Home-Base Conference Room Information   Due Date: April 10, 2020

A component of the Sapphire level exhibit package is a "home-base" conference room. This dedicated meeting space is in the Orange County Convention Center (OCCC).

Your room will be available to you beginning Wednesday, May 6 at 6:00 a.m. through Friday, May 15 at 5:00 p.m.

Room Set and Services

Your room will be equipped with the following:

• Tables and chairs – The OCCC will provide the first set in the room which will include complimentary tables and chairs. If the room set is changed during the event, a labor fee will be charged. Contact Carlos Mora at the OCCC with direction on room set prior to April 10.

• Signage – A sign with your company logo will be placed outside of the room. Please refrain from putting any additional signage, banners, etc. outside of your room.

You are responsible for any additional furnishings or services (e.g., audio visual, catering, floral, Internet, electric, soft seating, etc.). Order forms are available in the exhibitor manual.

Location

• Ellen Stangroom will notify you of your specific room number in mid-February.

• Your room will be in either the North or South Concourse of the OCCC.

• Home-base rooms are approximately 1,600 sq. ft.

Security

• A conference badge is not required for entry into your home-base room. However, security staff 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 prior to move-in.

• The entrance doors to the home-base rooms are lockable, however, some rooms will have air walls that include doors which are not lockable.

• 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.

Contact Information

The team members listed below are ready to assist you.

Ellen Stangroom
Sapphire level exhibit manager
e.stangroom@sap.com or 610.417.1070

Hillary Lloyd, Freeman
Space design, furniture rental, etc.
hillary.lloyd@freeman.com or 407.313.5845

Frank Smith, Centerplate
Food and beverage
frank.smith@centerplate.com or 407.685.5874

Carlos Mora, OCCC
OCCC table and chairs
carlos.mora@occc.net or 407.685.9865

SAP and ASUG will provide a wireless network in the North/South Concourse 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. A request for a variance should be sent to your SAP exhibit manager, Ellen Stangroom