



General guidelines for vendor presentations:

Venues Available:

A. General Session:

Content should be geared towards a wide variety of individuals, both technical and non-technical. Subject matter should be in line with the overall goal of the Group: i.e., dissemination of general information that would be of benefit to the group as a whole.

a. Attendance by virtually all registered individuals

b. Preferred Time slots:

 Before Lunch First day - Reserved for Lunch Host

 Afternoon First day- Reserved for Reception Host

c. Time constraints: One Hour to One Hour 15 min., maximum

D. Requires financial remuneration for one of the following:

 i. Evening Reception - \$ 5,000

 ii. Thursday Continental Breakfast - \$ 2,000

 iii. Thursday Lunch - \$ 3,500

 iv. Friday Breakfast - \$ 3,500

e. Vendor required to provide, (or pay hotel direct) for any audio visual equipment needs for the presentation

f. Written commitment required two months prior to any presentation.

g. Full Payment for hosted function will be required 45 days prior to any presentation

B. General Meeting Break Out Session:

Content should be geared for a more specific target audience desiring more in-depth information on the subject matter.

a. Attendance by Topic Centric Individuals (**no attendance assurances**)

b. Time Constraint: One Hour

c. Vendor required to provide, (or pay hotel direct) for any audio visual equipment needs for the presentation. Full payment for these charges must be made 45 days prior to any presentation.

d. Full Payment for hosted function will be required 45 days prior to any presentation.

- C. Topic Specific Sub-Committees (LAS, OPS, TECH, FRAC)
Content should be very group specific and geared towards the anticipated audience as defined by the Committee Chair
- a. Attendance by Topic centric Individuals
 - b. Preferred Time Slot: Designated by Committee Chairman
 - c. Time Constraints: Controlled by Committee Chairman
 - d. Requires financial remuneration for one of the following:
 - i. Lunch - \$ 2,500
 - ii. Continental Breakfast - \$ 1,500
 - e. Vendor required to provide, (or pay hotel direct) for any audio visual equipment needs for the presentation. These charges must be paid 45 days in advance of any presentation.
 - f. Written commitment required two months prior to any presentation.
 - g. Full Payment of remuneration required 45 days prior to any presentation.

General Conditions

All vendor arrangements will be coordinated through the User Group Meeting coordinator who will have responsibility for insuring that vendor meets all previously defined requirements, and any other arrangements that may be necessitated by vendors presentation not specifically outlined above.

Under no circumstance will vendor be allowed access to the User Group Mailing List. Vendor is allowed to conduct a "raffle" for a door prize(s), soliciting business cards from the group in attendance as entry to the raffle.

Vendors may attend only their own presentations. All other General and Concurrent sessions are closed for audit by vendors. Only the Host vendor (and invited guest as approved by the WSUG) may attend the reception or other banquet functions.

The Western States ITI User Group
W S U G . O R G