



Oracle Conference on the James
 May 17, 2012
 Great Wolf Lodge
 Williamsburg, VA



Important Dates

April 27, 2012	Early Registration Deadline
May 4, 2012	All materials (logo/description) must be submitted
May 17, 2012	Exhibit Set-up: 7:30 am – 8:30 am
May 17, 2012	Exhibit Hours: 8:30 am –4:30 pm (may change slightly)
May 17	Exhibit dismantling: After 4:30 pm

Exhibits and Sponsorships

TABLE TOP EXHIBITS —\$500

Table top exhibits are available for your company to showcase your products and to discuss your services during the conference. The tables will be located in the Grand Oak prefunction area. Exhibit space is limited to the first 10 companies and assignment of exhibit space is based upon receipt of signed contract.

BENEFITS:

- Six-foot draped table and a chair. You may use a pop-up display not exceeding 10 feet in width.
- One complimentary conference registration
- Your company information and description in the conference materials and on the VOUG web site
- Inclusion of one promotional item (print piece) in the conference materials
- Participation in conference raffle for additional exposure
- Post-conference participant list including attendee name, address, and e-mail
- Your company description and **logo** included in the conference materials and on the web site

LUNCH SPONSORSHIP —\$1750 (Sold)

Sponsoring the conference lunch is a unique opportunity for your company to promote its products and services while participants enjoy a delicious hot lunch.

BENEFITS:

- Three complimentary conference registrations
- Visibility on pre-conference promotion, including e-mail blasts and any trade advertisements
- Table signs with your company logo on each lunch table
- Signs recognizing your sponsorship placed throughout the conference facility
- Inclusion of one promotional item (print piece) in the conference materials
- Post-conference participant list including attendee name, address, and e-mail
- Your company description and **logo** included in the conference materials and on the web site

BREAK SPONSORSHIP — \$750 (one left)

Networking and attending sessions can be tiresome. Let participants know your company provided them with the refreshments they need to get them through the day. Signs thanking your company will be placed at each food station.

BENEFITS:

- One complimentary conference registration
- Visibility on pre-conference promotion, including e-mail blasts and any trade advertisements
- Table signs with your company logo on each break table
- Signs recognizing your sponsorship placed throughout the conference facility
- Inclusion of one promotional item (print piece) in the conference materials
- Post-conference participant list including attendee name, address, and e-mail
- Your company description and **logo** included in the conference materials and on the web site



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Sponsorship and Table Top Exhibit Space Contract

COMPANY INFORMATION

In applying for space, we agree to abide by the Table Top Exhibit Rules and Regulations.

Contact Information

Program Information (if different)

Company Name	Company Name
Street Address	Street Address
City State Zip Code	City State Zip Code
Telephone Fax	Telephone
E-mail address	Web Site
Name of Contact	NOTE: The information contained in this column is what will be published in the conference program and on the web site.
Signature of Authorized Individual	Title

Please attach a 100-word description of the products/services that you will be exhibiting. This will appear in the program and on the web site. Descriptions will be edited and should not exceed 100 words.

Payment Information

Table Top Exhibit \$ _____

Sponsorship \$ _____

Total Due \$ _____

VISA MasterCard AMEX Check (please make checks payable to Oracle Conference on the James)

Cardholder's Name (Please Print): _____

Authorized Amount: _____ Billing Zip Code: _____

Account Number: _____ Expiration Date: _____

Cardholder's Signature: _____



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Table Top Exhibitor Rules and Regulations

1. ASSIGNMENT OF TABLE TOP EXHIBIT SPACE:

Table top exhibitor assignment is based on the order of receipt of contract and payment to Oracle Conference on the James.

2. CONTRACT FOR TABLE TOP EXHIBIT SPACE:

The application for space and the full payment of space rental together constitute a contract. Amendments and/or exclusions to this contract are not legally binding unless written into the contract and initialed by authorized representatives of both parties.

3. TABLE TOP EXHIBIT RENTAL AND PAYMENT:

Rental fee for one table top exhibit is \$500. Full payment is required at time of application for space. **Make checks payable to Oracle Conference on the James and forward to:**

Oracle Conference on the James
441 N. Crestwood Drive
Wilmington, NC 28405

4. TABLE TOP EXHIBIT SPECIFICATIONS:

Each table top exhibitor is furnished one 6-foot draped table and one chair. Pop-up displays of 10 feet or less in width will be allowed.

5. TABLE TOP EXHIBIT REGISTRATION:

All persons working in the table top area must be registered as a conference participant or table top attendant. Table top exhibits receive a complimentary registration. Additional attendees will be at an additional cost of \$50 per attendee. Persons desiring to attend one or more sessions and/or the lunch must be registered as a conference participant.

6. ELECTRICAL SERVICES:

Electrical services and charges will be handled by the hotel. Order forms will be provided in the exhibit materials kit. Each company is responsible for coordinating these requests and payment directly with the hotel.

7. CANCELLATION OF DISPLAY SPACE:

Display space may be canceled prior to the opening date of the exhibit based on the following schedule:

- 60 days or more: Full refund
- 45 to 60 days: One-half the cost refunded
- 44 days or less: No refund

8. AUDIO DEVICES:

Table top exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise-making machines must be approved by the conference manager. This equipment must be operated so that the resulting noise will not disturb adjacent exhibitors and their patrons.

9. GENERAL RESTRICTIONS:

The conference management reserves the right, without recourse, to control or prohibit any table top exhibit or part of any table top exhibit which, in its opinion, is not suitable or in keeping with the character of the conference. This reservation concerns persons, things, conduct, recruiting (see item 13), printed matter, souvenirs, catalogs, etc. Each table top will receive the participant list electronically after the conference. The participant list, in its entirety or any part thereof, is proprietary in nature and cannot be resold or loaned to any person or persons for any reason.

10. WAIVER OF LIABILITY:

The exhibitor agrees to protect, save, and hold Oracle Conference on the James, the Great Wolf Lodge, and all agents and employees thereof (hereinafter collectively called indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitors and further, exhibitor shall at all times protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs, (including attorneys' fees), damages, liabilities, or expenses arising from or out of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of all or part of the exhibition premises. The exhibitor understands that neither Oracle Conference on the James nor the Great Wolf Lodge maintains insurance covering the exhibitor's property, nor it is the sole responsibility of the exhibitor to obtain such insurance.

11. FIRE PROTECTION:

All display material must be flameproof and subject to inspection by the fire department in the city where the conference is conducted. No flammable fluids or substances may be used or shown in table tops.

12. SHIPPING INSTRUCTIONS:

All exhibitors must make arrangements to ship or carry their own materials to the conference. This is not an exhibition with a drayage company contracted to handle move-in and move-out.

13. RECRUITING POLICY:

No recruiting is permitted at the conference.