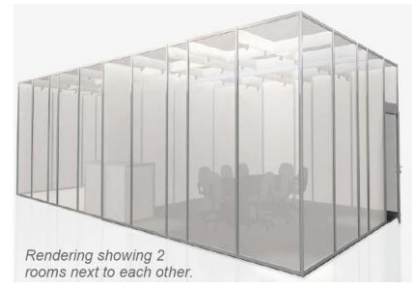


## Show Floor Conference Room Information

Conference rooms are available for purchase for \$14,000 as a Marketing Opportunity via your Exhibitor Management Console. One conference room is already included with each Sapphire and Onyx level exhibit package.

### Conference Room Description and Components

- Conference room is approximately 15 ft. by 15 ft. and the standard set-up includes carpet, a table, eight chairs, electricity, and a door. A sign with your company logo is included.
- All fees and responsibilities associated with the purchase of additional items such as upgraded furniture, signage, audio-visual, floral, and wired Internet service are your company's responsibility.
- As these dedicated conference rooms are located on the show floor, a conference badge is required for access. Customer meetings may not be scheduled in these rooms when the show floor is closed.
- Rooms are positioned in various locations depending on the design of the show floor. Every effort will be made to locate your conference room close to your booth. You will be notified of your conference room number and location after the booth selection process has been completed.



### Additional Exhibitor Services

Your company is responsible for any additional services, e.g., audio visual, hard-wired Internet, catering, floral, and cleaning. Order forms are in the [Exhibitor Manual](#).

### Wireless Internet

As a benefit to attendees and exhibitors, wireless Internet will be available throughout the Orange County Convention Center during the conference. Although wireless service will be available in the conference rooms, it is recommended that exhibitors purchase hard-wired connections for demos and presentations. Order forms are in the Exhibitor Manual.

### Catering

The contact person at Centerplate is Frank Smith, [frank.smith@centerplate.com](mailto:frank.smith@centerplate.com). Refer to the catering section in the Exhibitor Manual for a menu and order form. Tables that may be required for your catered items are not included with the catering order and must be ordered through Freeman.

### Furnishings and Graphics

- *Alternative furniture:* Due to space limitations, please limit the use of additional furniture inside your room. If you wish to use alternative furnishings, order from Freeman using the furnishing forms in the [exhibitor manual](#).
- *Graphics:* Exhibitors may purchase graphics for the **inside** of their rooms. Please contact Luis Andrade at Freeman [Luis.Andrade@freemanco.com](mailto:Luis.Andrade@freemanco.com), 407.313.5847.

Requests for a reception table outside of the meeting room **cannot** be accommodated due to space.

### Access

Since these dedicated conference rooms are located on the show floor, a conference badge is required for access. Customer meetings should not be scheduled in these rooms on days, or at times, when the show floor is closed or inaccessible to them. Conference rooms will be set and made available to exhibitors on Monday, June 4, 2018 beginning at 9:00 a.m. for general setup. To see exactly when the show floor opens/closes, visit the [exhibitor manual](#) website and review the *Exhibitor Conference Schedule*.

### Questions?

Contact Kerri Czopek, [kerri.czopek@asug.com](mailto:kerri.czopek@asug.com) or 312.673.5434, with questions about this opportunity.

\*See following page for 2017 conference room examples  
(Standard Set-Up)



(Alternative Furniture – requires additional set-up with Freeman)

