costs, attorney's fees, and expenses that result or arise from Sponsor's participation in the Conference or any actions of its officers, agents, employees, or other representatives. Under no circumstance will the Evergreen Project, any co-sponsor, or the venue provider be liable for lost profits or other incidental or consequential damages for any of their acts or omissions whatsoever, whether or not appraised of the possibility or likelihood of such damages or lost profits. In no event shall the Evergreen Project liability, under any circumstance, exceed the amount actually paid to it by the Sponsor. The Evergreen Project makes no representations or warranties regarding the Conference or its attendance.

**OBSERVANCE OF LAWS:** Sponsor shall abide by and observe all laws, rules and regulations, and ordinances in the

performance of this agreement.

**CANCELLATION OR TERMINATION BY THE EVERGREEN PROJECT:** If for any reason beyond its reasonable control, including but not limited to fire, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, The Evergreen Project shall determine that the Conference or any part will not be held, The Evergreen Project may cancel the Conference or any part thereof. In that event, the Evergreen Project shall, upon written request by the Company, refund donations made in support of the Conference, after deducting any and all expenses incurred by the Evergreen Project. In this event, The Evergreen Project will provide an accounting of Conference expenses incurred to all donors.

## MISCELLANEOUS

**Authority.** Each Party represents and warrants that the execution, delivery and compliance with the terms of this Agreement by such Party and consummation by it of the transactions contemplated hereby have been duly and validly authorized by all necessary corporate or other action and the agreements contained herein constitute valid and legally binding obligations and are enforceable in accordance with their terms.

**Waiver.** The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

**Enforceability.** Each provision of this Agreement shall be separately enforceable, and the invalidity of one provision shall not affect the validity or enforceability of any other provision.

**Governing Law.** This Agreement shall be interpreted and construed in accordance with the laws of the State of Missouri.

**Entire Agreement.** This Agreement constitutes the only agreement, and supersedes all prior agreements and understandings, both written and oral, among the parties with respect to the subject matter hereof. This Agreement may not be amended or modified, except in writing and signed by all parties .

# Evergreen 2023 International Conference: Application and Agreement

## Contact Information for Program

Company Name	Contact Name
Street Address	Email Address
City/State/Zip/Country	Phone Number

## Sponsor Information

### Sponsorship Level:

<input type="checkbox"/> \$5,000 Champion	<input type="checkbox"/> \$2,500 Advocate	<input type="checkbox"/> \$1,250 Ally
<b>Preferred Function:</b> Choose the function (below) that you wish to support that is related to your sponsorship level (above). Note: Functions are allocated on a "first come, first served" basis. If the function you select is not available, a member of the conference committee will con-		
<input type="checkbox"/> Reception	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Snack Break
<input type="checkbox"/> Badges	<input type="checkbox"/> Merchandise Table	<input type="checkbox"/> A/V Support
<input type="checkbox"/> Pre-Conference with Lunch	<input type="checkbox"/> Keynote Speaker	<input type="checkbox"/> Hackfest
	<input type="checkbox"/> Program Printing	<input type="checkbox"/> Annual Report Printing

### Champion Sponsor Registrations:

Champion Sponsors receive two free attendee registrations. Please indicate their names and email addresses below:

Name	Email Address
Name	Email Address

### Champion Sponsor Exhibit Space:

Champion Sponsors receive complementary exhibit space. Please indicate any special requirements below:

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# Evergreen 2023 International Conference: Application and Agreement

## Exhibitor Information

<b>Early Bird (until 2/17/2023)</b> ____ Booth(s) at \$850 / booth ____ Additional registration(s) at \$220 / attendee	<b>Standard (after 2/17/2023)</b> ____ Booth(s) at \$975 / booth ____ Additional registration(s) at \$250 per attendee
<b>Special Instructions / Requests:</b>  	
<b>Exhibitor Registrations:</b> Each booth includes one free attendee registration. Please indicate the name and email address below, as well as the names and email addresses of any additional attendees.	
Name (Free Registration):	Email Address:
Name (Additional Registration):	Email Address:
Name (Additional Registration):	Email Address:

## Instructions and Payment

<b>Form Instructions:</b> Fill out both pages of this form and return to the Evergreen Conference Committee via email: <b>sponsors@evergreen-ils.org</b>  <b>TOTAL: \$</b> _____ ____ ACH Transfer    ____ Wire Transfer    ____ Check	<b>Payment—Instructions</b>  The Evergreen Project is a 501(c)(3) non-profit organization. Questions about payment and invoicing should be directed to <a href="mailto:treasurer@evergreen-ils.org">treasurer@evergreen-ils.org</a> .  Invoices may be provided upon request.  Paper checks should be drawn in USD and made out to "The Evergreen Project" and mailed to <b>The Evergreen Project c/o Galen Charlton, 2500 Woodbrook Ct, Lawrenceville, GA 30043</b> with a copy of this signed form.
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## Signature

*\*\* I have read and agree to all terms and conditions of this Application & Agreement document, including the Code of Conduct and Photography Policy. I warrant that I am authorized to sign on behalf of the sponsoring entity listed above and that all information provided is complete and accurate.*

Signature

Printed Name

Title

Date

### For Questions:

If you have any questions about this form or about the Evergreen International Conference, please email [sponsors@evergreen-ils.org](mailto:sponsors@evergreen-ils.org)