



Exhibition Packages

SAP UK & Ireland User Group Conference Manchester Central, 23 - 24 November 2009

Please find within this document detailed information regarding exhibitor packages for the SAP UK & Ireland User Group Conference 2009.

Offered at five levels; Platinum, Gold, Silver, Bronze and as a POD, each package is designed to maximise your investment and thus exposure to the audience at this event.

The exhibition hall in Manchester Central has been designed and built for exhibitions. It is conveniently located adjacent to the plenary and below the syndicate rooms to be used throughout the two days.

Lunch and refreshments will be held in the exhibition hall on both days as will a Champagne Welcome Reception and Cocktail Evening Reception on day one.

An Internet Lounge will be sited in the Lobby area outside of the exhibition hall, and all delegates will be contained in this purpose built conference venue for the two days of this conference event.

Please note the Gala Dinner will be held at Old Trafford.

Terms & Conditions

Eligibility

SAP UKI User Group reserves the right to allow companies to exhibit at their own discretion. SAP UKI User Group reserves the right to revoke an Exhibitor's privileges and terminate the exhibitor agreement.

Affiliate members of SAP UKI User Group are given special privileges. For more information about becoming an Affiliate Member, please contact Jayne Coxon at support@sapusers.org or call 08707 706664.

Payment Terms/Assignment of Space

To confirm exhibition space and/or sponsorship please complete the Booking Form supplied. You will be invoiced for the first 10% as a deposit in January, which will be due for immediate payment. A further 40% is due in April and 50% balance in September. Should payment not be received within 30 days of the invoice date, SAP UKI User Group reserves the right to revoke and terminate the exhibitor agreement.

Exhibition space and the location of the same will be prioritised on a 'first come, first served' basis. SAP UKI User Group reserves the right to exercise its sole discretion in the acceptance or refusal of applications.

The preferences requested for booth space location are for guidance and not guaranteed. SAP UKI User Group does not represent that any space will be available to any applicant.

Cancellation Policy

Cancellations will be subject to the full cost of the booking. SAP UKI User Group will not accept cancellation or withdrawal of any application once it has been made. The full cost of stand space booked is due irrespective of non-attendance. No refunds will be given.

Platinum Package

Sponsorship Fee (as per 2007/2008):

£21,000 Affiliate Member
£23,000 Non-member

Shell scheme stand space 18m sq, 6 x 3m (open 2/3 sides)

Includes:

- 6 spot lights
- 2x500w socket
- Fascia

1. **Five stand personnel with access to plenary sessions**, the buffet lunch and refreshments on both days
2. The ability to purchase 2 extra passes with access to plenary sessions, the buffet lunch and refreshments on both days
3. Ability to purchase up 7 Gala Dinner passes (not included in the package fee)
4. Included in the Cocktail Evening Reception
5. Opportunity to hold one-to-one meetings in a designated meeting room. Allowance 2 hours on day 1 and day 2.
6. Acknowledgement on the SAP UKI User Group Conference website, with a logo and link
7. Leading sponsor logo and link in the exhibition area of SAP UKI User Group Conference website
8. 25 word listing with logo in the conference handbook
9. Logo featured on front cover of the conference handbook (alongside SAP UKI User Group logo)
10. Logo with the SAP UKI User Group logo on the delegate bag
11. Logo on plenary session opening slide
12. One customer speaker slot at a breakout session. This may increase to two slots (at the discretion of SAP UKI User Group) approximately 40 mins/slot *
13. One table reserved at dinner (at the discretion of SAP UKI User Group)
14. Opportunity to pre-book accommodation through the Online Booking Service (not included in the package fee)
15. Insert (provided by the sponsor) in delegate bag**
16. Opportunity to contribute a prize advertised both in the Gala Dinner and in the Delegate Handbook
17. Post event analysis feedback
18. Services of SAP UKI User Group Conference Office
19. Opportunity to provide information for the Press Office
20. Free Exhibitor Training Day

* SAP UKI User Group reserves the right to accept or reject speakers without prejudice. All sponsors will be given guidance for a presentation title, theme, timing and an idea for the content of their presentation slot/s. Presentations must be available to SAP UKI User Group for approval no later than **Friday 31st July 2009**. Any such approvals will not be unreasonably withheld or delayed.

*SAP UKI User Group reserves the right to withdraw this element of the Platinum package if confirmation of a speaker, title and submission of the abstract for this presentation is not received **before Tuesday 30th June 2009**.*

** Guidelines for the insert in the bag will be provided by SAP UKI User Group on request.

Note: Accommodation, gala dinner, expenses, travel and subsistence other than the buffet lunches and refreshments are not included in this package.

Gold Package

Sponsorship Fee (as per 2007/2008):

£13,500 Affiliate Member
£15,500 Non-member

Shell scheme stand space 12m sq, 4 x 3m

Includes:

- 4 spots
- 2x500w socket
- Fascia

1. **Four stand personnel with access to plenary sessions**, the buffet lunch and refreshments on both days
2. The ability to purchase 2 extra passes with access to plenary sessions, the buffet lunch and refreshments on both days
3. Ability to purchase up to 6 Gala Dinner passes (not included in the package fee)
4. Included in the Cocktail Evening Reception
5. 25 word listing with logo and link in exhibition area of SAP UKI User Group Conference website
6. 25 word listing with logo in the conference handbook
7. One customer speaker slot at a breakout session. This may increase to two slots (at the discretion of SAP UKI User Group) approximately 40 mins/slot *
8. Opportunity to pre-book accommodation through the Online Booking Service (not included in the package fee)
9. Insert (provided by the sponsor) in delegate bag **

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11. Post event analysis feedback
12. Services of SAP UKI User Group Conference Office
13. Opportunity to provide information for the Press Office
14. Free Exhibitor Training Day

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*SAP UKI User Group reserves the right to withdraw this element of the Gold package if confirmation of a speaker, title and submission of the abstract for this presentation is not received **before Tuesday 30th June 2009**.*

** Guidelines for the insert in the bag will be provided by SAP UKI User Group on request.

Note: Accommodation, gala dinner, expenses, travel and subsistence other than the buffet lunches and refreshments are not included in this package.

Silver Package

Sponsorship Fee (as per 2007/2008):

£9,000 Affiliate Member
£11,000 Non-member

Shell scheme stand space 6m sq, 3 x 2m

Includes:

- 3 spots
- 1x500w socket
- fascia

1. **Three stand personnel with access to plenary sessions**, the buffet lunch and refreshments on both days
2. The ability to purchase 2 extra passes with access to plenary sessions, the buffet lunch and refreshments on both days
3. Ability to purchase up to 5 Gala Dinner passes (not included in the package fee)
4. Included in the Cocktail Evening Reception
5. 25 word listing with logo and link in exhibition area of SAP UKI User Group Conference website
6. 25 word listing with logo in the conference handbook
7. Acknowledgement in the conference handbook
8. One customer speaker slot at a breakout session, approximately 40 mins/slot *

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9. Opportunity to pre-book accommodation through the Online Booking Service (not included in the package fee)
10. Insert (provided by the sponsors) in the delegate bag**
11. Post event analysis feedback
12. Services of SAP UKI User Group Conference Office
13. Opportunity to provide information for the Press Office
14. Free Exhibitor Training Day

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*SAP UKI User Group reserves the right to withdraw this element of the Silver package if confirmation of a speaker, title and submission of the abstract for this presentation is not received **before Tuesday 30th June 2009**.*

** Guidelines for the insert in the bag will be provided by SAP UKI User Group on request.

Note: Accommodation, gala dinner, expenses, travel and subsistence other than the buffet lunches and refreshments are not included in this package.

Bronze Package

Sponsorship Fee (as per 2007/2008):

£6,500 Affiliate Member
£8,500 Non-member

- Shell scheme stand space 6m sq, 3 x 2m
- **Includes:**
- 1 strip light
- 1x500w socket
- Fascia

1. **Two stand personnel with access to plenary sessions**, the buffet lunch and refreshments on both days
2. The ability to purchase 2 extra passes with access to plenary sessions, the buffet lunch and refreshments on both days
3. Ability to purchase up 4 Gala Dinner passes (not included in the package fee)
4. 25 word listing with logo and link in exhibition area of SAP UKI User Group Conference website
5. 25 word listing with logo in the conference handbook
6. Acknowledgement in the conference handbook

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7. Opportunity to pre-book accommodation through the Online Booking Service(not included in the package fee)
8. Post event analysis feedback
9. Services of SAP UKI User Group Conference Office
10. Opportunity to provide information for the Press Office
11. Free Exhibitor Training Day

Note: Accommodation, gala dinner, expenses, travel and subsistence other than the buffet lunches and refreshments are not included in this package.

POD Package

Sponsorship Fee: (new for 2009):

£3,500 Affiliate Member
£5,500 Non-member

POD stand

- **Includes:**

- Lights
- 1x500w socket
- Small plasma screen

Fascia

1. **Two stand personnel with access to plenary sessions**, the buffet lunch and refreshments on both days
2. Ability to purchase up 2 Gala Dinner passes (not included in the package fee)
3. 25 word listing with logo and link in exhibition area of SAP UKI User Group Conference website
4. 25 word listing with logo in the conference handbook
5. Acknowledgement in the conference handbook
6. Opportunity to pre-book accommodation through the Online Booking Service (not included in the package fee)
7. Post event analysis feedback
8. Services of SAP UKI User Group Conference Office
9. Opportunity to provide information for the Press Office
10. Free Exhibitor Training Day

Note: Accommodation, gala dinner, expenses, travel and subsistence other than the buffet lunches and refreshments are not included in this package.