



ORACLE HRMS USERS GROUP

OHUG Exhibitor Contract

June 2008 Conference

SPONSORSHIP PACKAGE

OHUG SPONSOR EXHIBIT BENEFITS

The 2008 Conference will be held at the MIRAGE in Las Vegas, NV from June 22-25, 2008. As a paid exhibitor, the following benefits are available.

- Vendor exhibit space – 10x10 or 10x20 booth to display marketing materials and to conduct discussions with clients and prospects.
- Vendor Sponsored Welcome Reception in the Exhibit Hall on Sunday night
- Vendor Sponsored networking event on Tuesday night
- Various activities to specifically drive traffic to the exhibit hall
- Access to network with all conference attendees in between presentation sessions, meals and organized networking events.

EXHIBITOR REQUIREMENTS

- Payment must be received to secure exhibit space. A reservation will be held up to 7 days; if payment has not been received, the space will be released.
- The Guidelines and Sponsor/Exhibit Application must be signed at the time of the exhibit space reservation or the space will be released.
- Invoices and receipts for payment will be provided electronically upon request.
- Provide your company logo in Adobe Illustrator 8.0 eps format and a brief company description (100 words) for the conference program materials no later than April 1, 2008. Late entries will not be included in conference materials.
- All Sponsors must register your company representatives. Two registrations are included with each 10x10 booth. Please register on-line at <http://www.ohug.org>. Registrations not completed prior to the closing of the online registration the week before the conference will be assessed the full registration fee onsite.
- Exhibitor is responsible for shipping of all conference materials to the designated location. The location and shipping instructions will be provided prior to the conference.
- Power and wireless connection in exhibit hall will be provided. Any additional internet access or additional power requirements must be arranged at least 30 days in advance and at your cost. Please note that OHUG will make its best efforts to ensure wireless connection; however connectivity cannot be guaranteed. Exhibitors requiring internet access may choose to purchase dedicated, hard wired internet access by request at least 30 days in advance.
- A block of rooms have been secured for conference attendees at the conference hotel. The details are available at www.ohug.org.

APPLICATION AND GUIDELINES FOR EXHIBIT SPACE

This Application and Guidelines for Exhibit Space (the “Contract”) by and between the Oracle HCM User Group (OHUG) and the exhibiting company (“Exhibitor”) governs Exhibitor’s rental and use of exhibit space at the June 2008 Conference. By signing this Contract, Exhibitor agrees to comply with the terms and conditions set forth below. This Contract shall become binding upon execution.

TERMS AND CONDITIONS

EXPOSITION LOCATION AND DATES: The OHUG Conference event is scheduled for the city and dates specified on the Application section of this Contract. Exhibitor acknowledges and understands that the sites, hours, or dates may change and OHUG events may be rescheduled. OHUG event organizers will attempt to notify Exhibitor of any such changes as far in advance as possible. It is the responsibility of the Exhibitor to notify OHUG of any contact changes and to read electronic communications sent by OHUG or its representatives.

EXHIBIT SPACE ALLOCATION: OHUG will attempt to assign exhibit space in the order in which Applications and Payments are received. OHUG reserves the right, at its sole discretion, to designate exhibit space or make changes in the location, size, layout, arrangement and display limits of the exhibits.

PAYMENT: Payment of the Rental Fee shall be made in U.S. currency by check payable to "OHUG" and according to the following schedule: The Rental Fee shall be due and payable within seven (7) days of the reservation and contract signing and prior to the start of the event at which Exhibitor is renting exhibit space. Unpaid space may be released if payment terms are not met.

Set-Up: Set-up times TBD. Tentative: Saturday, the 21st between 3PM – 6PM. Sunday, the 22nd 9AM-3PM. These hours may change; it is the responsibility of Exhibitor to read all notices sent by OHUG with updated hours and availability.

DEMONSTRATIONS / SOUND LEVEL: Demonstration areas must be organized within the Exhibitor's designated space so as not to interfere with other exhibitors or normal traffic flow. Exhibitors are expected to police their own noise levels. All noise from the sound systems/audio equipment must be kept to a minimum. OHUG reserves the right to determine at what point sound constitutes interference with others and must be discontinued. OHUG and the Event Center reserve the right to close, remove or require changes in any exhibit or to remove any of Exhibitor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to OHUG, the Exposition, other Exhibitors, or the public. If Exhibitor or its representatives fail to observe the terms and conditions of this Contract or, in the opinion of OHUG, conduct themselves unethically or detrimentally to OHUG, Exhibitor may be dismissed from the Exposition without refund or other appeal.

MARKETING MATERIALS & GIVE-AWAYS: OHUG reserves the right to approve distribution of all marketing materials. Exhibitors must distribute literature materials from their booth only. Each Exhibitor is allowed to bring a raffle gift to be raffled in the rented exhibit space and marketing giveaways are allowed during the conference.

AFFILIATE FUNCTIONS: No special individual meetings or group meetings of any kind may be arranged with clients, prospective clients, or other OHUG attendees during the scheduled conference hours, food and beverage functions, evening event hours or meeting times without prior permission from the OHUG. One evening during the conference, as specified in the Application is set aside for Exhibitors to hold private functions as desired.

USE OF SPACE: Exhibitor may not sublet, assign, or apportion any part of the exhibit space contracted for the products or services of any other firm or individual except as approved in writing by OHUG. Exhibitor may not display outside the confines of its assigned exhibit space.

CARE OF PREMISES: Exhibitor shall not mark, deface or otherwise damage any furnishings or equipment that is provided, including kiosk structures, or the premises. Exhibitor shall return all furnishings and equipment, and the premises in as good condition as they were received. Exhibitor shall be liable for any damage caused by its failure to adhere to this provision.

EXHIBITOR REGISTRATION: All Exhibitor attendees must register on-line for the conference at <http://www.ohug.org>.

BOOTH CANCELLATION POLICY (BY EXHIBITOR): In the event Exhibitor wishes to cancel all or part of the exhibit space contracted for herein, Exhibitor must send notice of cancellation in writing to OHUG, c/o marc.ramos@ohug.org via e-mail. Exhibitor's failure to occupy exhibit space at the commencement of an OHUG event shall constitute cancellation by Exhibitor with respect to that event. In the event Exhibitor cancels more than ninety (90) days before an OHUG event, Exhibitor shall receive a one-hundred percent (100%) refund of the Rental Fee. In the event Exhibitor cancels less than forty-five (45) days before an OHUG event, Exhibitor shall be liable for seventy-five percent (75%) of the Rental Fee for the canceled space. In the event Exhibitor cancels less than forty-five (45) days before an OHUG event, Exhibitor forfeits all Rental Fee. Exhibitor is responsible for payment of such fees irrespective of the reason for cancellation.

CANCELLATION POLICY: OHUG reserves the right to cancel any and all OHUG events or to terminate this Contract or Exhibitor's participation in OHUG events for any reason at any time upon written notice to Exhibitor. Upon cancellation or termination by OHUG, OHUG sole liability to Exhibitor, and Exhibitor's exclusive remedy, shall be a refund of the Rental Fee paid by Exhibitor under this Contract for the specific OHUG event in which Exhibitor is unable to participate due to such cancellation or termination.

FORCE MAJEURE: OHUG shall not be responsible for any loss or damage resulting from failure to perform under this Contract or to conduct OHUG events as currently scheduled in whole or part as a result of riot, strike, civil disorder, act of war, failure of facilities, earthquake, storm, fire, flood, or other acts of God, or any reason of any kind whatsoever beyond the reasonable control of OHUG. In the event that an OHUG event is cancelled and not rescheduled, OHUG sole liability to Exhibitor, and Exhibitor's exclusive remedy, shall be a refund of the Rental Fee for that event paid by Exhibitor under this Contract.

LIABILITY: OHUG shall not be liable for any damage, injury or loss to Exhibitor's properties, persons conducting or otherwise participating in the conduct of the exhibit, or invitees to Exhibitor's exhibit where such damage, injury or loss does not arise solely from the gross negligence or intentional misconduct of OHUG. The Event Center shall not be liable for any damage, injury or loss to Exhibitor's properties, persons conducting or otherwise participating in the conduct of the exhibit, or invitees to Exhibitor's exhibit where such damage, injury or loss does not arise solely from the gross negligence or intentional misconduct of the Event Center. Neither OHUG nor the Event Center shall bear any responsibility for the safety of Exhibitor, its personnel, employees, agents or representatives or personal property. Exhibitor shall indemnify OHUG and the Event Center against, and defend and hold them harmless from, any complaints, damages, or liabilities resulting from the negligence or conduct of Exhibitor, or its employees, agents or representatives, in connection with the Exposition.

LIMITATION OF LIABILITY: Neither OHUG nor the Event Center shall in any event be liable for any indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data, or use, incurred by Exhibitor, whether in an action in contract or tort, even if OHUG or the Event Center have been advised of the possibility of such damages. OHUG liability for damages hereunder shall in no event exceed the amount of fees paid by Exhibitor under this Contract.

NO RECRUITING POLICY: Recruiting is not permitted at any OHUG conference or event. This applies to all conference attendees – members and non-members, users, Exhibitors and consultants. Materials of a recruiting nature may not be permitted or displayed in Exhibitor booths or anywhere in the OHUG conference facility.

FIRE PROTECTION: All display materials must be flameproof and is subject to inspection by the fire department or safety officer in the city where the conference is conducted. No flammable fluids or substances may be used or displayed in booths.

RULES VIOLATIONS: OHUG practices a strict policy on rule violations. If standards and regulations are not adhered to, OHUG reserves the right to take actions including but not limited to: written warnings, removal from the premises, revoking exhibiting privileges and banning from future OHUG events. OHUG reserves the right to determine what activities/materials violate OHUG policies and the actions taken for a given circumstance. In such cases, no refunds on exhibitor fees may be given to the Exhibitor.

The OHUG Exhibit Rules & Guidelines and the Contract Application for Exhibit Sponsorship constitute the entire contract. Amendments and/or exclusions to this contract are not legally binding unless written consent is given by authored representatives of both parties.

OHUG June, 2008 CONFERENCE

The Mirage, Las Vegas
June 22-25, 2008

Application for Exhibit Space and Sponsorship

ALL APPLICATIONS MUST BE ACCOMPANIED BY PAYMENT (within 7 days)

In applying for this space, you agree to adhere to the attached OHUG Exhibit Guidelines and Regulations as an official representative for your organization. Initial _____

Company Name

Company Contact (this contact will receive all exhibit communications)

Email

Site Representative

Cell Phone

Email

Address

City

State

Zip

Phone

Fax

Binding Signature

Exhibit and Sponsorship

\$4,500

PAYMENT INFORMATION

Booth Type: ___ 10 x 10 (\$4500) ___ 10x20 (\$8500)

CHECK ___ Personal Check ___ Company Check ___ Money Order

CREDIT CARD Account # _____

Exp date _____

Name _____

MAKE CHECKS PAYABLE TO OHUG

Payment in full must be remitted within 7 days of reservation

Send to:

OHUG

C/O Carolyn Hayden-Garner

POB 1412

Cedar Hill TX 75106

Return completed registration form via fax to Marc Ramos at 214-687-0527 or email:
marc.ramos@ohug.org.

