

Exhibit Space Application

OHUG 2020 Global Conference | June 7-10

Exhibit Dates: June 7-10, 2020 | Hyatt Regency | New Orleans, LA



To request exhibit space for the Product Solutions Center at the OHUG 2020 Global Conference, please complete and sign the official space application/contract form. All applications should be submitted directly to Michelle Trias at michelle.trias@ohug.org

SPACE ASSIGNMENTS

Please indicate your first four (4) choices for booth space on the application. The OHUG Priority Points will be the determining factor for the order in which our online space assignment procedures will be conducted. Priority points for the 2020 Online Space Selection will include points accrued from the 2014, 2015, 2016, 2017, and 2018 OHUG Global Conferences. 1 point will be awarded for each year a company has exhibited at an OHUG event (2014, 2015, 2016, 2017, 2018 and 2019 only) and points will also be awarded for sponsorship spend and participation throughout the year in various opportunities. The more sponsorship dollars spent with OHUG, the more priority points a company can earn. In the instance two companies have the same number of priority points, priority will be based on contract received date/time. Instructions and schedule of call-in times will be sent to all exhibitors in February 2020. If a company is not available for the call, OHUG Show Management will use the space application as a guide for assigning the best possible space at the time of the assignment.

COMPETITORS

If specifically requested on the space application, OHUG will make every effort to keep competitors at least 20 feet from each other's exhibits; however, OHUG cannot guarantee that this will be possible in all circumstances, nor will OHUG review all applications for assignments made after the initial space assignments in February.

COMPANY INFORMATION

For coordinating all exhibit booth information.

Company Name _____

Company Address _____

City _____ State _____ ZIP _____

Primary Contact Name _____ Title _____

Primary Phone _____

Email Address _____ Web Address _____

BOOTH CHOICES

Please designate your booth location choice.

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

OHUG cannot guarantee these will be available at the time of your assignment.

Competitors _____

BOOTH RATES

Booth assignments will be made at a later date and are based on your top booth space choices. Rates apply to 10' x 10' booths.

- Standard Rate** – \$4,995
- Start-up Rate** – \$1,795
- Premium Location Rate** – \$5,245

Total Due: \$ _____

PRODUCT INFORMATION AND DESCRIPTION

Products shown at the OHUG 2020 Global Conference are limited to those products that enhance and support the Oracle products used by our attendees. What Oracle solutions/services does your product support? (please be as specific as possible)

PAYMENT INFORMATION

A 50 percent deposit must accompany all applications. Applications submitted after February 10, 2020 must be accompanied by full payment.

Mail check with copy of application invoice to: OHUG PO Box 696
Washougal, WA 98671

Total Due \$ _____

- Check/Check Number: _____
Make check payable to OHUG in U.S. funds. Include copy of application or invoice.
- Credit Card (**Please do not provide credit card information on this contract.**)
Upon receipt of this contract, OHUG will email an invoice with credit card processing information. A 5% processing fee added to all credit card payments.

SPONSORSHIP APPLICATION

To apply for participation as a supporter of OHUG 2020, complete, sign and return this form. Once we receive your application, we will issue an invoice within 14 days. OHUG reserves the right to determine the eligibility of any advertiser for inclusion in this program. All sponsorship applications will be accepted on a first-received, first-considered basis. However, the higher sponsorship levels of Diamond, Platinum and Gold have first choice, followed by companies who sponsored in 2019.

Acceptance of this application is at the sole discretion of OHUG. If an application is denied, any money submitted to OHUG will be returned within thirty (30) days and the association shall have no further obligation with respect to this application.

Cancellation Policy: No sponsorship cancellation refunds will be granted due to ongoing promotions.

Sponsorship 1 _____

Sponsorship 2 _____

Sponsorship 3 _____

Sponsorship 4 _____

ACCEPTANCE

Please sign below if you have read and accept the rules and regulations as stated in the OHUG 2020 Rules and Regulations:

Signature (Exhibitor Authorized Agent) _____ Date _____

Please Print Name (Exhibitor Authorized Agent) _____

Return this application with payment to michelle.trias@ohug.org.

Questions? Contact: Michelle Trias, Phone: 360-718-3908 ext.2
email: michelle.trias@ohug.org.

Terms and Conditions



These Contract Conditions/Rules & Regulations are part of the OHUG 2020 Global Conference Application & Contract for Exhibit Space. By signing the Application & Contract for Exhibit Space, Exhibitor agrees to abide by these rules and regulations. After completing the Application & Contract for Exhibit Space, please forward these Rules & Regulations to the person(s) in charge of your exhibit at the OHUG 2020 Global Conference.

1. NATURE OF EXHIBITION

OHUG's objective is to showcase products and services that support our members' business information technology strategies. Exhibitors include companies that offer products and services that complement Oracle offerings, such as: networking, IP telephony, security, wireless and mobile computing.

2. ELIGIBILITY

OHUG reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of OHUG, compatible with the general character and objectives of OHUG. Application for space is not an assurance of eligibility. All applications are subject to review and OHUG reserves the right to refuse any application for any reason deemed appropriate by the OHUG 2020 Global Conference Committee, OHUG's Board of Directors or Show Management.

OHUG reserves the right to revoke exhibit privileges based on intellectual property violations, unfair trade practices or other activities in the industry deemed illegal, unethical or contrary to the best interests of OHUG or its sponsors.

OHUG reserves the right to remove, at Exhibitor's expense, any merchandise deemed by Show Management as not suitable for display at the OHUG 2020 Global Conference. OHUG reserves the right to revoke a company's exhibit agreement should the company's products and/or services be considered ineligible by the terms listed above.

3. EXHIBIT INFORMATION

Each 10' x 10' booth space will be set with an 8' high back drape, 3' high side dividers, a 7" x 44" one-line identification sign, one (1) 6' x 30" skirted table, two (2) side chairs and one (1) wastebasket. Each 10' x 10' will also receive three (3) full conference badges with their booth. Additional badges may be purchased for \$595 each. All exhibits are to be kept intact until the closing of the OHUG 2020 Global Conference. No part of an exhibit shall be removed during the exposition without special permission from Show Management. **Any Exhibitor who begins the dismantling of their display before the close of the show will lose their company's priority status in future OHUG Conferences and may altogether lose the privilege of exhibiting.** All freight must be removed from the Facility/Hotel by 12:00 p.m. on June 11. If exhibits are not removed by this time, Show Management has the right to remove exhibits and charge the expense to the Exhibitor.

4. BOOTH RENTAL RATES AND PAYMENTS

Space will be charged at the following rates.

Rental Rate: \$4,995 per 100 square feet

To request exhibit space for the Product Solutions Center at the OHUG 2020 Global Conference, please complete and sign the official space

application/contract form and return to michelle.trias@ohug.org. Payment should be submitted directly to: OHUG PO Box 696 Washougal, WA 98671. A 5% processing fee will be added for all credit card payment.

5. CANCELLATIONS AND REFUNDS

If space and/or sponsorships are canceled by the Exhibitor prior to February 10, 2020, the Exhibitor will incur an administrative fee as listed below. For space reduction, a cancellation fee applies to all cancelled partial space.

Date of Notice	% of Cost for Canceled space
On or before February 10, 2020	50%
After February 10, 2020	100%

If space is reduced, Show Management will make allocations of space guided by requirements of individual exhibitors, and reserves the right to rearrange the floor plan and/or relocate any exhibit if deemed advisable in the best interest of the show. If space is canceled by the Exhibitor, Show Management has the right to resell the space and retain all revenue collected. ALL NOTICES OF CANCELLATION OR REDUCTION MUST BE RECEIVED IN WRITING.

OHUG, in the event of conflicts regarding space requests or conditions beyond its control, reserves the right to rearrange the floor plan. Also, OHUG may relocate any exhibit at any time with the understanding that, if the Exhibitor does not agree with such relocation, the deposit and/or full payment for exhibit space will be refunded for any requests made pre-show. Disagreements onsite due to booth relocation are not eligible for a refund. Any space not claimed and occupied for which no special arrangements have been made prior to 4:00 p.m., June 7 (opening day of the show), may be resold or assigned by OHUG without obligation on the part of OHUG for any refund whatsoever.

6. BOOTH CONSTRUCTION RULES

Exhibitors must abide by all of the facility rules and regulations of Hyatt Regency / NOLA. A detailed list of all Hyatt Regency / NOLA rules and regulations will be included in the Exhibitor Services Manual, made available to exhibitors 90 days prior to the show opening. All display rules and regulations outlined by the International Association of Exhibitors and Events (IAEE) in "Guidelines for Display Rules and Regulations" (2014 Update) apply.

To obtain these rules and regulations prior to March 2020, please contact OHUG's Tradeshow Manager at exhibit@ohug.org. Hyatt Regency / NOLA has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual.

7. ASSIGNMENT OF SPACE

OHUG may at its discretion accept or reject any Application for Exhibit Space and reserves the right to relocate or reassign exhibit space at any time. Space assignments are scheduled to begin on February 2020. Application and a 50% deposit must be received by February 10, 2020 in order to participate in the first round of the OHUG Space Selection. Applications received after this date will be assigned on a first-come, first-served basis. The primary consideration in the assignment of space to exhibitors shall be in the best interest of OHUG. Space determinations are also contingent

upon a receipt of Application; the size of exhibit space requested; physical layout and characteristics of the Product Solutions Center; and compatibility of exhibitors. Please keep a copy of the application for your records. Each exhibiting company must have contiguous booths, unless other set-up is approved by OHUG Show Management at its discretion.

8. OHUG PRIORITY POINTS

A priority point system has been established to equitably assign space to exhibitors. All points are accrued based on the previous five calendar years (2014, 2015, 2016, 2017, 2018, and 2019) for the company's participation in OHUG Conference exhibit space, Conference sponsorships and other opportunities throughout the calendar year as outlined by OHUG Show Management.

OHUG Global Conference Priority Point System (points accrued only for 2014, 2015, 2016, 2017, 2018, and 2019)

- 1 point for each year participated
- 5 points for sponsorship spend \$50,000+
- 4 points for sponsorship spend \$25,000 - \$49,999
- 3 points for sponsorship spend \$15,000 - \$24,999
- 2 points for sponsorship spend \$5,000 - \$14,999
- 1 point for sponsorship spend \$4,999 or less

In the instance two companies have the same number of priority points, priority will be based on contract received date.

9. INSURANCE AND LIABILITY

Neither OHUG, its members, officers, representatives or employees, nor the conference Facility/Hotel, nor General Contractors representatives, or employees, will be responsible for any injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit contract. It is understood by the Exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many booths, and various other factors, make it reasonable that each Exhibitor shall assume the risk of any such injury, loss or damage. The Exhibitor, by signing the Application & Contract for Exhibit Space, thereby assumes such risk and expressly releases and agrees to indemnify OHUG and its members, officers, representatives, and employees from any and all claims for any such loss, damage, or injury. OHUG reserves the right to modify these Contract Conditions/Rules and Regulations, or any part of them, if ordered to do so by an authorized Government official and OHUG shall not be liable to any Exhibitor for any loss or damage resulting from such modifications.

Perimeter guard service will be furnished, but the furnishing of security personnel shall not be deemed to affect the non-liability of OHUG and its members, officers, representatives, and employees; the official service contractors; the Conference Facility/Hotel, its officers, representatives and employees; nor



Terms and Conditions



to modify in any way the assumption of risk and release provided for above. If insurance is desired, it must be placed by the Exhibitor. It is recommended that Exhibitors take precautionary measures of their own, such as the securing of small or easily portable articles of value and the removal of them to a place of safekeeping after exhibit hours.

In the case that said premises shall be destroyed by fire or the elements or by any cause, or in the case of Government intervention regulation, military activity, strikes, or any other circumstances that make it impossible or inadvisable for OHUG to hold the show at the time and place provided in the Application & Contract for Exhibit Space, then and thereupon the contract shall terminate and the Exhibitor shall waive any claim for damages or compensation, except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with the show, and there shall be no further liability on the part of either party.

It is recommended that Exhibitors obtain adequate insurance coverage at their own expense for property loss or damage and liability for personal injury. If for any reason beyond OHUG's control, the OHUG 2020 Global Conference must be canceled, shortened, delayed or otherwise altered or changed, Exhibitor understands and agrees that all losses and damages which it may suffer as a consequence thereof are its responsibility and not that of OHUG or its event manager, or their respective directors, officers, employees or agents. Exhibitor understands that it may lose all monies it has paid to OHUG for space in the exhibition, as well as other costs and expenses it has incurred, including travel to the show, setup, lodging, freight, employee wages, etc.

10. PROHIBITION OF SELLING PRODUCTS AND TAKING ORDERS FOR SHOW DELIVERY

OHUG provides exhibit space for Exhibitors to display and demonstrate products on the basis of their potential informational and commercial value, and not for the purpose of direct or onsite commerce. Sales transactions involving the exchange of products for payment are prohibited.

11. USE OF SPACE – GENERAL

All marketing activities of each Exhibitor in the Product Solutions Center must be confined to the Exhibitor's allotted booth space. Demonstrations in booths must be designed to take place and keep the audience within the existing booth space to allow free access in aisles. The Product Solutions Center should be viewed as a place of business; business casual attire is appropriate. Booth personnel must be modestly and appropriately clothed. If clarification is needed on a specific activity, please submit it to OHUG for approval.

12. USE OF OHUG NAME

OHUG is a tradename belonging to the Oracle HCM Users Group. Participation by an Exhibitor in the OHUG 2020 Global Conference does not entitle the Exhibitor to use such names other than with reference to the Exhibitor's participation as an Exhibitor. Participation in the OHUG 2020 Global Conference does not imply endorsement or approval by OHUG of any product, service, or participant and none shall be claimed by any participant.

13. AUDIO VISUAL AND SOUND REGULATIONS

Audiovisual and other sound and attention getting devices and effects will be allowed by OHUG if the Exhibit Manager determines that they do not interfere with activities of neighboring exhibitors. Operational equipment demonstrated may not create noise levels objectionable to neighboring exhibitors.

14. PHOTOGRAPH AND TELEVISION COVERAGE

Arrangements for taking photographs and/or television coverage must be made with OHUG Show Management. All other activities are prohibited.

15. RAFFLES/GIVEAWAYS

All prize giveaways must be kept to the confines of each Exhibitor's booth. It is the responsibility of the Exhibitor to follow through with winners on in-booth prize giveaways.

16. CONFLICTING EVENTS

Exhibitors are prohibited from scheduling private functions, cocktail parties, hospitality suites, special events or otherwise encouraging the absence of members, exhibitors or attendees during OHUG conference hours, or the hours of OHUG sponsored events.

17. AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitors shall be responsible for making their exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act (ADA) and shall hold OHUG harmless from any consequences of exhibiting companies who fail in this regard.

18. INTELLECTUAL PROPERTY MATTERS

The Exhibitor represents and warrants to OHUG that no materials used in or in connection with their exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by Exhibitor) or other intellectual property rights of any third party. The Exhibitor agrees to immediately notify OHUG of any information of which the Exhibitor becomes aware regarding actual or alleged infringement of any third party's trademarks, copyrights or other intellectual property rights. The Exhibitor agrees to indemnify, defend and hold OHUG, its agents, successors and assigns harmless from and against all losses, damages and costs (including reasonable attorneys' fees) arising out of or related to claims of infringement by Exhibitor of the trademarks, copyrights and other intellectual property rights of any third party. Notwithstanding the foregoing, OHUG shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of an Exhibitor.

19. GENERAL

All matters and questions not covered by the regulations are subject to the decision of OHUG. OHUG may amend these regulations at any time, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendment or additions to these regulations, OHUG will give written notice to such Exhibitors as may be affected by them. Any

Exhibitor not abiding by the Rules and Regulations set forth herein will lose the privilege of exhibiting. The Rules and Regulations set forth herein will be enforced.

20. SPECIAL REGULATIONS

NO SMOKING POLICY – OHUG's policy is No Smoking. Therefore, smoking is not allowed within the Product Solutions Center at any time including installation and dismantle. All exhibitors are required to obey local fire ordinances.

AUDIO-VISUALS – Audiovisual presentations must be arranged so that aisles are not blocked and must be presented in a sound-proof room.

COURTESY – The right and privileges of an exhibit shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made from inside the exhibitor's booth. Exhibitors may not enter another exhibitor's booth or photograph/ investigate another exhibitor's products at any time without the express permission of that exhibitor.

CANVASSING – Canvassing outside the booth is forbidden. Vendors and/or exhibitors may not distribute materials to other exhibitors at any time. All business must be conducted from within each exhibitor's booth.

CONDUCT – Unethical conduct or infraction of rules on part of the exhibitor or its representatives will subject the exhibitor or both to dismissal from the Product Solutions Center. In this event, it is agreed no refund shall be made by OHUG.

MUSIC – Exhibitors are responsible for establishing any necessary license agreements for copyrighted music within the booth space or hospitality functions. Music has to be kept at a level so as not to disturb or interfere with the other exhibits.

HOTEL ACCOMMODATIONS – Information regarding hotel accommodations will be included in the Exhibitor Service Manual under the General Information tab. Exhibitors are responsible for making their own hotel reservations.

INTERPRETATION – The rules and regulations outlined are to be construed as part of the Application & Contract for Exhibit Space. OHUG reserves the right to interpret them as well as make final decisions on all points the rules and regulations do not cover.

LOGO REQUIREMENT AND USE – If sponsoring, to ensure that your company receives the highest quality logo recognition, OHUG must receive your logo in a Vector-based .eps format, as well as in a high resolution .jpg format. Logo size will be based on the following criteria:

- The level of sponsorship (this will determine size of logo in relation to other logos on general sponsorship signage).
- Sponsored item (OHUG Show Management will determine the appropriate size for item).

OHUG RESERVES THE RIGHT TO EXPEL AND EJECT ANY EXHIBITOR AND "BAR IT FROM FUTURE PARTICIPATION" FOR CONDUCT DETRIMENTAL TO THE OHUG 2020 GLOBAL CONFERENCE, IN OHUG'S SOLE JUDGMENT, WHOSE DECISION SHALL BE BINDING UPON THE EXHIBITOR. LIKEWISE, OHUG SHALL HAVE THE RIGHT TO LEVY FINES AGAINST EXHIBITORS WHO VIOLATE THE ABOVE RULES & REGULATIONS IN A MONETARY SUM UP TO \$4,995 AND RESERVES THE RIGHT TO EJECT THE EXHIBITOR IN ADDITION TO THE ASSESSMENT OF THE FINE.

