

Home-Base Conference Room Information

Due Date: May 15, 2018

A component of the Sapphire level exhibit package is a “home-base” conference room. Please submit room layout to [Barb Kavetski](#) by May 15.

Access, Location, and Security

- Home-base conference rooms are dedicated meeting spaces available to you starting Thursday, May 31 at 6:00 a.m. through Friday, June 8 at 9:00 p.m.
- Rooms range in size but 1,600 square feet is the average. The rooms are located in the North/South building of the Orange County Convention Center (OCCC) and are in close proximity to the show floor. Barb Kavetski will notify you of your specific room number and its location.
- A conference badge is not required for entry into your home-base room. However, be advised that security may question someone in the OCCC without a badge.
- Room keys should be picked up and signed for at the on-site security desk. Location and hours of operation will be provided.
- SAP and ASUG are not responsible for the security of your home-base room. Security monitoring may be ordered via the security order form in the [Exhibitor Manual](#).
- The entrance doors to the home-base rooms are lockable, however, some rooms will have air walls that include doors which are not lockable.

Contact Information

The team members listed below are ready to assist you.

Barb Kavetski

Sapphire level exhibit manager
b.kavetski@sap.com or 610.518.6291

Luis Andrade, Freeman

Space design / layout, furniture rental, etc.
luis.andrade@freemanco.com or 407.313.5847

Brenda Jenkins, Centerplate

Food and beverage
brenda.jenkins@centerplate.com or 407.685.5656

Leann Sepulveda, OCCC

Room set
leann.sepulveda@occc.net or 407.685.9869

Services

The OCCC will provide complimentary tables, chairs, and the first set in the room. If the room set is changed during the event, a labor fee will be charged. Exhibitors are responsible for additional furnishings and services (e.g., audio visual, catering, floral, Internet, electric, soft seating, etc.). Service order forms are located in the [Exhibitor Manual](#).

All rooms will be equipped with the following:

- **Phone** – With in-house access
- **OCCC tables and chairs** – Provide [Leann Sepulveda](#) with direction on room set prior to May 15.
- **Signage** – A sign with your company’s logo will be placed outside of the room. Please refrain from putting any additional signage, banners, etc. outside of your room. Thank you.

As a benefit to attendees and exhibitors, SAP and ASUG will provide a wireless network in the North/South building of the OCCC during the conference. However, it is recommended that exhibitors purchase wired connections in situations where mobility is not a necessary part of the demo or presentation. Exhibitors are restricted from setting up their own wireless access points anywhere in the venue during the conference to include home-base conference rooms.

Questions?

Contact Barb, b.kavetski@sap.com or 610.518.6291.

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