**Which Training Day event is this application for?**

* Seattle, WA on March 06, 2018
* Portland, OR October 22, 2019

|  |
| --- |
| **Organization** |
| Organization Name: |  |
| Address: |  |
| City: |  |
| State: |  | Postal Code: |  |
| Country (Non-US): |  |  |  |
| **Primary Contact** |
| Contact Name |  |
| Phone |  |
| Email |  |
| Sponsorship Level:* Platinum $3,500
* Gold $2,500
* Silver Plus $2,000
* Silver $1,500
 |
|  |
|  | **ATTENDEES** |
|  | **NAME AS SHOULD APPEAR ON TRAINING DAY BADGE** | **ATTENDEE EMAIL ADDRESS (REQUIRED)** |
| **Three for Platinum, two for all other levels** |  |  |
|  |  |
|  |  |

**E-mail completed application to vendors@nwoug.orgFees**

* Training Day registration fees and lunch are included for the personnel registered with your table.
* Attendees in excess of your table limit are required to register for the Training Day and pay associated fees.

**Payment**

**Check**

Include a scanned copy of the check when submitting your application:

Payable To: Northwest Oracle Users Group

Mailing Address: NWOUG Training Day

333 SO. State St., Suite V-359

Lake Oswego, Oregon 97034

***Applications submitted without proof of payment will be rejected.***

**Your Company Logo**

**Important new requirement:** Include an electronic copy of your company logo in the *.jpg* file format for use in the promotional brochures, individual sponsorships where logos are required (such as the badge lanyards), and on our website advertising the Training Day.

**Cancellation**

* A 50% refund will be issued to cancellations received before the application deadline.
* No refund will be issued to cancellations received after the application deadline.

**Acknowledgements**

* Drawings from leads/contacts collected at the Training Day *must* be executed at the event.
* Recruiting activities are strictly prohibited by NWOUG. Vendors found doing such activities will be prohibited from future NWOUG events.

**Important Dates**

Application Deadline: 45 days prior to event date

Training Day Date: Seattle, March 6, 2018
 Portland, September 7, 2019

**I agree, on behalf of my organization and all of its representatives, that we will abide by the complete exhibit rules and regulations**

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 Signature Date

**Forms Submitted Without Attached Payment Information or Signature Will be Rejected.**

**EXHIBIT RULES & REGULATIONS**

# 1. Assignment of Display Space

Each potential exhibitor is required to submit an application, with full payment, to arrive no later than the date specified. Receipt of the application does not guarantee an exhibit space, so please submit in a timely manner. Applications submitted without full payment will not be considered.

Exhibit space assignment at NWOUG Training Day is a random drawing using all qualified exhibit registrations received by the registration deadline.

* Qualified vendors will be notified via email upon acceptance of your application.
* Exhibit space is assigned beginning with the first space until all qualified vendor names are randomly drawn.
* Late vendor registrations will be assigned the next available exhibit space in the order that qualified vendor registrations are received until all available exhibit spaces are sold.

The numbering of exhibit spaces is at NWOUG discretion based on the layout of the exhibit area at the venue for each Training Day. NWOUG reserves the right to change the exhibit space selection method and Exhibit Area floor plan with reasonable notice.

# 2. Contract for Display Space

The application for space, the formal approval to exhibit the products/services listed on the application, the notification of space assignment by the Exhibit Manager, and the full payment of rental and exhibitor registration charges together constitute a Contract. NWOUG has the right to approve/disapprove applications and to assign the exhibit space allotted under such Contract.

# 3. Exhibit Space Rental & Payment

The standard exhibits are 6’ skirted tabletops. The maximum exhibit size is a 6’ skirted table.

# 4. Displays

Platinum Exhibiting companies receive three (3) exhibit staff registrations and all other Exhibiting companies receive two (2) staff registrations. These registrations include access to all meals and Training Day sessions active in conjunction with active vendor displays.

Additional display furnishings and/or equipment may be obtained from the official Exhibit Contractor. Exhibitors are responsible for coordinating payment directly with the Exhibit Contractor for renting additional equipment.

# 5. Installation, Exhibit and Dismantling Hours

Training Day Exhibit hours are available on the NWOUG website under Vendor Training Day. Additional display furnishings and/or equipment may be obtained from the official Exhibit Contractor. Exhibitors are responsible for coordinating payment directly with the Exhibit Contractor for renting additional equipment.

# 6. Exhibit Services

All exhibitors must send displays, literature, and giveaways to the Training Day venue. Exhibitors are not allowed to order different color drapery. Shipping information and deadlines are available on the NWOUG website.

# 7. Internet Service

Wi-Fi access may be coordinated through the official Exhibit Contractor, or pre-contracted through the NWOUG. Details will be provided to all vendors.

# 8. Exhibitor Registration

All persons working in the exhibit area must be registered as Training Day attendees or exhibit staff, and be at least 18 years of age. Persons desiring to attend one or more sessions must be registered as Training Day attendees. Your full tabletop exhibit fee entitles three (3) persons to participate as exhibit staff for Platinum Sponsors. Gold and Silver Sponsors get two (2) staff registrations and all Sponsorship levels can attend Training Day sessions. Attendance at Training Day sessions is limited to sessions active in conjunction with active vendor displays only. Standard food and beverage functions are accessible by exhibitor staff. Complimentary exhibit staff must pre-register via the exhibit application. They cannot register on-site. No one will be admitted to the exhibit area without a badge. You may purchase additional Training Day registrations if your representation exceeds the quantities allowed by your exhibit purchase.

# 9. Cancellation of Exhibit Space

**Display space may be canceled prior to the opening date of the NWOUG Training Day. Cancellation schedule:**

Cancellation before exhibit application deadline: 50% Refund
Cancellation after exhibit application deadline: No Refund

# 10. Display Regulations

1. **Subletting of Space:** No exhibitor shall reassign, sublet, or share any portion of space allocated to it for any products and/or services other than those produced or distributed by the exhibitor in the regular course of business.
2. **Audio Devices:** Exhibits that include the operation of musical equipment, radios, sound motion picture equipment, public address systems, or any noise-making machines must be operated so that the resulting noise will not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the Exhibit Manager.
3. **Compliance with Schedule:** All exhibits must be installed during the time designated in Section 5 of this brochure. An exhibit staff member must be in charge of the display during the hours when the exhibit area is open. Each exhibitor agrees to maintain installed display space through all exhibit days and hours as stated in Section 5 of this document. If an exhibitor dismantles before the show ends, the exhibiting company will not be allowed to exhibit with the NWOUG for the next NWOUG Training Day. In the event the exhibitor fails to install or have installed the display within the time limit set for opening the exhibit hall or fails to comply with any provisions concerning the use of display space, NWOUG reserves the right to take possession of the space and shut down the booth.
4. **Distribution of Samples and Brochures:** All demonstrations and distribution of circulars, promotional materials, samples, souvenirs, etc. must be confined to the limits of exhibitor's booth or the vendor presentation room for those vendors who are presenting at the Training Day. Exhibitors are prohibited from leaving their designated space to go to other booths to solicit prospective clients or to disturb other exhibitors in any way. *The NWOUG prohibits recruiting. Samples, brochures, and collateral cannot mention employment opportunities*.
5. **Security:** Security will be provided by NWOUG during setup and show hours as well as when the display area is closed to attendees. Badges will be required during exhibitor installation.
6. **General Restrictions:** NWOUG reserves the right, without recourse, to absolutely control or prohibit any exhibit or part of any exhibit which, in NWOUG's opinion, is not suitable or in keeping with the character of the exhibition. The reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs, etc. Aisle space may not be used for exhibit purposes or for display of signs. Distribution of cards, circulars, samples, or exhibit materials is expressly forbidden in public areas outside the exhibitor's booth or vendor presentation room for those vendors who are presenting at the Training Day. The NWOUG prohibits recruiting.

# 11. Liability

Exhibitors agree to protect, save, and hold Northwest Oracle Users Group, the Training Day venues (hotels) in Portland and Seattle, 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. Furthermore, exhibitors 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, and/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 guests which arise from, or out of any negligent act or omission of exhibitor.

# 12. Fire Protection

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

# 13. Shipping Instructions

Exhibitors must ship all exhibit and literature material displayed in exhibit, unless hand carried, directly to the Training Day center. Exhibitors will be provided recommended methods of shipping and targeted dates for receiving are available on the NWOUG website.

# 14. Deadlines

Return your application by the deadline specified for the relevant event to be considered for exhibit space.

# 15. Press

NWOUG Training Days are not traditional trade shows, but rather are educational Training Days to benefit the Oracle software user community. As such, NWOUG does not provide lists of attending press or analysts in advance of the events.

# 16. Attendee Lists

The NWOUG will provide lists of Training Day attendees and/or registrants to exhibitors.

**These regulations become part of the contract between the exhibitor and Northwest Oracle Users Group.**