

Show Floor Conference Room Information

Conference rooms are available for purchase for \$15,000 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 13 ft. by 16 ft. and the standard set-up includes carpet, a table, eight chairs, one 6-outlet power strip, 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, inside the room 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. You will be notified of your conference room number and location after the booth selection process has been completed.
- Two conference rooms may be purchased and combined to make one large room (13 ft. by 32 ft.). For structural support, rooms can only be combined back to back.

Show Floor Conference Room Deadlines

March 13	Combine two purchased conference rooms into one room (13 ft. by 32 ft). Submit request to Kerri, kerri.czopek@asug.com
March 13	Check-in counter outside of room, not all aisles can accomodate counters. Submit to requests to Kerri, kerri.czopek@asug.com
April 11	Discount deadline to order furniture through Freeman.

Additional Exhibitor Services

Your company is responsible for all 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 (OCCC) 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 form](#)).

Catering

The contact person at Centerplate is Alecia Gallina, alecia.gallina@centerplate.com. Refer to the [catering section](#) in the Exhibitor Manual for a menu and order form.

Furnishings and Graphics

- *Alternative furniture:* If you wish to use alternative furnishings to those provided, order from Freeman using the [Upgrade Options](#) form or the furnishing forms in the [Exhibitor Manual](#) for additional options.
- *Graphics:* Exhibitors may purchase graphics for the **inside** of their rooms. Contact Chelsey Bankson at Freeman chelsey.bankson@freemanco.com, 407.313.5847.

Access

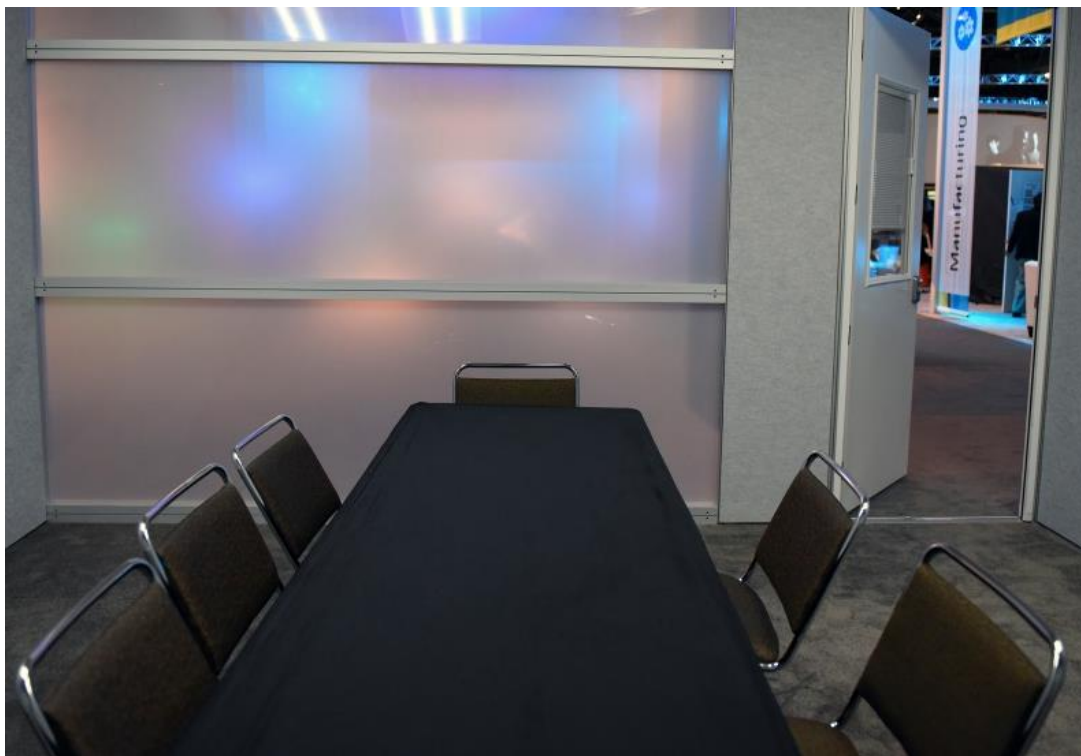
Since these dedicated conference rooms are located on the show floor, a conference badge is required for access. Customer meetings should not be scheduled in these rooms on days, or at times, when the show floor is closed or inaccessible to them. Conference rooms will be set and made available to exhibitors on Monday, May 6 beginning at 9:00 a.m. for general set-up. To see exact hours, review the [Exhibitor Conference Schedule](#) in the Exhibitor Manual.

Questions?

Contact Kerri Czopek, kerri.czopek@asug.com or 312.673.5434.

*See following page for 2018 conference room examples

(Standard Set-Up)



(Alternative Furniture – requires additional order with Freeman)

