

## Show Floor Conference Room Information

Conference rooms are available for purchase for \$15,000 as a marketing opportunity via your [exhibitor console](#). General questions should be directed to Ana Cashdollar, [ana.cashdollar@asug.com](mailto:ana.cashdollar@asug.com) or 312.673.5607. One conference room is included with each Sapphire and Onyx level exhibit package.

### Access

- These dedicated conference rooms are located on the show floor and a conference badge is required for access.
- Customer meetings may not be scheduled in these rooms on days, or at times, when the show floor is closed or inaccessible to them. View the show floor hours in the [Exhibitor Conference Schedule](#) in the exhibitor manual.
- Conference rooms will be set and available to exhibitors on Monday, May 11 beginning at 9:00 a.m.

### Conference Room Description and Components

- Conference room is approximately 13 ft. x 16 ft. 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. *NEW* this year, an occupant/vacant slider sign will be included and placed on the door (pictured on page 2). Additional items and services may be ordered as indicated below.
- 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 in March.
- Two conference rooms may be purchased and combined to make one large room (13 ft. x 32 ft.). For structural support, rooms may only be combined back to back, not side by side.

### Conference Room Deadlines

<b>March 13</b>	<b>Request check-in counter outside of room, not all aisles can accommodate</b> Submit request to Ana, <a href="mailto:ana.cashdollar@asug.com">ana.cashdollar@asug.com</a>
<b>March 13</b>	<b>Combine two conference rooms into one room (13 ft. x 32 ft.)</b> Submit request to Ana, <a href="mailto:ana.cashdollar@asug.com">ana.cashdollar@asug.com</a>
<b>April 16</b>	<b>Deadline to order upgraded furnishings and graphics from Freeman</b>

### Additional Exhibitor Items and Services

All fees and responsibilities associated with the purchase of additional items and services are your company's responsibility. Order forms may be found in the [exhibitor manual](#).

#### • Furnishings and Graphics

- *Upgraded furnishing and check-in counter*
  - If you wish to order alternative furnishings to those provided, order from Freeman using the [Upgrade Options](#) form or the furnishing forms in the [exhibitor manual](#).
  - Check-in counters, to be placed outside the door to your conference room, may be ordered using the Upgrade Options form. Submit request to Ana in advance as not all aisles can accommodate counters.
- *Graphics*: Exhibitors may purchase graphics for the **inside** of their rooms. Contact Hillary Lloyd at Freeman [Hillary.Lloyd@freeman.com](mailto:Hillary.Lloyd@freeman.com), 407.313.5845.

#### • Internet

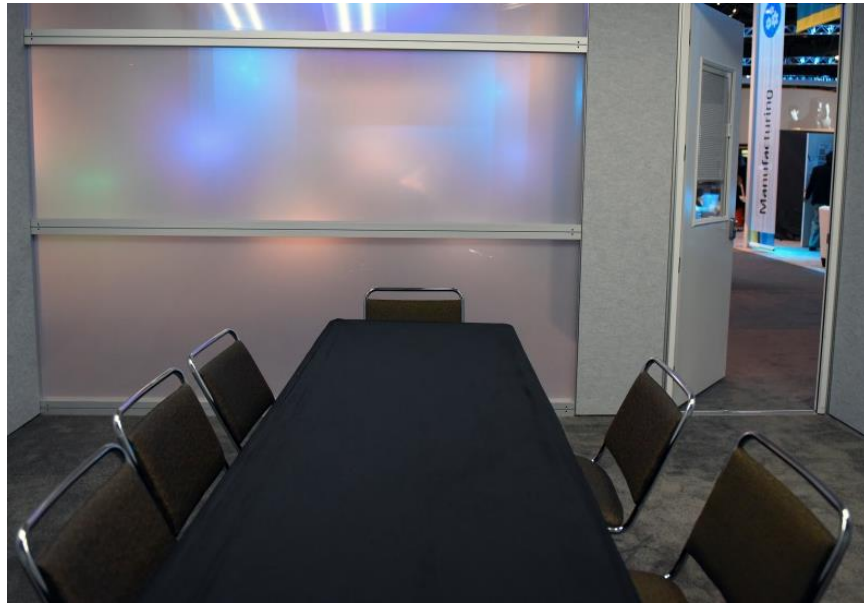
- As a benefit to attendees and exhibitors, wireless Internet will be available throughout the Orange County Convention Center (OCCC) during the conference. Although wireless service will be available in the conference rooms, it is recommended that for demos, exhibitors purchase hard-wired Internet service from [SmartCity](#).

#### • Catering

- The contact person at Centerplate is Kelsey Kercado, [kelsey.kercado@centerplate.com](mailto:kelsey.kercado@centerplate.com). Refer to the [catering section](#) in the exhibitor manual for a menu and order form.

## Show Floor Conference Room Information

### Standard Set-Up



### Occupied/Vacant Door Sign



### Example of Upgraded Set-Up (at exhibitors' expense)

