



# OUUG SPONSOR FINAL CHECKLIST & EXHIBITOR MAP

**ALL SPONSOR Event instructions & information is outlined in the [Vendor Information Packet](#), but here are a few reminders below:**

- ❑ ALL **OUUG Sponsor STAFF & Your Customer SPEAKERS must be registered** for admittance to Vendor Night & the conference sessions. **We have door security this year and OUUG badges (not Edge badges) must be presented.** Not Registered, [click here](#). Not sure if you or your customer are registered or other questions, email [info@OUUG.org](mailto:info@OUUG.org) / [cathy.mccause@gmail.com](mailto:cathy.mccause@gmail.com). Sponsors are allowed to attend all events & sessions.

- ❑ **Tues., March 14, 2023 - Vendor Night Welcome Reception & Expo Set-up and Hours (Map below)**  
**ALL BOOTHS MUST BE SET-UP & READY TO GO BY 4:00PM SHARP!** Storage behind booths, depending upon location, is permitted; however must be kept to a minimum & contained per Fire Marshall's guidance. No blocking of fire exits or alarm pulls.

SPONSOR/EXHIBITOR REGISTRATION	Grand Foyer / Lobby Level	12:00pm – 4:00pm
Exhibit Set-up in the Grand Hall / Lobby Level		12:00pm – 4:00pm
Vendor Night Welcome Reception & Expo / Attendee Registration		5:00pm – 8:00pm
Attendee Registration	Grand Foyer / Lobby Level	5:00pm – 7:30pm
<b>Required Vendor Tear-Down (exhibits cannot be left overnight)</b>		<b>8:00pm – 10:00pm</b>

- ❑ If exhibiting, bring plenty of **packing tape** & supplies, including **pre-completed air bills** (your desired carrier) as the hotel does not provide blank air bills or packing materials. Hotel tipping cash is also useful 😊
- ❑ **Hotel AV & Power Order Form** (for Vendor Night power services & AV equipment rental) should have been returned to the Hotel's in-house AV group, Encore, and internet vendor SingleDigits.

**DEDICATED WIRED OR WIRELESS** internet orders directly to SingleDigit. [Click HERE](#) for order form. Contact: Marshal Gewarges, [mgewarges@singledigits.com](mailto:mgewarges@singledigits.com) or Office 619-358-6787.

**VENDOR NIGHT BOOTH POWER & AV RENTAL** orders directly to Encore. [Click HERE](#) to access their [EventNow](#) order portal. Questions: 619-358-6758

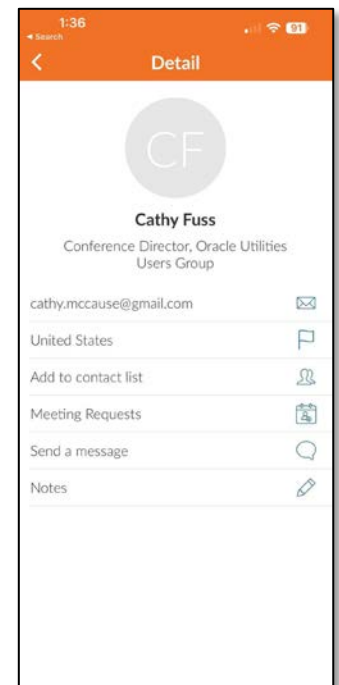
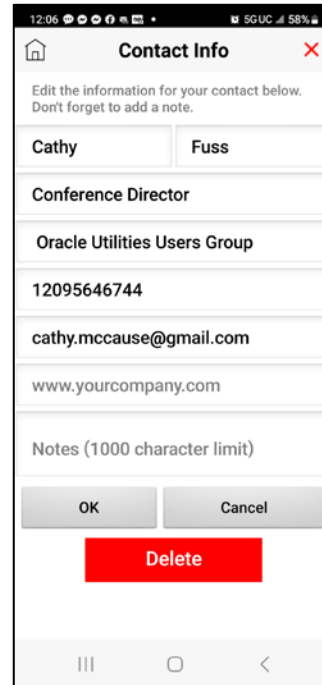
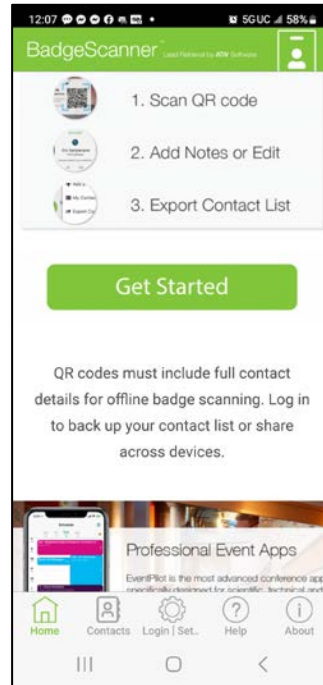
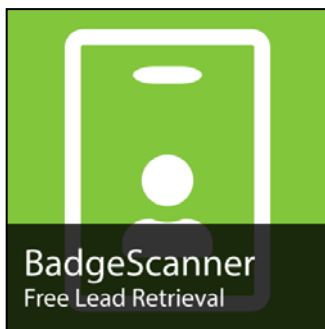


- ❑ **CONFERENCE MOBILE APP** can be downloaded from Google Play or Apple Apps Store using **Keyword: OUUG 2023**. **Be sure to not use the old OUUG 2022 conference mobile app.** The logon for your mobile app is the same OUUG Aventri REGISTRATION EMAIL & LAST NAME (**case sensitive**) you used to register for the conference. Any issues can be addressed onsite at the OUUG Registration Desk. *Please note: Conference Mobile App is in final testing & will be released publically in a few days prior to the event.*

**CAPTURING QR ATTENDEE BADGE CODES** to share contact information & retrieve leads at Vendor Night Welcome Expo is discussed on the next page.

- Capturing Attendee Information via QR Code:** OUUG attendees receive a conference badge with a QR Code for scanning purposes. Any type of cell phone or mobile device with a camera, can be used to scan this QR code, add notes and save to your device or forward via a Share function. **HOWEVER, THE CONFERENCE MOBILE APP will also scan badges & allow you to interact with OUUG attendees, see below.** ADDITIONALLY, you can download a FREE badge scanner called **BadgeScanner™ Lead Retrieval by ATIV Software** for Android & iOS. This works like a charm with an area for notes, exporting contacts, etc. [CLICK HERE FOR A SAMPLE BADGE TO PRINT AND TEST SCANNING WITH.](#)

## BadgeScanner™ by ATIV



## OUUG App

- If you have a **confirmed speaking session**, please make sure you & your customer co-presenter are registered. Just because they or you are listed on the [Online Agenda](#), does not guarantee you or your customer speaker completed OUUG registration. Not sure, email [info@OUUG.org](mailto:info@OUUG.org) / [cathy.mccause@gmail.com](mailto:cathy.mccause@gmail.com). [CLICK HERE](#) for complete **Speaker Info & Guidelines**.

**Please make sure you and/or your customer brings the PowerPoint presentation on a laptop; a projector & screen is provided in each meeting room (laptops are not provided).** And please email your final presentation PowerPoint to us at [info@OUUG.org](mailto:info@OUUG.org) so that we can post it to the Post Conference website no later than March 10, 2023. Submitting it in PDF form is desired as to protect any special formatting or fonts. Feel free to scrub any proprietary information before sending us your presentation.

- OUUG Logo Library:** We encourage sponsors to promote their attendance at OUUG; we have provided an OUUG 2023 Logo library download [HERE](#).
- Registration List:** Please note that OUUG respects the privacy of our members and does not provide an OUUG attendee list; thus we created Vendor Night for this exact purpose!
- QUESTIONS?** Please contact Oracle Utilities Users Group Conference Director Cathy McCause Fuss at [info@OUUG.org](mailto:info@OUUG.org) / [cathy.mccause@gmail.com](mailto:cathy.mccause@gmail.com) or (209) 564-6744.

# SHIPPING GUIDELINES

## BROCHURES/PROMOTIONAL ITEMS FOR ATTENDEE PACKETS (OPTIONAL for Presenting & Platinum Level Sponsors)

- If you desire, please ship a quantity of 800 brochures and/or promotional giveaway items to **the hotel/Attn: Cathy Fuss/OUUG** in advance if you wish to have them inserted into the conference attendee bags that are distributed at Registration during Vendor Night (we return any extras). **Ship to the hotel to arrive no earlier than Wednesday, March 8, 2023 and no later than Friday, March 10, 2023 as the hotel will charge you for package storage** (Fees determined by weight and posted to your account). When items are shipped, please send advisement to [info@ouug.org](mailto:info@ouug.org) so we know what to expect to arrive and when. All attendee packet items must arrive on time as assembly happens at 9am on Saturday, March 11, 2023 by OUUG staff. Late items cannot be accommodated.

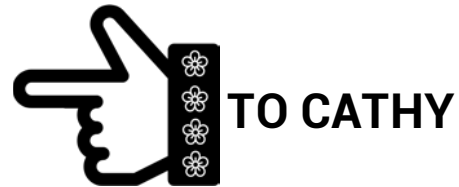
### BROCHURE/PROMO ITEM FOR ATTENDEE PACKET SHIPPING ADDRESS:

Grand Hyatt San Diego

HOLD FOR: **Cathy Fuss/OUUG**

1 Market Place

San Diego, CA 92101



## SHIPMENT OF YOUR BOOTH/SUPPLIES FOR VENDOR NIGHT

- If you are shipping marketing materials/supplies and your booth to the hotel, address incoming items as outlined below to **the hotel/Attn: YOUR NAME/YOUR COMPANY**. **Ship to the hotel to arrive no earlier than Wednesday, March 8, 2023 and no later than Friday, March 10, 2023 as the hotel will charge you for package storage** (Fees determined by weight and posted to your account). These shipments will be delivered to your booth for Vendor Night in the Grand Hall ballroom; no need to have a booth number.

### BOOTH/SUPPLIES SHIPPING ADDRESS:

Grand Hyatt San Diego

HOLD FOR: **YOUR NAME/OUUG**

1 Market Place

San Diego, CA 92101



- **At the end of the event, all exhibits & boxes must be removed from the ballroom; you will be able to ship items outbound from the hotel. BE SURE TO BRING PREPARED AIR BILLS FOR OUTBOUND SHIPPING & PACKING TAPE** as the hotel does not provide these supplies.

# VENDOR NIGHT EXPO MAP

Tuesday, March 14, 2023 5:00pm-8:00pm Grand Hall, Lobby Level

Please visit REGISTRATION to receive your passes & drink tickets prior to entering Vendor Night

