



Exhibitor Booth / Sponsorship Application & Agreement

NorCal OAUG Training Day - January 19, 2010

Santa Clara Convention Center

Exhibitor and sponsorship opportunities will be going fast as they do each year. Please sign-up as quickly as possible to ensure your choice of booth and/or sponsorships. The availability of booths may be viewed on the NorCal OAUG website and will be updated regularly for any allotments or cancellations.

Section 1 - Exhibitor Booth Application

Please use this section to request exhibition space at the NorCal OAUG Training Day 2010. Before completing the form, please review the Exhibitor Terms and Conditions in the lower section of this document. Exhibitor booth applications will be processed on a first-come, first-serve basis. Incomplete applications will delay your booth selection.

Full payment is required with your application. If we do not receive payment, your application will not be processed. **Exhibit booths will not be reserved without payment.**

Exhibitor Information

Company Name		
Type of Business		
Primary Contact Person Name		Primary Contact Telephone
Primary Contact Email Address		
Marketing Person Name		Marketing Telephone
Marketing Email Address		
Company Address Line #1		Company Address Line #2
City		State / Zip
Company Website Address		
Booth Preference #1		
Booth Preference #2		
Booth Preference #3		
Companies from whom you request booth separation		

➔ You may view the booth layout on the NorCal OAUG website at <http://www.norcaloaug.org>

- | | | | |
|--------------------------------|--------------------------|--------|---|
| Exhibitor Booth | <input type="checkbox"/> | \$1500 | 4 complimentary registrations |
| Exhibitor Booth & Presentation | <input type="checkbox"/> | \$3000 | 5 complimentary registrations (incl. presenter) |

Only 18 Exhibitor Presentation slots are available this year.

Payments can be made online via our web-site using PayPal - **OR** - Check payments should be mailed to – NorCalOAUG, c/o **Cynthia Enderlien, 875 Tamalpais Ave #4, Novato, CA, 94947**

Preferred Presentation Track	
Presentation Title	
Presentation Abstract	

Applicant Agreement

In applying for exhibit space, you agree to abide by the NorCal OAUG Exhibit Rules and Regulations.

Initial _____

Section 2 – Sponsorship Application

Please use this section to request sponsorships at the NorCal OAUG Training Day 2010. Sponsorship applications will be processed on a first-come, first-serve basis. Incomplete applications will delay your sponsorship selection.

Company Name	_____		
Type of Business	_____		
Contact Person Name	_____	Contact Telephone	_____
Contact Email Address	_____		
Company Address Line #1	_____		
Company Address Line #2	_____		
City	_____	State / Zip	_____

- 10-Pack Passes** \$500 • As an Exhibitor you may purchase a 10-Pack of Attendee Passes to give away to your clients and/or prospects.
- Attendees must be registered for Training Day 2010 via our website at www.norcaloaug.org in order for us to print a registration badge which will include your company name as the sponsor.

- Item Giveaways**
- | | | |
|----------|--------------------------|----------------------|
| Tote Bag | <input type="checkbox"/> | \$2000 |
| Notepad | <input type="checkbox"/> | \$2000 (SOLD) |

Sponsorship Applicant Agreement

No sponsorships will be reserved – without an exhibit Booth , and a signed agreement and payment have been received by the NorCal OAUG.

Please email this agreement either in Word or PDF format to khypko@norcaloaug.org. If you want to fax the agreement please fax the document to 1 360 230 4386.

If you are sponsoring any itme and have to give us your logo, you must submit your logo in eps format by no later than December 16th, 2009. Email your logo format to khypko@norcaloaug.org.

Initial _____

NorCalOAug Training Day Exhibitor – Rules and Regulations

Assignment of Booth Space

Booth assignment is based on the order of receipt of contract and payment. Select three locations preferences. The NorCal OAug reserves the right to assign booth locations, however every reasonable effort will be made to accommodate the Exhibitor's selections. The exact layout of the exhibit hall booths is subject the final review of the Santa Clara Convention Center and the Fire Marshal.

Contract for Exhibit Space

The applications for space, notice of space assignment by the exhibit manager, and full payment of space rental constitute a contract for NorCal OAug's right to approve/disapprove applications and to reassign the exhibit space allotted under such contract.

Exhibit Booth Rental and Payment

The rental fee for one booth is \$1500. Multiple booths may be purchased and placed together. Full payment is required at the time of application for space. You may pay online via PayPal on the NorCal OAug website. Or make checks payable to Nor Cal OAug and mail to:

NorCal OAug
c/o Cynthia Enderlein
875 Tamalpais Ave. #4
Novata, CA 94947

Exhibit Hall Booths (\$1500)

Each exhibitor is furnished a standard 8-foot deep x 10-foot wide booth that includes pipe and drape, one 6-foot table, two chairs and a wastebasket. Other booth furnishings may be obtained from Rossi Expositions. Any special exhibit construction or installation must be approved in advance by the exhibit manager. Four paid registrations per booth will be included.

Presentation & Exhibit Hall Booth (\$3000)

This option priced at \$3000, includes one booth and an exclusive presentation slot of 45-50 minutes. There are 15 exhibitor presentation slots available and they will be filled on a first-come, first-served basis. All exhibitor presentations will be scheduled in the same presentation session. Rooms vary in size and will be assigned on a first come first serve basis and at the discretion of the OAug Board. The NorCal OAug board reserves the right to change room assignments as required to accommodate the maximum number of attendees.

Exhibitors who purchase a presentation agree to provide the abstract and presenter name no later than 30 days before the Training Day Event. Without this information your presentation will not be published in the conference agenda which will affect the attendance at your presentation. One additional paid registration will be included with your presentation, for a total of 5 paid registrations.

Exhibitor Registration

Each exhibitor fee will include four to five badges per booth depending upon the choice of Booth or Booth with Presentation option. Each additional person working in the booth area must be registered with the exhibit manager as a conference participant and pay an individual registration fee. No one will be admitted to the exhibit hall without a conference badge.

Exhibitor Services

All drayage, signs, and furniture must be ordered from Rossi Expositions, the official contractor. A service desk will be maintained by the contractor near the exhibit area during setup and dismantle. No packages will be accepted by the Santa Clara Conference Center. Any packages that need to be shipped to/from the Santa Clara Convention Center must be handled by Rossi Expositions (Rossi may charge for this service). The exhibitor will have to contact Rossi Expositions, Inc. directly to get an exhibitor kit and details of all freight handling and available paraphernalia at the conference.

Contact information for Rossi Expositions, Inc.:

1040 22nd Avenue
Oakland, CA, 94606.
Tel: 510 436 7500
Fax: 510 217 9622

Rossi Expositions will be contacting all exhibitors to identify any additional services that exhibitors might require. Any additional services will be negotiated with and paid directly to Rossi Expositions. The NorCal OAug will not pay for any additional exhibitor services.

Electrical Services

Each booth will be provided with a 120 volt receptacle that can provide a maximum of 500watts. If additional power is required please contract with Rossi Expositions to provide this service.

Telephone Services

Telephone services are NOT included with exhibit fee. There are no plans to provide telephone service in the exhibitor hall.

Networking Services

The exhibit hall will be outfitted with a wireless network. Use of this network is open to all exhibitors and conference attendees.

Additional Services

Decorator Union Information

In order to conform with current union contract rules and regulations, it will be required that all exhibitors utilize qualified union personnel for all display installation and dismantle labor as well as all material handling during the show. The handling or setting out of merchandise to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the exhibitor.

Teamster Union Information

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor.

Payment for any additional services requested by the Exhibitor must be made to Rossi Expositions, not to the NorCal OAUG.

Show Restrictions

Subletting of Space

No exhibitor shall assign, sublet, or apportion the whole or any portion of the space allocated, nor exhibit therein any products and/or services other than those produced or distributed by the exhibitor in the regular course of business.

Audio Devices

Exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise-making machines must be operated so that the resulting noise will not annoy or disturb adjacent exhibitors and their patrons.

Compliance with Schedule

The exhibitor agrees to maintain exhibit space through all hours of the exhibition. A booth attendant must be present during exhibit show hours. If the exhibitor fails to install or have installed the exhibit within the time limit set for the opening of the exhibition or fails to comply with any provisions concerning the use of exhibit space, NorCal OAUG reserves the right to take possession of said space.

General Restrictions

NorCal OAUG reserves the right, without recourse, to absolutely control or prohibit any exhibit or party of any exhibit which, in its opinion, is not suitable or in keeping with the character of the exhibition. This reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs, etc. Aisle space may not be used for exhibit purposed or for display signs.

Liability

The exhibitor agrees to protect, indemnify, save and hold NorCal OAUG, The Santa Clara Convention Center, and all agents and employees thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, the exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damaged, liabilities, or expenses arising from or out of any accident, bodily injury, or other occurrence to any person or persons, including the exhibitor, its agents, employees and business invitees, which arises from, out of, or by reason of said exhibitor's occupancy and use of all or part of the exhibition premises. The exhibitor understands the NorCal OAUG, The Santa Clara Convention Center does not maintain insurance covering the exhibitor's property. It is the sole responsibility of the exhibitor to obtain such insurance.

Fire Protection

All display material must be flameproof and is subject to inspection by the fire department in the city where the conference is conducted. No flammable fluids or substances may be used or displayed in booths.

Shipping Instructions

No packages will be accepted by the Santa Clara Convention Center. All exhibitors must make arrangements with Rossi Expositions, for shipping materials to the conference site and handling crates or boxes once at the site. Detailed instructions and target dates will be provided in the service kit.

Recruiting Policy

No recruiting is permitted at NorCal OAUG conferences. This applies to all conference attendees – both members and non-members, users, and vendors/consultants. Material of a recruiting nature may not be displayed at vendor booths or anywhere in the NorCal OAUG conference facility. Any recruiting materials found at the conference will be confiscated and not returned. Conference attendees found violating any NorCal OAUG policies including, but not limited to, these policies prohibiting recruiting activities at NorCal OAUG conferences, will be escorted from the conference and not allowed to return to the conference or any conference activities. In this event, there will not be any refund of conference fees. NorCal OAUG reserves the right to determine what activities/materials violate NorCal OAUG policies including, but not limited to, these policies prohibiting recruiting activities at NorCal OAUG conferences.

Exhibit Hall Layout and Availability

The official layout of the exhibit booths is available on-line at www.norcaloaug.org

Delivery and Installation Schedule:

Rossi Expositions, Inc. Installation: Monday, January 18, 2010; 8:00am – 2:00pm
Exhibitors Move-In: Monday, January 18, 2010; 2:00pm – 5:00pm
Event Opens: Tuesday, January 19, 2010; 7:00am
Event Closes: Tuesday, January 19, 2010; 5:00pm
Exhibitors Move-Out: Tuesday, January 19, 2010; 5:30pm – 6:00pm
Rossi Expositions, Inc. Dismantle Begins: Tuesday, January 19, 2010; 6:30pm

The NorCal OAUG Exhibit Rules and Regulations, along with the Application and Contract for Conference Sponsorship and Exhibit Space, constitute the entire contract. Amendments and/or exclusions to this contract are not legally binding unless written into the contract and initialed by the authored representatives of both parties.

Cancellation Policy

Based on the time of cancellation, refunds of exhibit space rental fees or sponsorships will be provided as follows:

Exhibit Space

60 days or more: full refund
30-59 days: one-half refund
29 days or less: no refund

Sponsorships

Giveaways – no refunds possible after November 16th, 2009 or if the order has been placed with the production company.
Refreshments:
60 days or more: full refund
30-59 days: one-half refund
29 days or less: no refund

Please feel free to contact Kai Hypko at khypko@norcaloaug.org

Thank you and we look forward to seeing you in January 2010!

Sincerely,

The NorCal OAUG Board