

# NoCOUG Conference Information

For the upcoming conference schedule, agenda, and directions, please see <http://www.nocoug.org/next.html>. We expect 150-200 attendees at our conferences, and the exhibitors are located in an open area beside the food service for attendees. The cost of exhibiting includes a table, two chairs, and two lunch vouchers for the day. Not all locations have electricity at all tables. If this is a requirement for your table, please let us know.

## Registration

Registration for the conference is done from the NoCOUG website (<http://www.nocoug.org/vendors.html>) and is the first step in becoming a vendor at our conferences.

### Have you considered our Gold Membership?

It includes four consecutive conferences, ¼ page ad in our quarterly journal, and a link to your website from ours.

## Payment

Step 2 in becoming a vendor is the Payment process. We need to receive payment prior to the conference in order to reserve a table for you. We have a limited number of spaces; so the sooner we receive payment the better. We use PayPal to process payments. NOTE THAT YOU DO NOT NEED A PAYPAL ACCOUNT TO MAKE A PAYMENT.

- PayPal is very particular about the address and contact information entered perfectly matching the billing information of your credit card.
- If you have trouble paying via PayPal, please let us know right away so we can help determine the problem or suggest alternative means.

## Journal Ad (Gold Vendors Only)

Please contact the Journal Editor at [journal@nocoug.org](mailto:journal@nocoug.org) for more information once you have completed the payment process. Due to the timing in which the journal goes into production, ads do not always coincide with the conferences you are registered for. Ads will not be accepted until payment has been received.

## Setup

- **Time:** 7-8 am, First Come/First Serve for table location
- **Table Size:** 5-6 feet long
- **Power:** Yes (bring power strips and extension cords just in case)
- **Free Standing Displays**  
Must be within table width. Please be aware that the vendor area is sometimes cramped and hard to fit freestanding displays.
- **Additional Items**  
Business Cards, Raffle Cards, Raffle Gifts, Brochures, Laptop to demonstrate product

## General Session

- **Vendor Introductions**  
Vendors are lined up and brought through to quickly introduce their company and products. We only have a few minutes to get through everyone, so it MUST be brief.  
Example: Hello, I am (*your name*) from (*your company*). Please stop by to see our products (*product names*), which are for (*topic description*).

## **Raffle (during afternoon break)**

- **NoCOUG Raffle**

- Stamps

To participate in the raffle, the attendees visit the vendor tables. We will provide each vendor with a stamp to stamp the attendee's raffle sheets. The stamps will be passed out prior to lunch (*Please do not mark their sheets before receiving our stamps*).

- Gifts

We appreciate donations of software, books, logo items, etc. We continue drawing names until all donations have been given to attendees.

- **Vendor Raffle**

- This is an opportunity for our vendors to collect contact information from attendees interested in their products. Some of the ways vendors have collected the information has been by collecting business cards, filling out individual questionnaires, or entering all the names on one list and picking a random number from it.

- Vendor gifts range from \$10-\$50.

- The vendor raffle follows the NoCOUG raffle.

## **Tear Down**

You are welcome to stay the whole day, though most of the time the vendors pack up starting at 2:30pm.

## **Happy Hour**

Please join us for our networking happy hour, which is held typically off-site, but nearby.