

sciQUEST

NEXT LEVEL

16

AUGUST 21-24 :: GAYLORD OPRYLAND :: NASHVILLE, TN

EXHIBITORS AND SPONSORS PROSPECTUS



SCIQUEST NEXT LEVEL

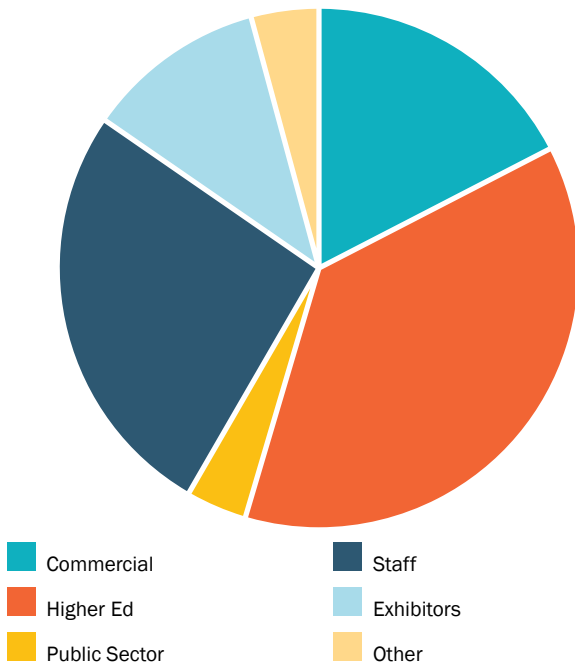
Next Level is an accelerator for everyone in the Source-to-Settle community. Industry influencers get a glimpse into the future and a deep dive into incredible connected company stories. Customers and prospects get essential insights, new ideas, and countless networking opportunities. Business leaders get together to learn and make major decisions. Our amazing ecosystem of partners and suppliers take this opportunity to connect with SciQuest’s extended community.

This year, we’ve built a program that facilitates engagement in a great array of activities to connect with customers and prospects. This is a whole new level of peer experiences and a multitude of opportunities to develop relationships and drive business.

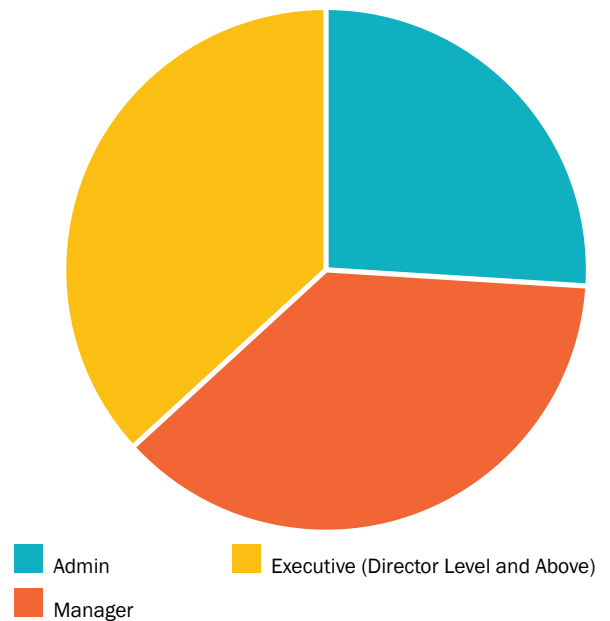
We invite you to jump on board now and sponsor Next Level 2016 – it will be August in the blink of an eye! The sooner you sign up to sponsor, the more you can leverage our team and leadtime to maximize your investment.

THE SCIQUEST NEXT LEVEL COMMUNITY

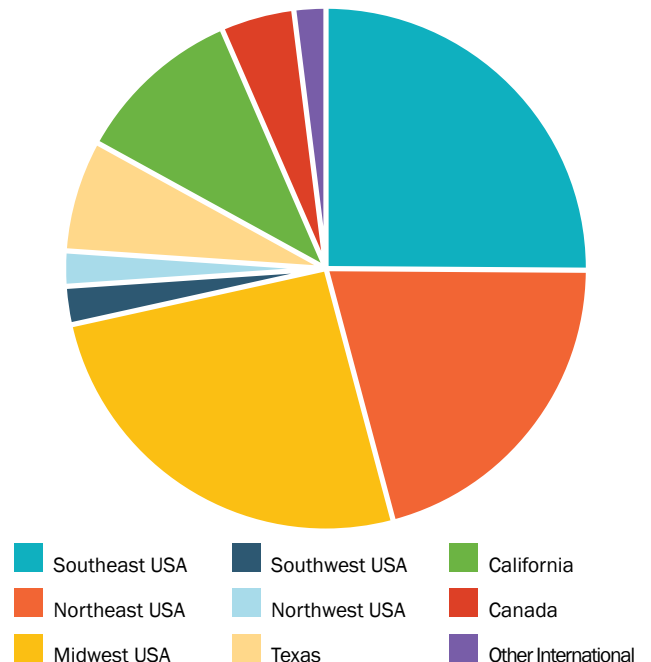
PROFILE - INDUSTRY



JOB TITLE



GEOGRAPHY



PLATINUM LEVEL

The platinum level drives ultimate brand awareness, targeted lead generation, pre-conference and post-conference visibility, as well as an amazingly impactful onsite representation of Next Level top partners and suppliers. Only 4 Platinum exhibitors will be invited, and their presence will resonate throughout the entire event!

PRE-EVENT

- Logo and participation level on Next Level website
- Company description on website (100 words)
- Sponsorship level Press Release (approved by SciQuest)
- Branding and logo in SciQuest email campaigns
- Name mention in Social Media event posts

ON SITE

- Speaking opportunity in a breakout session
- Speaking opportunity on Day 3 breakfast award
- Branding & logo in conference guide
- Description in conference guide (150 words)
- Full page ad in conference guide
- Branding signage at registration
- Insert in conference bag (provided by sponsor)
- Insert in room drops (insert provided by exhibitor)
- Video clip inserted in agenda (30 sec provided by sponsor)
- Branded 10x20 booth
- Lead scanning device
- 8 full conference passes for staff
- 4 full conference passes to give out to customers
- Next Level mobile app presence
- Participation in “sponsor a table” during lunch
- Participation in “Traffic Builder” program: Passport Source-to-Settle
- Exhibition hall announcement
- Announcement by name in General Session

POST EVENT

- Company quote included in post-event communications to attendees (SciQuest to approve)
- Attendees mailing list with address

GOLD LEVEL

The gold level is an exclusive opportunity to share the spotlight with top procurement trend-setters, celebrate customer success, mix with the most influential business leaders. Only 6 Gold exhibitors will be invited.

PRE-EVENT

- Logo and participation level on Next Level website
- Company description on website (50 words)
- Sponsorship level Press Release (approved by SciQuest)
- Branding and logo in SciQuest email campaigns
- Name mention in Social Media event posts

ON SITE

- Branding & logo in conference guide
- Company description in conference guide (100 words)
- Full page ad in conference guide
- Branding on directional signage
- Insert in conference bag (provided by sponsor)
- Branded 10x20 booth
- Lead scanning device
- 6 full conference passes for staff
- 2 full conference passes to give out to customers
- Next Level mobile app presence
- Participation in “sponsor a table” during lunch
- Participation in “Traffic Builder” program: Passport Source-to-Settle
- Exhibition hall announcement
- Announcement by name in General Session

POST EVENT

- Attendees mailing list with address

BRONZE LEVEL

The Bronze level provides an excellent platform for you to elevate awareness, establish leadership, drive networking with a high-traffic exhibition presence and meet new prospects.

PRE-EVENT

- Logo and participation level on Next Level website
- Name mention in Social Media event posts

ON SITE

- Branding & logo in conference guide
- Company description in conference guide (75 words)
- Half page ad in conference guide
- Branding signage at mobile devices charging station
- Insert in conference bag (insert provided by exhibitor)
- Insert in room drops (insert provided by exhibitor)
- Branded 10x10 booth
- Lead scanning device
- 4 full conference passes for staff
- Next Level mobile app presence
- Participation in “sponsor a table” program in the exhibition hall during lunch
- Participation in “Traffic Builder” program: Passport Source-to-Settle
- Exhibition hall announcement

POST EVENT

- Attendees mailing list with address

EXHIBITOR LEVEL

Participating in Next Level is a great way to expand your presence within the Source-to-Settle community through exhibiting, networking opportunities and branding. Some new exhibitors leverage Next Level as a springboard to launch their businesses or, new products and solutions. Be the first 30 exhibitors to grab the opportunity to connect with our select attendees.

PRE-EVENT

- Logo and participation level on Next Level website

ON SITE

- Branding & logo in conference guide
- Company description in conference guide (50 words)
- Branded 10x10 booth
- Lead scanning device rental (optional)
- 2 full conference passes for staff
- Participation in “sponsor a table” program in the exhibition hall during lunch
- Participation in “Traffic Builder” program: Passport Source-to-Settle
- Exhibition hall announcement

POST EVENT

- Attendees mailing list (name and title)

OVERVIEW OF EXHIBITION PACKAGES AND COSTS

PACKAGES	PLATINUM	GOLD	BRONZE	EXHIBITOR
5% discount before May 31	\$25,000	\$15,000	\$7,000	\$5,000
<i>Maximum number of participants</i>	4	6	10	30
PRE-EVENT				
Logo and participation level on event website	Prominent	Prominent	X	X
Company description on website	100 words	50 words		
Sponsorship level press release	X	X		
Branding and logo in SciQuest email campaigns	X	X		
Name mention in social media event posts	X	X		
AFTER EVENT				
Company quote incl. in post-event communications (approved by SciQuest)	25 words			
Attendees mailing list	Full list	Full list	Full list	Name/title
ON-SITE				
BRANDING AND MARKETING TOOLS				
Branding (logo) in conference guide	X	X	X	X
Company description in conference guide	150 words	100 words	75 words	50 words
Ad in conference guide	Full page	Full Page	Half page	
Branding-signage	Registration	Directional signage	Charging stations	At booth
Conference bag insert (<i>company to provide</i>)	Included	Included	Included	
Insert in room drop (<i>company provide with approval</i>)	X			
SPEAKING OPPORTUNITIES				
Speaking opportunity in a breakout session with other Platinum level sponsors	X			
Speaking opportunity (Day 3 breakfast awards - kickoff)	X			
Video (<i>provided by exhibitor</i>) 30 second clip	Optional			
EXHIBITION SPACE AND PASSES				
Branded booth	10x20	10x20	10x10	10x10
Lead scanning option	Included	Included	Included	Rent
Full conference passes - staffing only	8	6	4	2
Full conference passes to give to customers (<i>with prior SQ approval</i>)	4	2		
MOBILE PRESENCE				
Next Level mobile app presence	X	X	X	
TRAFFIC BUILDING PROGRAMS				
Participation in table sponsor program (<i>lunch time</i>)	Opt-in	Opt-in	Opt-in	Opt-in
Participation in traffic builder program	X	X	X	X
ANNOUNCEMENTS				
General announcement to visit the exhibit hall	X	X	X	X
General session: Platinum and Gold announcement	X	X		

A LA CARTE SPONSORSHIP OPPORTUNITIES

As a Next Level exhibitor, you can choose a variety of à la carte options to increase brand impact, drive demand, build buzz, and engage with attendees.

A LA CARTE SPONSORSHIP (EXHIBITOR REQUIRED)	COST
Welcome Reception: Branding, napkins, signage, announcement, mobile app mention, conference guide mention	\$5,000
Lanyards: logo imprint, mention in the mobile app and conference guide	SOLD
Sponsor a meal: Branding on Food & Beverage tables in the exhibition hall, mention in the mobile app, mention in the conference guide, announcement (3 available)	\$1,500
Snack break: Branding-logo signage on the break station, mention in the mobile app, mention in the conference guide, announcement (4 available)	\$1,000
1/4 page ad in conference guide	\$500
1/2 page ad in conference guide	\$800
Full page ad in conference guide	\$1,500



EXHIBITORS AND SPONSORS PROSPECTUS

GENERAL SPONSORSHIP CONTRACT

If you are exhibiting at Next Level, print the name and address of the person that will receive the exhibitor kit and be contacted for booth selection.

Company Name		Company Twitter ID / Company LinkedIn ID	
Name		E-Mail Address	
Street Address / PO Box			
City	State/Province	Zip/Postal Code	Country
Phone Number		Fax	

EXHIBITOR PACKAGES

Platinum Sponsorship	\$25,000	Bronze Sponsorship	\$7,000
Gold Sponsorship	\$15,000	Exhibitor	\$5,000

A LA CARTE SPONSORSHIP (EXHIBITOR REQUIRED)

Welcome Reception	\$5,000	1/4 page ad	\$500
Sponsor a meal	\$1,500	1/2 page ad	\$800
Snack break	\$1,000	Full-page ad	\$1,500

Total \$ _____



EXHIBITORS AND SPONSORS PROSPECTUS

PAYMENT INFORMATION

Credit Card

If paying by credit card, please scan completed contract with credit card information to: Stephanie Blackwood, sblackwood@sciquest.com

Please charge exhibit fee to my: Visa MasterCard American Express

Card number

Expires

Name on card

Cardholder signature

Billing address for card:

Street Address / PO Box

City State/Province Zip/Postal Code Country

Check (please make checks payable to SciQuest, Inc.)

If paying by check, return completed registration form and payment in full to:

SciQuest, Inc.
3020 Carrington Mill Blvd. Suite 100
Morrisville, NC 27560

Cancellation Policy

Cancellation 120 or more days ahead of exhibit hall opening results in 50% refund. A 50% refund will be given after the event is held, and only if Next Level is able to resell the booth space. Refunds will not be given for cancellations within the 120-calendar day window.

- 1. I certify that I am authorized to sign and enter into this agreement for exhibit space on behalf of my company/organization.
- 2. I have read and agreed to the Next Level 2016 Terms and Conditions.

Authorized signature

Date

Important Note: Exhibitors must adhere to all booth standards, which are outlined in the attached terms and conditions.

NEXT LEVEL 2016 TERMS AND CONDITIONS

I agree to abide by all rules and regulations outlined in the below agreement. I understand that the Exhibitor Kit and direct e-mail updates will be provided to exhibitors containing the information necessary to participate at Next Level 2016. The exhibitor is responsible for the information and deadlines contained in the Exhibitor Service Manual and therefore required to meet all deadlines or may miss specific marketing or logistic opportunities.

The signing of this contract indicates agreement by the Exhibitor to comply with Next Level 2016 regulations, instructions and conditions of the contract published below with all the conditions under which facilities at the Gaylord Opryland are provided to Show Management.

Exposition Site and Time

The Exposition will be held on August 21 - 24, 2016. Show Management reserves the right to make changes in the exhibit hours and dates; however, any such changes will be made known as far in advance of the Exposition as possible and exhibitors will be notified accordingly.

Contract for Space

Show Management has the right to approve or reject applications and to approve all solution and product demonstrations, exhibits or promotions to be presented at Next Level 2016. The Application and Contract for Exhibit Space shall be considered a binding contract between the two parties and subject to the rules and regulations as set forth in this contract when it is submitted with full payment and accepted by Show Management. By submitting an application for exhibit space, the exhibitor releases Show Management from any and all liabilities to exhibitor, its agents, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this Exposition.

Booth Allocation and Payment

Each potential exhibitor is required to mail or scan an application, with full payment in order to be included in the initial booth selection process. Applications that do not include full payment will be placed on hold and unable to participate in the booth selection process until full payment is received.

Show Management has the right to approve/disapprove applications, to assign an exhibit space and to approve all demonstrations, exhibits or promotions to be presented at Next Level 2016. This application becomes a contract when signed by the exhibitor and accepted Show Management.

Installation, Exhibition and Dismantling Hours

Exhibitors will have reasonable time to install and dismantle their exhibits which will be specified in the Exhibitor Service

Manual. Exhibit materials not removed from the hall by the time specified will be removed by Show Management at the exhibitor's expense and liability. No exhibitor will be permitted to dismantle their exhibit displays or remove products from the exhibit hall prior to the close of the trade show.

Compliance with Schedule

All exhibits must be installed during the time designated. Exhibit staff must be in charge of the display during the hours when the exhibit area is open. Each exhibitor agrees to maintain the exhibit through all exhibition hours as stated.

Exhibitor Registration

All persons working in the exhibit area must be registered as exhibit staff or conference delegates and be at least 21 years of age. No one will be admitted to the exhibit area without a badge. Exhibit fees include exhibit hall access only and food and beverage functions. Exhibit staff wishing to attend conference sessions must be registered as a full conference attendee.

Cancellation or Reduction in Size of Exhibit Space

In the event any Exhibitor must cancel all or part of the exhibit space contracted for herein, the Exhibitor must do so in writing via certified mail, return receipt requested to Show Management.

Cancellation 120 or more days ahead of exhibit hall opening results in a 50% refund. A 50% refund will be given after the event is held, and only if Next Level is able to resell the booth space. Refunds will not be given for cancellations within the 120-calendar day window.

Arrangement of Exhibits

The space provided will be as shown on the floorplan to the extent possible, but Show Management reserves the right in its sole discretion to make changes in the location, size and display limits of any booth.

Use of Space

Exhibitors may not sublet, assign or apportion any part of the space allotted, nor represent, advertise or distribute literature for the product or services of any other firm or individual except as approved in writing by Show Management.

Exhibitors' promotional activities are confined to the actual space purchased, or in areas approved by Show Management (e.g. vendor forums, hospitality suites) and are prohibited in hotel/convention center public spaces, or common areas owned or operated by hotel/convention center or leased by Show Management. No Exhibitor will be permitted to display or distribute literature outside the confines of the assigned booth space in the Exposition area. Distribution or display of promotional material in or to attendees' hotel sleeping rooms, public areas or technical sessions

is strictly prohibited. Show Management also reserves the right to remove, at the exhibitor cost, any merchandise deemed by show management as not suitable for display at Next Level 2016. Exhibitors will be bound by the booth rules which will be included in the Exhibitor Service Manual.

Restrictions

Show Management reserves the right to restrict or prohibit exhibits which, because of noise, method of operation or any other reason, are objectionable or otherwise detract from or are out of keeping with the character of the Exposition as a whole. Show Management may prohibit installation or request removal or discontinuance of any exhibitor or promotion which, if continued, departs substantially from exhibitor's pre-approved design and description. In the event of such restrictions prohibitions or removal, Show Management will, where appropriate, refund the Exhibitor Space Rental Fee and shall not be otherwise liable to the Exhibitor.

Exposition Badges

Exhibit personnel must wear the Next Level 2016 approved identification badges while on the exhibit floor.

Liability and Insurance

Exhibitors agree to protect, save, and hold Show Management, and all agents and employees thereof (collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or holding under the exhibitors. Show Management will provide regular guard service at entrances to the Exposition area.

Security will be provided during installation, exhibition and dismantling hours, as well as when the exhibits are closed to delegates. However, Show Management will not be liable for damage or loss to any exhibitor's properties through theft, fire, accident or any other cause whether the result of negligence or otherwise. The Exhibitor shall indemnify Show Management against, and hold it harmless from any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitor's use of display space. It is recommended that exhibitors insure their exhibit and display materials.

Fire Protection

All display material must be flameproof and is subject to inspection. No flammable fluids or substances may be used or shown in the exhibit hall.

Americans with Disabilities Act

Exhibitors shall be responsible for making their exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold Show Management harmless from any consequences of failing to do so.

Souvenirs and Samples

Distribution of souvenirs and samples is permitted provided there is no interference with other exhibits. Show Management may withhold or withdraw permission to distribute souvenirs, advertising or any other material it considers objectionable. Badge holders may not be distributed.

Conduct of Exhibitor's Employees

Exhibitor's employees whether full, part-time or temporary personnel hired by the exhibitor, shall conduct themselves in an ethical manner at all times. Solicitation of employment to any of the attendees or any exhibitor personnel is strictly prohibited and considered unethical and shall result in serious penalties and/or loss of privilege to exhibit in or attend future Next Level events. Show management may also ask any persons deemed, in show management's opinion, to be acting in an obstructive manner, or inappropriately dressed for the week's business activities to leave the exhibit floor.

Booth Dimensions and Signage

Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8'3" for 10x10 booths. Hanging signs from the ceiling is allowed only if approved by Show Management. Show Management will hang specific sponsor and directional signs at their discretion.

Storage

Storage of additional literature, product, storage crates, or packing materials behind the back drape is strictly prohibited in every major exhibit facility in the U.S. If such items are stored behind the booth, the exhibiting company will be required to remove them immediately and pay for storage with the service contractor. Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Staffing Booth

You must staff the booth for all posted Exhibit Hall hours. There will be a penalty for early breakdowns. Costumed characters and all other special guests must remain within the perimeter of your booth and must be properly badged. No animals are allowed on the exhibit floor.

Food and Beverage

Any food or beverages to be given away at exhibit booths must be approved by Conference Management.