

**DrupalCon Munich 2012 ---- Sponsor Quick Facts**

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## CheckList & Deadlines

Web Ad 300 x 250 (email to <a href="mailto:ruth@association.drupal.org">ruth@association.drupal.org</a> )	Now
Job Board posting (submit <a href="#">here</a> )	Now
Promotional Offer for Attendees (submit <a href="#">here</a> )	Now
Registration desk hand outs to be approved (send PDF to <a href="mailto:ruth@association.drupal.org">ruth@association.drupal.org</a> )	July 13
Registration Desk hand out to be received	August 15
Booth / Table shipped items to be received	August 16 if from an EU country. August 14 if from other country
Provide Company Name as it should appear in print (submit <a href="#">here</a> )	July 1
<a href="#">RSVP</a> for Drupal Association Board panel and cocktail party (for select packages)	July 13
Thank you tweet (provide your Twitter handle, URL <a href="#">here</a> )	Now
Branded items to be received (Cafe, Biergarten, lunch, tea/ coffee)	August 14 (make sure items get through customs before Aug 3rd)
Day Stage Session Information (submit <a href="#">here</a> )	Now
Day Stage Panel Topic Ideas (submit <a href="#">here</a> )	Now
Program Guide Ad (email to <a href="mailto:ruth@association.drupal.org">ruth@association.drupal.org</a> )	July 13

## PRE-EVENT

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

	Height	Width
<b>Full page (full bleed)</b>	14,4 cm	9,8 cm
<b>1/2 page(no bleed)</b>	7,0 cm	9,8 cm
<b>1/4 page (no bleed)</b>	7,0 cm	4,6 cm

**Due:** July 15

File size: 300dpi

File Format: TIFF or EPS files

Send to: [ruth@association.drupal.org](mailto:ruth@association.drupal.org)

### THANK YOU TWEET

Use [this webform](#) to send us your Twitter handle, URL and/or a personalized thank you tweet.

## WEB AD

**Due:** Now - email to [ruth@association.drupal.org](mailto:ruth@association.drupal.org)

**Specs:**

Maximum file size: 50 KB

Allowed extensions: *png gif jpg jpeg*

Images must be exactly 300x250 pixels

## HOW TO SPELL your company name in program guide

Please use [this webform](#) to tell us how to spell your name for the Program Guide

## JOB BOARD

**Due:** Now

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:** Now

**How to participate:**

Submit your offer using 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](http://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.com/sweepstakes](http://www.drupalcompany.com/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 in the Microsoft Day Stage Room and are either a one hour session or a panel. 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. 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.

### Panel Participation

Panels include 4 people from sponsor companies and is moderated by a topic expert.

The DrupalCon team will select topics based on your feedback and assign you to a panel.

Panels do not use slides.

Your moderator will prepare you and the other panelists for the talk before your session.

And, he/she will write your session abstract for the DrupalCon schedule.

**Registration Handouts**

**- Approval due: July 13**

**- Shipment to be received by August 15**

Diamond and Platinum sponsors are allowed to submit one (1) flyer to be handed out at the registration desk.

Handouts must be approved.

Please submit a sample pdf to [ruth@association.drupal.org](mailto:ruth@association.drupal.org) by July 15, 2012

Items must be flat, and less than 23cm x 30 cm.

Quantity of 1800 items should be delivered to our shipping agent by August 15, 2012. Freight and customs cost 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:

**Consignee:**

Schenker Deutschland AG  
Andreas Stanglmair  
Paul-Henri-Spaak-Str. 8  
81829 Munich  
Germany

**Notify:**

DrupalCon 2012  
ORGANIZERS SHIPMENT Attn: D. Connolly  
Deliver 17th of August

**Package** \_\_ of \_\_    **Weight** \_\_\_\_\_    **Dimensions** \_\_\_\_ x \_\_\_\_ x \_\_\_\_

# ON-SITE

## Location

The Westin Grand Munchen  
Arabellastrasse 6  
81925 München, Deutschland

## Registration Hours

Sunday, Aug 19, 4:30pm - 7pm  
Monday, Aug 20, 7am - 7pm  
Tuesday, Aug 21, 7am - 6pm  
Wednesday, Aug 22, 8am - 5pm  
Thursday, Aug 23, 8:30am - 3pm

## Sponsor Fair Hours

Exhibitor Move-in Monday, Aug 20, 1pm-5pm

### EXPO Hours

Tuesday 10:15am - 6pm  
Wednesday 10:15am - 6 pm  
Thursday 10:15am - 3:45pm

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

Tues, Weds, and Thurs, Aug 21-23  
Am Coffee Break 10:30am-10:45am  
Lunch Break 11:45-1pm  
PM Coffee Break 3:15pm-3:45pm

Exhibitor Move-out Thursday, Aug 23, 3:45-7:00pm

## BOOTH & TABLE ASSIGNMENTS

<b>DIAMOND</b>	<b>GOLD</b>
Acquia – P5	Azri Solutions - G1
NodeOne - P2	Evolving Web - G3
<b>PLATINUM</b>	Propeople - G4
Commerce Guys - P4	Trellon - G5
Erdfish - P7	Amazee Labs -G9
Comm-Press - P6	Koriolos - G7
Exove - P3	Ausy/Dataflow - G8
Mearra- P1	Zoocha - G6
<b>DAY STAGE</b>	<b>SILVER</b>
Microsoft - G2	MediaParX - S1
SugarCRM - S2/S3	New Relic - S4
Brightlemon - S5	Adyax - S6
JetBrains - S7	Eton Digital - S8

dotprojects - S9	Ikonami - S10
Deeson Group - S11	One Shoe - S12
Aten Group - S13	Inostudio - S14
WellNet - S15	Werk21 - S16
Tekriti Software - S17	Maloon - S18
DrupalSquad - S19	10gen - S20
PixelCrayon - S21	Phase2 - S22
Interlap - S23	Mittwald - S24
Blackmesh - S25	

## FLOOR PLAN

<http://tinyurl.com/DCMunichFloorplans>

### What is provided:

Diamond, Platinum and Gold sponsors will receive a hard wall stand unless you have informed us that you do not require one. All stands are 2m in height. No lights are provided. Sample photos of these shell stand systems can be found here:

[https://docs.google.com/document/d/1BHznzMpEJyuUpyyD\\_TxAP3jTySPH-MfQ5AZ8cVt9TIA/edit](https://docs.google.com/document/d/1BHznzMpEJyuUpyyD_TxAP3jTySPH-MfQ5AZ8cVt9TIA/edit)

Diamond and Platinum sponsors receive:

1 Premium (P) or double exhibit space 6m wide x 2m deep, 1 table (1.8m), 2 chairs

1 power outlet and power strip

Network access will be provided through a wireless connection (wifi); actual throughput speeds and up times are not guaranteed.

Gold Sponsors receive:

1 Premium (P) or double exhibit space 3m wide x 2m deep, 1 table (1.8m), 2 chairs

1 power outlet and power strip

Network access will be provided through a wireless connection (wifi); actual throughput speeds and up times are not guaranteed.

Silver Sponsors receive:

1 table (1.8m), 2 chairs

1 power outlet and power strip

Network access will be provided through a wireless connection (wifi); actual throughput speeds and up times are not guaranteed.

## SHIPPING

Schenker's is our officially designated freight forwarder for this event. Shipments must arrive no later than 16 August for items shipped from EU countries and 14 August for items shipped from other countries.

Schenker's information sheet:

<https://docs.google.com/open?id=0B3GDw-fjuB7nWTdJVmhvVGVQT3c>

Schenker's shipping rates and tariff sheet:

<https://docs.google.com/open?id=0B3GDw-fjuB7nTIJiZ3RZXzJyekE>

Credit Card authorization form:

<https://docs.google.com/open?id=0B3GDw-fjuB7ndHZsanBJUG51X28>

Sample Shipping Label for advanced shipments:

<https://docs.google.com/open?id=0B3GDw-fjuB7nQXAYWVFLVm1Qdms>

Sample Shipping Label for return shipments:

<https://docs.google.com/file/d/0B3GDw-fjuB7nTktUT2daR1lwbmM/edit>

## DELIVERING ITEMS ONSITE:

Deliveries can be made on Monday, August 20, from 1pm-5pm only.

Deliveries should be to the Westin Ballsaal Foyer Loading Dock.

You must make an appointment to schedule your delivery. Please contact Joe Martin [joe\\_martin@groundswellmktg.com](mailto:joe_martin@groundswellmktg.com) to coordinate your shipment.

## Truck Parking:

Due to limited parking space no parking for trucks is available on hotel grounds.

A parking spot can be arranged with "Bavaria Parkgaragen" in front of the building "Deutsche Bank", Arabellastrasse 12. Please note that advanced reservation is necessary, and costs will apply.

## Personal Car:

If you are driving a car and hand carrying your booth items into the hotel (free standing banner, tablecloth, collateral), you may either contact Joe Martin [joe\\_martin@groundswellmktg.com](mailto:joe_martin@groundswellmktg.com) to schedule a loading door appointment, or you may ask a Westin bellman to assist you in bringing items from the entrance of the hotel to your booth space via a bell cart.

## • AV rental form (PSAV)

<http://tinyurl.com/DCMunichAVRental>

## • Spectramed - Misc. items for your booth space (booth lighting, trash cans, signage, etc)

- You can view all furniture items and place your order by going through this online store:

[www.spectramed.de/drupal](http://www.spectramed.de/drupal)

If you have questions, please email your  
DrupalCon sponsor contact: [joe\\_martin@groundswellmktg.com](mailto:joe_martin@groundswellmktg.com) or  
Spectramed contact: [r.chassaigne@spectramed.de](mailto:r.chassaigne@spectramed.de),

• **Hard Wire Internet Drop.** Order a hard wire internet drop for your stand or table:  
<http://munich2012.drupal.org/sponsors/exhibit-hall-hard-wire-ethernet-connection>

## **CATERING**

Should any catering for crew/staff/exhibitors be required on site please contact the hotel at least 3 weeks in advance (July 31st). Contact Saskia Kreuzer [Saskia.Kreuzer@starwoodhotels.com](mailto:Saskia.Kreuzer@starwoodhotels.com) to place an order.

**Please note** - It is not allowed to bring in your own food or beverages. If you must bring in any food or beverage items, this must be approved by the hotel and a corkage fee will apply.