

Pre- Fabricated Conference Room Instructions

Due Date: March 10, 2008

A complimentary pre-fabricated conference room is a component of the Onyx level exhibit package. Pre-fabricated conference rooms are also available for purchase via the Marketing Sponsorship Opportunities. SAP and ASUG will provide a 16' x 19' (approximately) pre-fabricated conference room with a locking door and grey carpeting, located on the show floor.

Access

The rooms will be available for exhibitor set-up beginning, 9:00 a.m., Saturday, May 3, 2008. These rooms are located on the show floor, and therefore require proper badge credentials. Customers do not have access to the show floor during non show floor hours; therefore exhibitors should not schedule customer meetings in these rooms during this time.

Exhibitors should pick up the room keys at the Exhibitor Services Center.

Banner

An exterior banner (approximately 16' x 16')—branded with the exhibitor's company's logo, message or ad—will hang in front of the pre-fabricated conference room. The banner artwork must be approved by SAP and ASUG.

- The exhibitor is responsible for providing both a proof and finished artwork (approved by SAP and ASUG)
- Freeman will produce and install the banner
- Refer to Freeman Artwork Submission Guidelines, located in the online Exhibitor Manual, for finished artwork file format and submission information
- Artwork proof due to exhibitor's Conference Exhibit Manager: **March 10, 2008**
- Finished artwork due to Freeman: **March 17, 2008**
- **New this year – the hanging banner will be illuminated**

Services/Furnishings

This room is unfurnished and exhibitors should take into consideration that the Convention Center lighting will be turned off or lowered during the show. Items such as telecommunications, furniture, electricity, interior lighting and catering are the responsibility of the exhibitor. The above items can be ordered via the forms and information found in the online Exhibitor Manual.

