

OTM



**OTM USER
CONFERENCE
2018
EUROPE**

**21-23 MARCH 2018
AMSTERDAM**



Sponsorship Opportunities

2018 OTM User Conference Europe
21-23 March 2018

It is our pleasure to invite you to participate in the 2018 OTM User Conference Europe. Sponsorship opportunities are limited and contracts will be accepted beginning Monday 8 January 2018.

Mark your calendar and plan to submit your contract to ensure your participation in this all-important conference.

Amsterdam Marriott Hotel
Stadhouderskade 12
1054ES Amsterdam
Netherlands



2018 OTM User Conference Europe

You're Invited

It is our pleasure to invite you to participate in the 2018 OTM User Conference Europe, which will be held on 21-23 March 2018 in Amsterdam, Netherlands. This conference is designed for people to learn and share knowledge, ideas and experiences about OTM software.

With an anticipated attendance of more than 100 people, this conference is the perfect event for organizations to:

- Be part of a valuable conference designed to address key aspects of the OTM software
- Gain exposure to conference attendees
- Maximize your presence in the industry
- Strengthen your brand identity
- Receive recognition as a sponsor on the conference website and in the on-site program guide

OTM SIG values and appreciates our conference sponsors. Your contributions help make this conference possible and keeps registration fees lower for attendees.

Sponsorship opportunities are limited and contracts will be accepted from 18 December 2017. Mark your calendar and plan to submit your contract by this date to ensure your participation in this important conference. We look forward to seeing you there!

Please visit otmsig.com/europe or contact the OTM SIG Board Administrator for additional information at boardadmin@otmsig.com

Contact Details:

ORGANISER

OTM SIG – Oracle OTM Special Interest Group

Board Administrator
Email: boardadmin@otmsig.com

MEETING PLANNER

Meeting Expectations Inc.
Attn: Ashlie Davis / OTM SIG
Building 5, Suite 300
3525 Piedmont Rd.
Atlanta, GA 30305
United States of America

Telephone: +1 (404) 812-8936
Fax: +1 (404) 240-0998
E-Mail: otmsig@meetingexpectations.com

VENUE

Amsterdam Marriott Hotel
Attn: Judith Pommereel
Stadhouderskade 12
1054ES Amsterdam
Netherlands

Telephone: +31 20 607 5555

2018 OTM User Conference Europe Sponsorship Opportunities

Platinum Level (Limit 2) EUR 4,000.00

- Tabletop Exhibit (2 tables of 1.80 by 0.60 m) prominently positioned in Exhibit Hall.
- Sponsor recognition with 10 minutes of stage time before one of the General sessions
- (3) Full conference registrations to all sessions, meals, and evening events.
- Recognition as a Platinum Sponsor on conference marketing material, signage, and website.

Gold Level (Limit 3) EUR 2,500.00

- Tabletop Exhibit (1 table of 1.80 by 0.60 m) prominently positioned in Exhibit Hall.
- Opportunity to present a fun & lively Speed Session (approx 2 minutes of stage time in front of all conference attendees).
- (2) Full conference registrations to all sessions, meals, and evening events.
- Recognition as a Gold Sponsor on conference marketing material, signage, and website.

Silver Level (Limit 5)..... EUR 1,500.00

- Tabletop Exhibit (1 table of 1.80 by 0.60 m) in Exhibit Hall.
- (1) Full conference registration to all sessions, meals and evening events.
- Recognition as a Silver Sponsor on conference marketing material, signage, and website.

Patron Level EUR 500.00

- Recognition as a Patron Sponsor on conference marketing material, signage, and website.
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Exhibitor Rules and Guidelines

Exhibitors will be limited to the tabletop exhibits defined by the following rules and regulations:

1. OTM SIG will provide a table of 1.80 by 0.60 meter and two chairs.
2. Exhibitor is responsible for providing payment for additional equipment. Exhibitor must adhere to their assigned space.
3. The OTM SIG reserves the right to approve all tabletop exhibits and space use.
4. Electricity is available. Complimentary wireless internet access will be provided to all exhibitors by the Venue, but OTM SIG can't guarantee network speeds or quality of this service.
5. Tabletop Displays:
 - a. Permitted on Tabletop Displays:
 - i. Sales literature
 - ii. Product samples
 - iii. Displays that fit the table and the confines of the exhibit space.
 - iv. Video equipment that fits the table and the confines of the exhibit space.
 - v. Signs with general company information.
 - vi. Company skirting or table cover.
 - vii. Giveaways and promotional items
 - b. Prohibited from Tabletop Displays:
 - i. Free standing floor displays that **exceed 2 by 2 meter**.
 - ii. Displays that obstruct the view of adjoining exhibits.
 - iii. Mechanical, electrical or other devices, which produce sound that proves disturbing to other exhibitors. OTM SIG reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

6. Demonstration areas must be confined within the Exhibitor's space so as not to interfere with any aisle traffic. Should spectators of a demonstration interfere with the other Exhibitors, OTM SIG may require that the demonstration cease.
7. Exhibitors are required to adhere to set-up and dismantle times set by OTM SIG. Exhibits shall remain fully intact until the exhibit area has closed for the conference.
8. Additional literature, product, storage crates, or packing materials may be stored under your assigned table as long as there are no protruding items from the sides. Exhibitor is responsible for ensuring their area is free from any debris, etc. that could cause harm to a conference attendee.
9. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled, or otherwise fastened to the permanent structure of the building. Helium balloons are not permitted within the facility. Adhesive-backed decals, stickers, and paint are not to be used or distributed anywhere on the premises.
10. Exhibitors are responsible for the delivery of equipment and material for its exhibits to the venue. The venue can't receive deliveries in advance. Please contact the Meeting Planner to discuss shipping equipment and material.
11. OTM SIG and the Venue are not responsible for items taken from the exhibit spaces. We highly recommend your personnel remove all personal and valuable items such as laptops, etc. from your exhibit space each evening.
12. Smoking is prohibited.
13. No outside food and/or beverage may be brought to the venue. Exhibitor participants are expected to eat at the general conference food and beverage functions.
14. Exhibitor personnel are required to register online prior to the conference in order to receive a badge to gain access to the exhibit area and other conference activities. Your exhibit package determines the number of complimentary registration(s) your company will receive for the conference. Additional personnel may be registered under the applicable registration rate.
15. Each exhibiting company should have a representative present at the exhibit area throughout the exhibit hours and during the set-up and dismantling of their table-top exhibit.
16. OTM SIG staff will be available onsite at the registration desk and/or exhibit area to answer any questions and to ensure that all policies are followed.
17. All Exhibit opportunities are on a first-come, first-served basis.
18. OTM SIG, Meeting Planner, and the Venue assume no risk. The exhibitor expressly releases them of any and all liability for damage, injury, or loss to any person, goods, or from any cause.

2018 OTM User Conference Europe Conference Sponsorship Contract

Contact Information:

Company: _____

Company Web-Site: _____

Primary Contact Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Telephone: _____ Mobile: _____

E-Mail Address: _____

Sponsorship Package:

Platinum Package EUR 4,000.00

Gold Package EUR 2,500.00

Advertising Opportunities:

Silver Package EUR 1,500.00

Patron Package..... EUR 500.00

Terms and Guidelines:

Payment Terms: A deposit equal to 50% of the total sponsorship and/or advertising amount is due with the signed contract. The remaining balance is due 30 days prior to the conference (21 February 2018).

Cancellations and Refunds: Sponsorship/Advertising cancellations are subject to a 50% cancellation fee if received by 21 February 2018. Cancellations received after this date are subject to a full payment cancellation fee.

Additional Guidelines: Fulfillment of package benefits may be tied to a first come, first-served selection of available options (i.e. conference bag, lanyard or notebook, etc.). All advertising benefits are based on materials being received by requested deadlines. The OTM SIG Rules and Regulations govern all conference and sponsorship components.

Payment Information:

Please select the appropriate payment options:

50% Deposit Amount: EUR _____

Full Payment Amount: EUR _____

Check or Money Order enclosed (Payable to OTM)

Visa MasterCard American Express

Please complete and submit with payment to:

OTM SIG User Conference

3525 Piedmont Rd. Building 5, Suite 300

Atlanta, GA 30305

Attn: Ashlie Davis

Telephone: +1 (404) 812-8936

Fax: +1 (404) 240-0998

E-Mail: otmsig@meetingexpectations.com

Name (as it appears on credit card): _____

Billing Address: _____

Credit Card Number: _____ Security Code: _____

Expiration Date: _____ Card Holder's Signature: _____