

**Check List for Exhibitors/Sponsors of the
PIUG 2005 Annual Conference
Saturday, May 21 to Thursday, May 26, 2005
Hyatt Regency Crystal City**

The following items are needed from all exhibitors and sponsors of PIUG 2005. **Please send all items to Kartar Arora at kartar.arora@jwp.com unless noted otherwise.** Please make a copy of this list to keep track of deadlines and completion.

**Questions? Contact Kartar Arora at kartar.arora@jwp.com for Exhibit Questions.
Contact Doreen Alberts at doalberts@theravance.com for Sponsor Questions.**

All Exhibitors and Sponsors

- _____ A brief overview of the company and exhibit for posting on the PIUG 2005 web page. Please limit to 5 lines maximum. Also provide a link to the company web site. Deadline **March 20**

- _____ Exhibit abstract for inclusion in the annual conference meeting book/CD. Maximum 500 words. MS Word preferred. Deadline **April 15**

- _____ Power point slides and name of the presenter for 5-minute product review to be presented during one of the technical sessions on Monday, Tuesday, or Wednesday, exact day and time to be determined. Your talk will only be 5 minutes so please only use 5 slides during the presentation. However, you may send additional slides for inclusion on the meeting CD that is given to all attendees. Please name these files as DatabaseToolName-[5 min]-VersionDateYyyyMmDd. Please send to Sandra Unger at ssunger@ix.netcom.com. Deadline **April 15**

- _____ Power point slides for the 2-minute slide presentation to be included in Exhibit Hall Automated Slide Show on Tuesday afternoon, also included on take home CD. Please limit to 10 slides and name these files as - DatabaseToolName-[2 min]-VersionDateYyyyMmDd. Please send to Sandra Unger at ssunger@ix.netcom.com. Deadline **April 15**

- _____ Completed Exhibit Contract. Required from all exhibitors. A copy of blank contract can be downloaded at www.piug.org/2005/an05exhi.html. Deadline **April 20**

- _____ Payment – Please see your sponsorship invoice for payment details. Deadline **April 21**

- _____ Completed order for electrical, telephone, internet, computer and other services needed for the exhibits. A copy of blank order forms can be downloaded at www.piug.org/2005/an05exhi.html. Please see each of the forms for details. Deadline **May 13**

(continued on next page)

For DIAMOND Level Sponsors

(In addition to the above)

_____ A one-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 7 x 9 in. Can be color or B/W. Deadline **April 15**

_____ One informational sheet for inclusion in the meeting book. Deadline **May 1**

For RUBY Level Sponsors

(In addition to the above)

_____ A one-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 7 x 9 in. Can be color or B/W. Deadline **April 15**

For PEARL Level Sponsors

(In addition to the above)

_____ A half-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 7 x 4.25 in. Can be color or B/W. Deadline **April 15**

For PLATINUM Level Sponsors

(In addition to the above)

_____ A quarter-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 3.25 x 4.25 in. Can be color or B/W. Deadline **April 15**

And finally, please remember that all exhibit staff must register for the meeting. Meeting registration details can be found at www.piug.org/2005/an05reg.html. Early Bird Registration Deadline **March 31**

We look forward to seeing you in May. Thank you for supporting PIUG!

Doreen Alberts – Fundraising Chair

Kartar Arora – Exhibits Chair