

Check List for Sponsors/Exhibitors
PIUG 2007 Annual Conference
Saturday, May 5 to Thursday, May 10, 2007
[Hilton Orange County](#)
3050 Bristol Street
Costa Mesa, California 92626

The following items are needed from all exhibitors and sponsors of PIUG 2007. Please make a copy of this list to keep track of deadlines and completion.

Contact Cynthia Yang (<mailto:cynthia.yang@bms.com>) for Sponsor Questions.
Contact YunYun Yang (<mailto:yunyun.yang@bms.com>) for Exhibit Questions.

All Exhibitors and Sponsors

- Submit completed Sponsorship/Exhibit Contract. Send to **Cynthia Yang**.
Deadline **April 6, 2007**.
- Payment of sponsorship dues. [Use online payment option](#). Deadline **April 6, 2007**.
- Submit requests to speak in Program Agenda, if desired. Send to **Lucy Akers** (<mailto:Lucy.Akers@bms.com>). Deadline **February 16, 2007**.
- A copy of Company logo and web link for posting on the PIUG 2007 web page. Send to **YunYun Yang**. Deadline **March 9, 2007**
- A brief overview of the company and exhibit for posting on the PIUG 2007 web page. Please limit to 5 lines maximum. Send to **YunYun Yang**. Deadline **March 9, 2007**.

The above items should be completed as soon as possible, but latest by the deadlines shown. Please note that acknowledgement of sponsors and allotment of exhibit space will not be made until payment and completed contract are received by PIUG

- 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. **The talk will only be 5 minutes** so please limit the number of slides during the presentation. Please send to John Arenivar (jdarenivar1@mmm.com). Deadline **March 9, 2007**.
- Completed order for electrical, telephone, internet, computer and other services needed for the exhibits. A copy of blank order forms can be downloaded at <http://www.piug.org/2007/an07exhi.htm>. Please see each of the forms for details.
Deadline **April 6, 2007**

For EMERALD Level Sponsors

(In addition to the above)

- Submit Workshop requests. Send to **Sian Griffiths** (<mailto:Sian.Griffiths@mpi.com>).
Deadline **February 16, 2007**.
- 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. Send to **YunYun Yang**. Deadline **March 9, 2007**.

One informational sheet for inclusion in the meeting book. Send to: CONFERON Registration & Housing, 2451 Enterprise Parkway, Twinsburg, OH 44087 Phone:(330) 405-7883 Fax:(330) 405-8883. Deadline **March 9, 2007**

For SAPPHIRE Level Sponsors

(In addition to the above)

Submit Workshop requests, if desired. Send to **Sian Griffiths** (<mailto:Sian.Griffiths@mpi.com>). Deadline **February 16, 2007**.

Submit 15-min presentation in Program Agenda. Send to **Lucy Akers** (<mailto:Lucy.Akers@bms.com>). Deadline **February 16, 2007**.

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. Send to **YunYun Yang**. Deadline **March 9, 2007**

For AMETHYST Level Sponsors

(In addition to the above)

Submit Workshop requests, if desired. Send to **Sian Griffiths** (<mailto:Sian.Griffiths@mpi.com>). Deadline **February 16, 2007**.

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. Send to **YunYun Yang**. Deadline **March 9, 2007**

For EXHIBITORS

(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. Send to **YunYun Yang**. Deadline **March 9, 2007**

And finally, please remember that all exhibit staff must register for the meeting. Meeting registration details can be found at www.piug.org/2007/an07reg.html.

Early Bird Registration Deadline March 15, 2007

We look forward to seeing you in May, 2007. Thank you for supporting PIUG!

Cynthia Yang – Fundraising Chair
Yun Yun Yang – Exhibits Chair