

Home Base Conference Room Information

A component of the Sapphire level exhibit package is a “home base” conference room.

Access and Location

Home base conference rooms are dedicated meeting spaces available May 12 at 6:00 a.m. through May 19 at 9:00 p.m.

Rooms range in size, but on average are 1,600 square feet. 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. Exhibitors will be notified of their specific room number during the exhibit space selection process.

A conference badge is not required for entry into the home base conference rooms. However, exhibitors should be aware that security may question someone in the OCCC without a badge.

Prior to the conference, a representative from the exhibiting company should make arrangements with Barb Kavetski to pick up the room keys.

SAP and ASUG are not responsible for the security of the home base conference rooms. Security may be hired via the Security Order form in the Exhibit Manual. While conference room entrance doors are lockable, some rooms may have air walls that include doors that are not lockable.

Contact Information

Exhibitors should contact the team members listed below to assist them accordingly.

Barb Kavetski

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

Amy Salwoski, Freeman

Space design / layout, furniture rental, etc.
amy.salwoski@freemanco.com
407.313.5811

Joyce Sessoms, Centerplate

Food and beverage
joyce.sessoms@centerplate.com
407.685.5580

Jason Smith, OCCC

Room set
Jason.Smith3@occc.net
407.685.9894

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 access). Service order forms are located in the Exhibitor Manual via the Exhibitor Information Web Site at www.sapandasugexhibitors.com/manual.htm. All rooms will be equipped with the following:

- A phone with in-house access
- An easel sign with the exhibitor’s logo placed outside of the room

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. In an effort to keep the wireless network running smoothly, all exhibitors are restricted from setting up their own wireless access points in the venue during the conference. This includes home base rooms.

Questions

Please contact Barb Kavetski at b.kavetski@sap.com if you have any questions.