

Vendor Information

Important Dates

July 1, 2008

- Provide registration information for all persons attending conference
- Pay exhibitor and sponsor fees
- Sign and return Datatel Confidentiality Form

July 7, 2008

- Ship any inserts you would like included in conference folders

Booth Information

The exhibitor area for vendors is located in the lobby of Hales Performing Arts Center. This building is labeled as 4 on the campus map. http://www.socc.edu/nwdug/pgs/bm~doc/campus-map_2008.pdf

The approximate area for each vendor is 8 feet by 8 feet. A 6 foot long table and 2 chairs will be provided. Limited electrical outlets are available. Please contact us if you need a booth area with electric outlets.

Wireless internet is available throughout campus, including housing.

Exhibitor Schedule

Set-up times are Sunday, July 13 from 4:00 pm to 6:00 pm and Monday, July 14 from 7:00 am to 9:00 am. Monday morning registration for attendees will begin at 7:30 am near the exhibitor area. Locked overnight storage for items will be provided on Sunday, Monday and Tuesday.

Breakfast and lunch will be served in the same building as the exhibitor area. The primary path for getting these meals leads directly through and next to the vendor area. Refreshments for breaks will be served at the edge of the vendor area. Please see the schedule to see the times for these meals and breaks. Breaks and meal times are lengthy to include time to visit with vendors. <http://www.socc.edu/nwdug/pgs/schedule/index.shtml>

Shipping

Items can be shipped to campus and will be stored in a secure room until the conference. If you have inserts that you want included in the conference folders, please indicate this so we can watch out for them and include them. Otherwise shipped items will be stored un-opened until your arrival.

Address: Cari Friesen
Southwestern Oregon Community College
1988 Newmark Ave.
Coos Bay, OR 97420

Contact Information:

Cari Friesen
541-888-7218 office phone
541-404-2739 cell Please keep this number handy for use while on campus.