



sciQUEST

NEXT LEVEL

16

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

EXHIBITOR KIT



Welcome to Next Level 2016! In this guide, you will find all of the pertinent information you need to maximize your sponsorship, including some deliverables and deadlines to ensure your participation is optimized.

This year we have brought in industry experts to strengthen our exhibitor and sponsorship program. We have developed a brand new strategy for customer acquisition and networking opportunities that Next Level brings to our suppliers and partners. We are pleased to offer the following value added programs to you:

SPONSOR A TABLE PROGRAM

During lunch, you will be given a table with your company name on a sign. This is your sponsored table. As attendees get their food and sit down, you will be able to have 1-1 conversation with the attendees sitting at your table. Make sure at least one person from your staff is available for each lunch (Monday - Tuesday) during the conference so you can take full advantage of this opportunity.

PASSPORT TO SOURCE-TO-SETTLE

All attendees will get the chance to win an iPad Pro, Beats headsets, Bose headsets, a Jawbone Jambox, or a Roku Streaming device by simply visiting booths and get their badge scanned. Make sure you are present at all times the exhibition hall is open so you can scan attendees' badges and get the opportunity to connect with them.

WELCOME RECEPTION

Setting the tone for the conference and starting with a bang, the welcome reception will take place in the Exhibition Hall. It is important that your booth is staffed during that event.

TUESDAY NIGHT EVENT

SciQuest's main evening function will be held in the Exhibition Hall. That afternoon, right after lunch the hall will be set-up for a night of fun with a Casino theme. The event will start at 6:00pm and you should plan on staffing your booth that evening. We will include all of our exhibitors in this event by having the attendees come to booths to get their gambling chips.

WEDNESDAY MORNING ACTIVITIES – EXHIBITOR RAFFLE

From breakfast to lunch, all activities will be held in the Exhibition Hall including breakfast, awards, and the exhibitor raffle. Please make sure your booth is staffed that morning. You have the option to join the Exhibitor Raffle program: donate one item, preferably related to your business, that an attendee will win that morning. Attendees must be present to win. You are responsible for bringing your donated item to the event and displaying the item throughout the length of the conference. Please complete the exhibitor form below to indicate whether or not you'd like to participate in the raffle. Please submit this form no later than June 30th.

IMPORTANT EXHIBITOR & SPONSOR INFORMATION

Thank you for sponsoring Next Level 2016. This packet includes information you will need to prepare for the conference on August 21st - 24th at the Gaylord Opryland Resort & Convention Center.

EXHIBIT DATES AND HOURS

Sunday, August 21	8:00 am - 5:00 pm	Exhibitor Move-In
	6:00pm - 9:00pm	Welcome Reception
Monday, August 22	7:00 am - 8:30 am	Breakfast / Hall Open
	12:00pm - 1:30pm	Lunch / Hall Open
	3:30pm - 4:00pm	Break / Hall Open
Tuesday, August 23	7:00 am - 8:30 am	Breakfast / Hall Open
	12:15pm - 1:30pm	Lunch / Hall Open
	1:30pm - 6:00pm	Hall Closed / Casino Set Up
	6:00pm - 9:00pm	Casino Night / Hall Open
Wednesday, August 24	7:00 am - 8:30 am	Breakfast / Hall Open
	8:30am - 12:00pm	Awards / Raffle/ Hall Open
	12:00pm - 5:00pm	Exhibitor Move-Out

Full agenda on website: <http://nextlevel.sciquest.com>

BOOTH INFORMATION

Unlike previous years, these booth packages are all-inclusive. No additional furniture is required. All you have to do is ship your marketing collateral and if you happen to have custom displays for your brochures, you might also want to ship them in advance. You are also welcome to ship your booth backdrop if you have one. Please contact Andrea Kohanna at akohanna@unbridledsolutions.com with any questions.

BOOTH RENDERING



WIRELESS INTERNET

Wireless internet will be available throughout the meeting space and exhibit hall for use by attendees and exhibitors. Should you require a hard line internet connection, this will be available at an additional cost. To order additional internet needs, please complete the attached exhibitor form.

ELECTRICAL

All booth packages include one standard power drop. Any additional power requirements can be accommodated at an additional cost.

For any questions or to order a hard line internet connection and/or additional power requirements, please complete the attached exhibitor form.

COMPANY LOGO

- Deadline is June 30, 2016
- Please provide logo in two formats: .eps or .ai **AND** .jpeg, .png, or .gif
- Please email logo to Andrea Kohanna at akohanna@unbridledsolutions.com

	PLATINUM	GOLD	BRONZE	EXHIBITOR
Logo and participation level on event website	Prominent	Prominent	X	X
Branding and logo in SciQuest email campaigns	X	X		
Logo in Conference Guide	X	X	X	X

COMPANY DESCRIPTION

- Deadline is June 30, 2016
- Please email description to Andrea Kohanna at akohanna@unbridledsolutions.com

	PLATINUM	GOLD	BRONZE	EXHIBITOR
On Website	100 words	50 words		
In Conference Guide	150 words	100 words	75 words	50 words

CONFERENCE BAG INSERT AND ROOM DROPS

- Ship to the Gaylord Opryland Resort & Convention Center—see shipping information on page 6.
- Please ensure your package is delivered to the hotel by August 18, 2016.

	PLATINUM	GOLD	BRONZE	EXHIBITOR
Conference Bag Insert (company to provide) <i>*If promotional item, please check first with Andrea Kohanna</i>	Included	Included	Included	
Insert in room drop (company to provide with approval) <i>*Format: 8.5 x 11" maximum size</i>	X			

FULL MAILING LIST OF ATTENDEES

- SciQuest to send by September 1, 2016.

	PLATINUM	GOLD	BRONZE	EXHIBITOR
Attendee Mailing List	Full List	Full List	Full List	Name/Title

COMPLIMENTARY REGISTRATION

- As an exhibitor, you receive complimentary staff registrations based on your sponsorship level.

	PLATINUM	GOLD	BRONZE	EXHIBITOR
Full conference passes – staffing only	8	6	4	2
Full conference passes to give to customers (<i>with prior SQ approval</i>)	4	2	-	-

REGISTRATION INSTRUCTIONS

Here are the steps to register for Next Level 2016:

1. Go to the Next Level website: <http://nextlevel.sciquest.com>
2. Click on the **Register** button
3. Input registration information:
 - First Name
 - Last Name
 - Email Address

Registration Type: **Supplier or Partner** (as a Next Level sponsor, please select this option)
4. Continue with the registration process. On the payment screen please enter the promo code **NLSPONSOR16** (make sure it is in all caps) in the discount code field.

If you have questions or need assistance with the registration process, please contact the Next Level Conference Team at **720.407.2561** or nextlevel@sciquest.com. Deadline for attendee registration is July 25, 2016.

HOTEL ACCOMMODATIONS

Next Level has reserved a limited room block at the Gaylord Opryland Resort & Convention Center. Please make your hotel reservations during conference registration. The Next Level 2016 group rate is \$215.00 per night.

Please DO NOT contact the hotel directly. You will be able to take advantage of the \$215.00 plus tax, per night rate by making your reservations using the online registration form during the conference registration process. Please note that you will be asked to enter valid credit card information in order to complete your registration form and guarantee your room reservation.

TRAVEL INFORMATION

- Nashville International Airport (BNA) is the recommended airport.
- Gaylord Opryland Resort & Convention Center is 8.0 miles from BNA.
- Gaylord Opryland Resort & Convention Center provides a shuttle service to/from the airport. The cost of the shuttle is \$30 roundtrip or \$19 one-way. At the airport in the baggage claim area, there is a Gaylord Opryland Shuttle Desk where you are able to buy your ticket and will be directed to the shuttle. At the hotel, the shuttle picks up outside the Cascades Lobby at for return service to the airport.
- Taxi service is available to/from the airport. Taxi fares are approximately \$25-\$35 one way.
- Uber and Lyft are available in Nashville. Fares are approximately \$15-\$25 one way.

STANDARD CONFERENCE ATTIRE

- Business casual is recommended for conference.

CONTACT INFORMATION

- For assistance or additional information, please contact Andrea Kohanna at akohanna@unbridledsolutions.com

Andrea Kohanna
Next Level Exhibits & Sponsorships Manager
(303)-957-9164
akohanna@unbridledsolutions.com

EXHIBITOR & SPONSOR CHECKLISTS

PLATINUM LEVEL CHECKLIST

- Complete exhibitor form
- Sent high-resolution company logo to SciQuest (.eps or ai **AND** .jpeg or .png format)
- Sent 100-word company description for website to SciQuest
- Sent 150-word company description for Conference Guide to SciQuest
- Sent full page ad for Conference Guide to SciQuest
- Register staff for conference using 8 complimentary full conference passes
- Register 4 complimentary full conference passes to customers – Contact Andrea Kohanna for registration code
- Ship booth materials to Shepard Advance Warehouse

GOLD LEVEL CHECKLIST

- Complete exhibitor form
- Sent high-resolution company logo to SciQuest (.eps or ai **AND** .jpeg or .png format)
- Sent 50-word company description for website to SciQuest
- Sent 100-word company description for Conference Guide to SciQuest
- Sent full page ad for Conference Guide to SciQuest
- Register staff for conference using 6 complimentary full conference passes
- Register 2 complimentary full conference passes to customers – *Contact Andrea Kohanna for registration code*
- Ship booth materials to Shepard Advance Warehouse

BRONZE LEVEL CHECKLIST

- Complete exhibitor form
- Sent high-resolution company logo to SciQuest (.eps or ai **AND** .jpeg or .png format)
- Sent 75-word company description to SciQuest
- Sent half page ad for Conference Guide to SciQuest
- Register staff for conference using 4 complimentary full conference passes
- Ship booth materials to Shepard Advance Warehouse

EXHIBITOR LEVEL CHECKLIST

- Complete exhibitor form
- Sent high-resolution company logo SciQuest (.eps or ai **AND** .jpeg or .png format)
- Sent 50-word company description to SciQuest
- Register staff for conference using complimentary passes
- Ship booth materials to Shepard Advance Warehouse

SHIPPING

Shepard Exposition Services is the official General Services Contractor for Next Level 2016. Any booth materials that you choose to ship to Next Level must be shipped at your own cost to the Shepard Advance Warehouse by **Thursday, August 18th**. **Please complete the material handling request form and credit card authorization form attached to this kit.** An explanation of material shipping and handling fees are detailed below. **Please complete the shipping & handling request form and credit card authorization form in the link below.**

[CLICK HERE TO COMPLETE THE SHIPPING & HANDLING FORMS AND CREDIT CARD AUTHORIZATION FORM](#)

To expedite delivery of your package, please ensure it is labeled with all information noted below and delivered to the advance warehouse before **Thursday, August 18th, 2016**. Please note: an additional late to warehouse fee will be assessed on any shipments arriving after **Friday, August 12, 2016**.

ADVANCE WAREHOUSE ADDRESS

<Exhibiting Company and Booth Number>
 SciQuest NextLevel 2016
 UPSF – C/o Shepard Exposition Services
 45 Teledyne Pl
 La Vergne, TN 37086

MATERIAL HANDLING FEES

Fees applied in addition to the normal shipping costs. This charge includes the storage of empty containers during event hours and the return of packed materials to the Gaylord Opryland dock for outbound shipping.

WEIGHT	ADVANCE WAREHOUSE HANDLING CHARGE
0.0 - 200 lbs	\$170.50
201 - 300 lbs	\$255.75
301 - 400 lbs	\$341
401 - 500 lbs	\$426.25
Small Package- 30lbs or under <i>Two package minimum charge</i>	\$42.75 ea.

STORAGE FEES

There is no storage fee for shipments received at the advance warehouse on or after Monday, July 25th, 2016 through Thursday, August 19th, 2016. Shipments arriving prior to Monday, July 25th, 2016 will be assessed a storage fee based on the total weight of materials.

OUTBOUND SHIPPING INSTRUCTIONS

Boxes and FedEx shipping supplies may be available through the on-site FedEx Office Business Center. Outbound FedEx and UPS Ground or Air shipments should be taken to the Business Center for shipping. Outbound Handling Fees will be applied to each package. Please contact the Business Center directly for pricing. Pickup of outbound packages by all carriers other than FedEx or UPS Ground must be coordinated with the General Services Contractor. An outbound bill of lading will be delivered to your booth and **must be completed** prior to leaving the event. When you are finished packing your materials, turn in the completed bill of lading to the Shepard Exposition Services Customer Service Representative, located in the exhibit hall. Outbound address labels can be requested at the Service Desk.

TERMS & CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Shepard Exposition Services is not responsible for shipments once delivered to the booth prior to the start of the show or before being retrieved from the booth space after the bill of lading is submitted at the close of the show. All balances must be paid prior to shipping out of the event.

EXHIBITOR FORM

Please complete the form below and return to Andrea Kohanna, akohanna@unbridledsolutions.com no later than June 30th.

COMPANY INFORMATION

Company Name: _____

Exhibitor Level: _____

PRIMARY CONTACT INFORMATION

Primary Contact Name: _____

Primary Contact Email Address: _____

Primary Contact Cell Phone Number: _____

STAFF INFORMATION

Please list the names, phone numbers, and email addresses for everyone who will be working at your booths. Every exhibitor must register for the Next Level conference using the registration link above.

BOOTH INFORMATION

Will you require additional internet? Yes No

Will you require additional power? Yes No

Will you require an LCD monitor (27")? Yes No

Will you participate in the exhibitor raffle? Yes No

If so, what prize will you provide: _____

Andrea Kohanna will reach out to you upon submission of this form with pricing and details of these additional requests.



EXHIBITOR KIT

THANK YOU

Thank you for being an exhibitor at SciQuest NextLevel 2016! We're working hard to make sure this is one of our best events yet, and your sponsorship is greatly appreciated.

You play a critical role in helping our customers benefit from tightly integrated cloud-based business automation solutions and specialized expertise. At NextLevel 2016, you'll have the opportunity to grow your brand, reach out to new prospects, and cultivate existing relationships.

We look forward to seeing you in Nashville, and thank you for taking this opportunity to engage with the SciQuest community.