



# 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:**

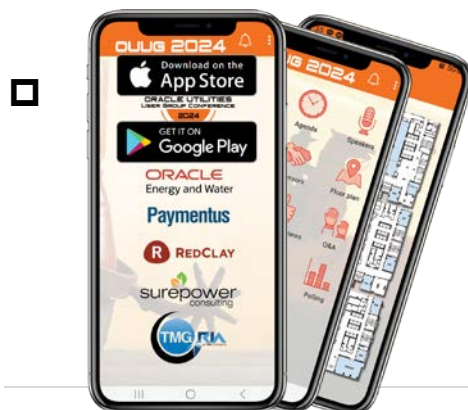
- ❑ ALL **OUUG Sponsor STAFF & Your Customer SPEAKERS must be registered** for admittance to Vendor Night & the conference sessions. **We have door security and OUUG badges (not Oracle Edge badges) must be presented.** Not Registered, [click here](#). Not sure if you or your customer are registered or 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 26, 2024 - 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.

SPECIAL SPONSOR/EXHIBITOR REGISTRATION / JW Ballroom 1-4 Level 4	12:00pm – 4:00pm
Exhibit Set-up immediately following Lunch / JW Grand Ballroom Level 4	1:00pm – 4:00pm
Vendor Night Welcome & Expo / JW Grand Ballroom Level 4	5:00pm – 8:00pm
All Attendee Registration / JW Grand Foyer / Level 4	5:00pm – 7:30pm
<b>Required Vendor Tear-Down (&amp; moved back to JW Ballroom 1-4)</b>	<b>8:00pm – 10:00pm</b>

**UPDATE 3/18/24:** We have arranged with the hotel to be able to leave booth/supplies in an adjacent storage/staging area in JW Ballroom 1-4 overnight so that folks can attend to customer dinners, etc. on Tuesday night following Vendor Night. **HOWEVER, everything must be moved from the JW Grand Ballroom to the adjacent JW Ballroom 1-4 storage area immediately following the end of Vendor Night before you leave** as the main JW Ballroom will be set-up for Wednesday's Opening Ceremonies & Keynote Address. You will have all day to finish packing and arranging return shipments on Wednesday March 27, 2024 until 4:00pm.

- ❑ If exhibiting, bring plenty of **packing tape** & supplies, including **pre-completed air bills** (the hotel's in-house shipping department is the FedEx Office on property; they will support the inbound and outbound shipment of both FedEx and UPS) as the hotel does not provide blank air bills or packing materials. Hotel tipping cash is also useful 😊
- ❑ **Hotel AV & Power Orders** (for Vendor Night power services & AV equipment rental) should have been returned to the Hotel's in-house AV group, Markey's. Please use this online order form link, <https://markeys.formstack.com/forms/JWMAexpo>. **Questions:** 512.474.4777

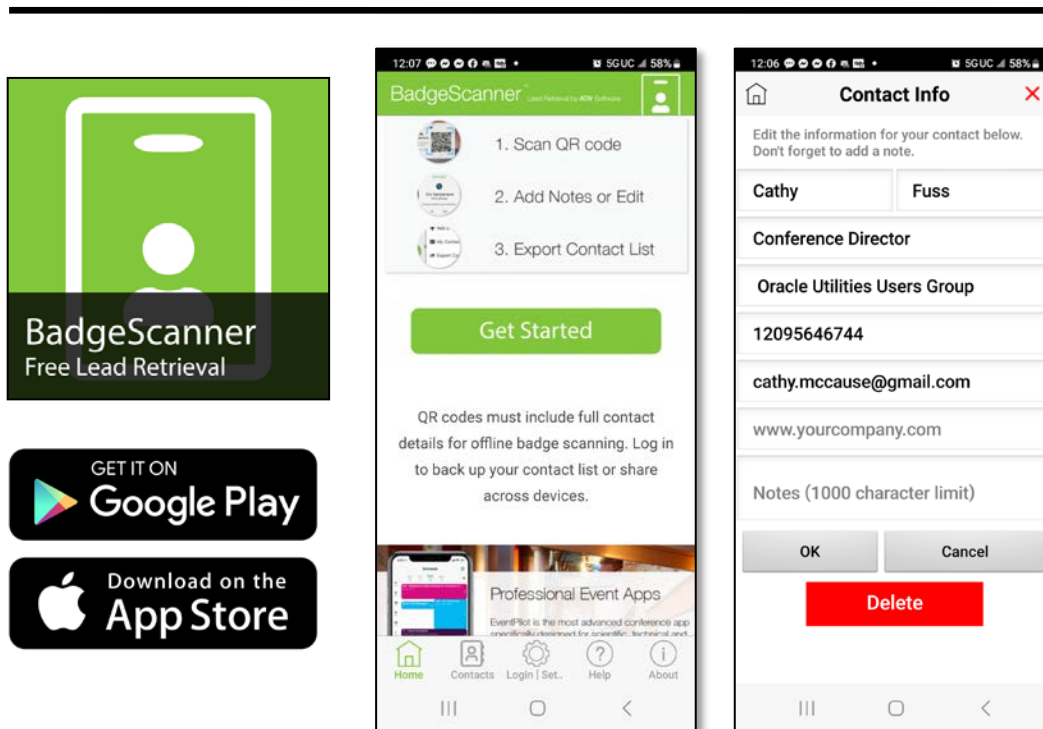


- ❑ **CONFERENCE MOBILE APP** can be downloaded from Google Play or Apple Apps Store using **Keyword: OUUG Conference**. **Be sure to not use the old OUUG 2023 conference mobile app.** The logon for your mobile app is the same OUUG Aventri REGISTRATION EMAIL & LAST NAME (**case sensitive**) you used to register for the conference. Any issues can be addressed onsite at the OUUG Registration Desk.

- ❑ **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. 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. There are number of free QR code apps also.

[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 imply 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 15, 2024. 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.

- ❑ **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.

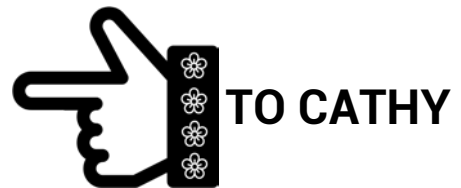
# SHIPPING GUIDELINES

## BROCHURES/PROMOTIONAL ITEMS FOR ATTENDEE PACKETS (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 20, 2024 and no later than Friday, March 22, 2024 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 23, 2024 by OUUG staff. **Late items cannot be accommodated.**

**Cathy Fuss 209-564-6744**

c/o FedEx Office at JW Marriott Austin  
110 E 2<sup>nd</sup> Street  
Austin TX 78701  
HOLD FOR: OUUG 2024  
Box \_\_\_ of \_\_\_



## 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 20, 2024 and no later than Friday, March 22, 2024 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 ballroom; no need to have a booth number.

**YOUR NAME / YOUR COMPANY/YOUR CELL**

c/o FedEx Office at JW Marriott Austin  
110 E 2<sup>nd</sup> Street  
Austin TX 78701  
HOLD FOR: OUUG 2024  
Box \_\_\_ of \_\_\_

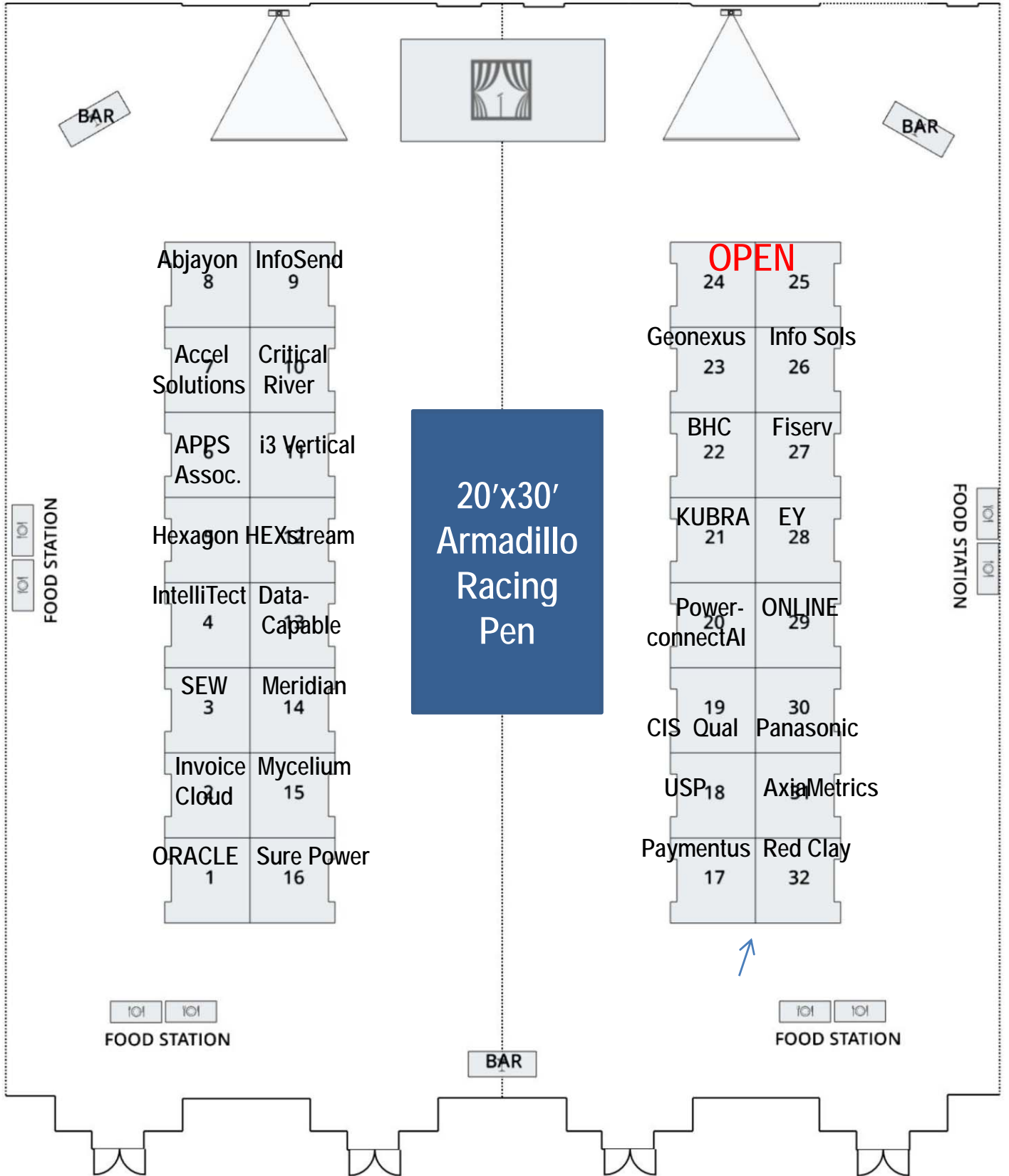


- **ALL SPONSORS SHIPPING BOOTHS AND VENDOR NIGHT SUPPLIES** must contact the FedEx Office (which serves as the hotel's in-house shipping department) to set-up an account for receipt, storage and shipping costs. FedEx can bill to credit cards, FedEx shipping accounts or to a guest room.

**FedEx Office** | Store #5679 | phone 512.391.1816 | fax 512.499.0124  
110 E 2nd St, Austin, TX 78701-4649 | [usa5679@fedex.com](mailto:usa5679@fedex.com) | [office.fedex.com](http://office.fedex.com)

# OUUG 2024 Vendor Welcome Reception & Expo

Tues. March 26, 2024 5pm-8pm, JW Grand Ballroom 5-6, Level 4



**OUUG  
Registration**

Abjayan 8	InfoSend 9
Accel Solutions 7	Critical River 10
APPS Assoc. 6	i3 Vertical 5
Hexagon 4	HEXstream 3
IntelliTect 4	Data- Cable 13
SEW 3	Meridian 14
Invoice Cloud 2	Mycelium 15
ORACLE 1	Sure Power 16

<b>OPEN</b> 24	25
Geonex 23	Info Sols 26
BHC 22	Fiserv 27
KUBRA 21	EY 28
Power- connectAI 20	ONLINE 29
19 CIS Qual	30 Panasonic
USP18	AxiaMetrics 31
Paymentus 17	Red Clay 32