**DrupalCon Portland 2013      ----   Sponsor Quick Facts**

**CHECKLIST & DEADLINES**

| | |
|---|---|
| Web Ad (300 x 250 pixels (email here) | Now |
| Thank you tweet (submit Twitter handle here) | Now |
| Day Stage Session Info (submit here). Details here. | Friday, March 22, 2013 |
| Day Stage Lightning Talk Info (submit here). Details here. | Friday, March 22, 2013 |
| Job Board posting  (submit here) | Monday, April 1, 2013 (Postings go live by May 1st) |
| Promotional Offer for Attendees (submit here) Find specs and ideas here. | Monday, April 1, 2013 (Offers go live by May 1st) |
| Registration desk handouts to be approved (email PDF here) Find instructions here. | Monday, April 1, 2013 |
| Program Guide Ad (email here) Find specs here | Monday, April 1, 2013 |
| Provide Company Name as it should appear in print  (submit here) | Monday, April 1, 2013 |
| Branded Coffee cups/Napkins (lunch, tea/coffee sponsorships) must arrive at advance receiving warehouse. | Between April 21 and by May 14, 2013 |
| Exhibit items must arrive at advance receiving warehouse (Note: There is a receiving or "drayage" charge). | Between April 21 and by May 14, 2013. |
| Order your REQUIRED Booth Carpeting (all exhibitors must rent). | BEFORE May 7th (look for your emailed Brede service kit) |
| RSVP for Drupal Association Board panel and cocktail party (for select packages) | Friday, May 10, 2013 |
| Email your shipping tracking numbers to ruth@association.drupal.org. Without your tracking numbers, we can't help you find materials if they get lost en route! | Before Tuesday, May 14, 2013 |
| Registration Desk hand out to be received. | Tuesday, May 14, 2013 |

# PRE-EVENT

**PROGRAM GUIDE AD** - specs are below. Email

| Sponsor Level | Size | Height | Width |
|---|---|---|---|
| Diamond/Platinum | **Full page (full bleed)** | 8" | 8" |
| Day Stage/ Gold | **1/2 page (no bleed)** | 3" | 6.25" |
| Silver | **1/4 page (no bleed)** | 3" | 3" |

**Due**: Monday, April 1, 2013
**How to submit**: Email to ruth@association.drupal.org
File Dimensions (See above)
Resolution: 300dpi
File Format: Adobe Illustrator CS4 .ai, .eps, .pdf (if vector) or tif.

**SPONSOR THANK YOU TWEET**
**Due:** Now
**How to submit**: Use this webform to be scheduled for a thank you tweet.

**WEB AD**
**Due:** Now until March 25, 2013  (Will go live with published session schedule for maximum viewing)
**How to submit**: Email to ruth@association.drupal.org
**Specs**: Maximum file size: 5*0 KB*
        Allowed extensions: *png gif jpg jpeg*
        Images must be exactly 300x250 pixels

**HOW TO SPELL your company name in program guide**
**Due**: Monday, April 1, 2013
**How to submit**: Use this web form to tell us how to spell your name for the Program Guide

**JOB BOARD**
**Due:** Monday, April 1, 2013. All jobs will be posted on the event site by May 1, 2013
This is an opportunity to post jobs from your company out to the Drupal Community
**How to submit**: Use this web form

**SPECIAL OFFERS FOR ATTENDEES**
**Due:** Monday, April 1, 2013. All offers will be posted on the event site by May 1, 2013
**How to submit**:Use this web form
Below are examples of the offers you may want to promote

        **DISCOUNT OFFER**: What is your discount offer and how to redeem it?

Example 1: Visit Drupal Company booth #4 to get a 20% discount off a training class
Example 2: Get 20% discount off of Drupal Hosting Company's shared hosting service.
Go to www.drupalhostingcompany.com and enter code 1234
**SWEEPSTAKES:** What is your sweepstakes and how do you redeem it?
Example 1: Visit Drupal Company Booth #4 for a chance to win an Ipad 2
Example 2: Go to www.drupalcompany/sweepstakes for a chance to win an Ipad 2
**SPECIAL GIVEAWAY:** What is your special giveaway and when is it
Example 1: Stop by Booth #4 for a FREE DRINK. Wednesday from 4 - 5pm

## DAY STAGE SPEAKING OPPORTUNITY

Speaking opportunities are located on the Day Stage and are either a one hour session or a 15 minute lightning talk. Speakers are to arrive at the Day Stage 15 minutes before their session

### One Hour Sessions

You may use slides. We do not approve slides in advance, but we can review your slides and provide feedback upon request. Your content should be education and not a sales pitch. Arrive at the Day Stage 15 minutes before your scheduled session. Bring your laptop with slides ready to go. You will hook up to the projector at the podium. Please bring a VGA adaptor if your computer requires it (This is especially important if you have a MAC). Please note: it must be a VGA adaptor, your HDMI adaptor will not work as our projectors are not HD (high definition).

### Lightning Talk Participation

A Lightning Talk is 15 minutes (preferably 10 minutes presenting with 5 minutes of audience Q&A). There are four lightning talks within the one hour session. Lightning talks do not use slides.

## REGISTRATION HANDOUTS

**- Approval due :** Handouts must be approved. Please submit a sample pdf to ruth@association.drupal.org **Monday, April 1**
**- Shipment to be received by Tuesday, May 14, 2013.**
Sponsors with this benefit are allowed to submit one (1) flyer to be handed out at the registration desk. Items must be flat, and less than 8 ½" x 11" (sheet of paper) They can't not be heavy items like a notebook, paperweight, etc.
**- Quantity:** 3500 items should be delivered to our shipping agent by May 14, 2013

**Freight cost (shipping) is the responsibility of the sponsor; material handling (receiving) costs are covered by DrupalCon.**

To ensure your materials are received and included in our registration packet, please provide Ruth with your shipment tracking information. Please label all boxes as follows:

DrupalCon 2013 Registration Materials
℅ Brede Expo
℅ YRC Freight
6845 North Cutter Circle
Portland OR 97217

Box ___ of ____

**Registration Handout Materials must be received after April 21 and by Tuesday, May 14, 2013 or they will not be included in registration kits.**

## Coffee Break and Lunch Sponsorships

Below is quantity and shipping instructions if you are producing branded coffee cups and/or napkins

| QUANTITIES | Coffee Breaks # of cups | Coffee Breaks # of Napkins | Lunch # of cups | Lunch # of napkins |
| --- | --- | --- | --- | --- |
| Tuesday | 3000 | 3000 | 3000 | 3000 |
| Wednesday | 2700 | 2700 | 3500 | 3500 |
| Thursday | 2700 | 2700 | 3500 | 3500 |

**Shipping:** Make sure shipments arrive between April 21 and by Tuesday, May 14, 2013 .
Note: There is a receiving/drayage charge. Click here to learn how to work with Brede Exposition Services to ship your branded items to their advance receiving warehouse.

When shipping your coffee or lunch sponsor materials, use the Shipping Address below:

    DrupalCon 2013 Coffee/Lunch Material
    ℅ Brede Expo
    ℅ YRC Freight
    6845 North Cutter Circle
    Portland, OR 97217

    Box ___ of ____

**Coffee and Lunch Materials (branded cups and napkins) must be received after April 21 and by Tuesday, May 14, 2013 or they will not be put out into coffee or lunch service.**

## ON-SITE

**LOCATION**
Oregon Convention Center
 777 Northeast Martin Luther King Junior Blvd
Portland, Oregon  97232

**REGISTRATION**

**All registration is at the Oregon Convention Center:**
Sunday, May 19, 4pm-7pm Oregon Ballroom Pre-function
Monday, May 20, 7am-6pm Oregon Ballroom Pre-function
Tuesday, May 21, 7am-6pm Prefunction C
Wednesday, May 22, 8am-6pm Prefunction C
Thursday, May 23, 8:30am-3pm Prefunction C

# EXHIBIT HALL

**EXHIBIT HALL HOURS**
**Exhibitor Move-in**
Tuesday, May 21, 6am - 11:30am (Dries' Keynote will be at 11.30am -  12:45 pm)

When moving in, you may hand carry small items in through the front door of the exhibit hall; however you may not use a 4-wheel dolly.

Remember to order carpet for your booth!

**Exhibit Hall Hours**
Tuesday,     May 21,  11:30am-6:00pm; evening reception in the Exhibit Hall 5:30-7:00pm
Wednesday, May 22,  10:15am-6:00pm; Blue Drop Awards 6:30-8:00
Thursday,    May 23,   10:15am-3:00pm

Booths will have higher traffic during coffee breaks, lunch, and evening receptions. It is suggested that you plan to staff your booth accordingly during these times:

Tues
Lunch Break 11:30-1pm
PM Coffee Break 3:15pm-3:45pm
Evening Reception 6:30-8:00pm

Wed
Am Coffee Break 10:15am-10:45am
Lunch Break 11:45-1pm
Evening Reception 6:30-8:00pm - The community program, Blue Drop Awards, is hosting a community event with a bar in the Day Stage area in the Exhibit Hall. You are welcome to staff your booth during this event to capture leads...or you can join the event and have some fun!

Thursday
Am Coffee Break 10:15am-10:45am
Lunch Break 11:45-1pm

**Exhibitor Move-out**
Thursday, May 23   3pm- 7pm

**FLOOR PLAN**

Found [HERE](HERE)

**WHAT COMES WITH YOUR BOOTH**
Diamond and Platinum booths are 20'w x 10' deep x 8' high. All other booths are 10'w x 10' deep x8'high. All booths come with 500W electrical service and shared wifi service (actual throughput speeds and uptimes are not guaranteed). 20' wide booths receive (2) 6' x 30" tables and 4 chairs.  10' wide booths receive (1) 6' x 30" table and 2 chairs.

# HOW TO ORDER: CARPET, MATERIAL HANDLING, FURNITURE, EQUIPMENT, HARDLINE INTERNET, CATERING & MORE!

**Brede Exposition Services is our show decorator for DrupalCon Portland. Each exhibitor will receive a link to their on-line service kit.  Please look out for an e-mail from Brede and check your spam folders!**

Your service kit will include order forms for the following:
- **Material Handling** - (Required if you are shipping any items to the warehouse or direct to show site). When you ship, you pay for the shipping fees AND the **RECEIVING/DRAYAGE COSTS**. Material handling includes the cost of dock labor to move your items from the dock to your booth prior to the show, and to move items from your booth to the dock after the show. Please be sure to budget for this cost.

    You may hand carry small items in through the front door of the exhibit hall; however you may not use a 4-wheel dolly.

## • Carpeting (Required)

**\*YOU MUST CARPET your booth space. For the first time ever, DrupalCon is in an exhibit hall that is not carpeted.  Please make sure to fill out your carpet order in the service kit or arrange to ship and install your own carpet. Advance order discount date is May 7, 2013.**

The following optional services are available via the service kit:
- Furniture, additional tables and chairs
- Dedicated/HardWire Internet Service
- Booth installation and dismantle labor
- Booth/Carpet cleaning
- Exhibit and Display rentals
- Additional electrical
- Floral
- Catering for your booth**.** You can not bring in food from an outside vendor. Please use the convention caterer to order food and beverage services.

# SHIPPING & RECEIVING - BOOTH MATERIAL

If you are shipping any items to the event, you will need to arrange this through Brede. In addition to Shipping fees, you also have to pay RECEIVING/DRAYAGE Fees. This is called a Material Handling. When you ship your items, they are received at a warehouse. The Material Handling Fee includes the cost of dock labor to move your items from the dock to your booth prior to the show, and to move items from your booth to the dock after the show. Please be sure to budget for this cost.

You arrange this serve with Brede Exposition Services, who is our show decorator for DrupalCon Portland. Each exhibitor will receive an email from Brede that links to their on-line service kit, which lets you arrange your Material Handling (and other items like carpet rental, monitor rental, catering, Hardline Internet drop for your booth and more)

**Be sure to email your shipping tracking numbers** to ruth@assocation.drupal.org so we can make sure your materials arrive on time. Without tracking numbers, we can't help you find them!

**Materials MUST arrive at the advance shipping warehouse between April 21 and by Tuesday, May 14, 2013**

**Use the shipping label below to get your BOOTH MATERIAL to the show on time.**

ADVANCE WAREHOUSE

EXHIBIT MATERIAL
Rush to:

**Brede** EXPOSITION SERVICES
c/o YRC Freight
6845 North Cutter Circle
Portland, OR 97217

*DrupalCon Portland 2013*

Oregon Convention Center
Portland, OR
May 20-24, 2013

Exhibitor

Booth

Late to warehouse charges apply after:
*May 14, 2013*

## Sustainability at DrupalCon 2013

The Drupal Association is committed to making DrupalCon conferences more sustainable. In 2013, we will be benchmarking and measuring our environmental impact as well as our social benefit. This year we would like to invite our sponsors to be part of our sustainability program. We would like to provide a few suggestions for you to consider when planning your presence at the event.

We would also like to share your good work! We will be sending out a survey closer to the event to find out about your exhibit activities, and we would love to include you when we acknowledge those sponsors who are making a difference.

**DID YOU KNOW?**
Exhibit Halls produce a collectively large impact!

• Transportation and electrical usage create greenhouse gas emissions.
• Exhibition materials can involve the use of non-renewable resources, toxic materials, and ultimately end-up in the waste stream. They may involve unfair labor practices and unsafe working conditions.

We know many of you already are aware of these issues. Most of you know that making informed decisions can make a big difference.

**HOW CAN WE DO IT BETTER?**

*We would like you to join us in reducing overall waste, as well as the percentage of materials diverted from landfill via recycling and donation programs.*

**Reduce**
• Consider sending less literature and promotional items
You can save money by sending literature via e-mail by request.

**Recycling**
• During move-in and move out, the convention center will provide cages for recycling, including cardboard and paper. Please make sure you use them and sort materials properly, including cardboard, paper, plastic and metals.
• During show hours, there will be recycling stations in the exhibit hall

**Re-use**
**On-Site donation programs**
• During move-out, we will have a Donation Station in the exhibit hall. If you have leftover materials such as pens, tote bags, t-shirts, and you would like to donate after the event, you may bring them to our donation station. If you have anything unusual and wish to donate, please contact us so arrangements can be made to redistribute them.

*Help us reduce environmental impacts such as carbon emissions and toxins..*

**Choose more sustainable booth materials and energy efficient equipment**

• For printing, use FSC certified paper and water soluble inks such as soy ink.
• Consider replacing your polystyrene signage with a cardboard sor material that is fully recyclable.
• Check with your exhibit vendor for materials that can help you reduce your impact, including greener options for booth structure, carpet, signage and lighting.
• Use energy efficient equipment. When on site, remember to adjust your power saving settings to conserve electricity.

**Shipping**
Consider renting items locally instead of shipping them.
Consider shipping your freight via ground instead of air.

**Promotional items?**
Ask your suppliers about what your promotional items are made of and how they are sourced:
• Try to select items that are durable, non-toxic, contain recycled content, and are able to be recycled at the end of their useful life
• Ask your supplier for assurance or validation that the items are sources in factories that have safe working conditions and fair labor practices.

**Offset your emissions**
• If you'd like to offset the footprint of your booth you can do so by contacting TerraPass at nbsales@terrapass.com. One 10 x10 booth can be offset for a mere $5.95. To learn more about emissions and carbon offsets, visit TPX-DrupalCon.