



The Oracle Applications Users Group  
3525 Piedmont Road, Building Five, Suite 300  
Atlanta, GA 30305 USA  
P 404.240.0897 F 404.240.0998

# OAUG Vendor Awareness Session (VAS) Agreement 2012

Thank you for placing an order for a Vendor Awareness Session (VAS) with the OAUG. Acceptance of your order is subject to your agreement with the OAUG Vendor Awareness Session terms and conditions. You acknowledge this agreement by completing this form and returning it to us. All phone reservations must be confirmed by faxing this form to the number below. All agreements must have an authorized client signature.

Company/Vendor: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company URL: \_\_\_\_\_

Are you an OAUG member?  Yes  No

Are you an OAUG Star Partner?  Yes  No

Month desired for session\*: \_\_\_\_\_

*\*Available dates for your desired month will be sent to you upon receipt of your contract*

Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_ Card Type: \_\_\_\_\_

Security Code: \_\_\_\_\_ Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

In order to be included in *OAUG eNews* on the 10<sup>th</sup> of each month and the *OAUG Education Network* newsletter on the last Wednesday of the month, VAS information is due at least 8 weeks prior to the scheduled session. If VAS information is submitted less than 4 weeks prior to your session date, that session will not be eligible for rescheduling unless special arrangements have been made. If materials are submitted less than 2 weeks prior to your session date, we will cancel your session and no monies will be refunded. The OAUG will make every attempt to collect your session information. It is your responsibility to provide us with your session information with enough time to market.

**Cancellation/re-schedule policy:** Requests must be submitted, in writing, a minimum of 30 days prior to scheduled session for a full refund or credit toward a future session. Requests with less than the required 30-day notice will receive a 50% refund or credit toward a future session. Send requests to [kciesla@oaug.com](mailto:kciesla@oaug.com).

**If your Vendor Awareness Session is part of your Star Partner Contract, please refer to the cancellation policy in your signed Star Partner Agreement.**

**Send space reservations and materials to:**

**Kay Eckstein Ciesla, Association Manager**

**Oracle Applications Users Group**

**3525 Piedmont Road, Building Five, Suite 300 Atlanta, GA 30305**

**P +1 404.467.6936 F +1404.240.0998 [kciesla@oaug.com](mailto:kciesla@oaug.com)**



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# OAUG Terms & Conditions

## **RATE POLICY:**

Rate protection for advertisers that sign full-year contracts is valid only through that contract year. Failure to insert the contracted number of ads during a one-year period results in short-rating on the rate card under which advertising was booked. OAUG reserves the right to change rates upon notice.

## **PAYMENT:**

First-time advertisers must submit pre-payment with the first insertion order to establish credit. OAUG will invoice advertiser for subsequent insertions pursuant to the current rate schedule. Advertiser shall pay all invoices net fifteen (15) days from date of invoice.

## **CHANGES OR CORRECTIONS:**

Requested changes or corrections to advertising material must be presented in writing and received by OAUG within 24 hours of the materials deadline date. Any changes or corrections are made at OAUG's sole discretion. Advertiser agrees to pay for any costs incurred as a result of such changes or corrections.

## **MISCELLANEOUS:**

- The subject matter, form, size, wording, illustration, and typography of the advertising shall be subject to the approval of OAUG. OAUG shall have the right to reject or omit any advertisement which OAUG, in its sole discretion, considers unsuitable for any reason or contrary to the policies of OAUG (including, but not limited to, recruiting advertising and advertising from firms whose financial or manufacturing application products directly compete with Oracle Applications).
- Unless you make written objection within 10 days of the rendering of any bill for advertising published for OAUG, such bill shall be conclusive as to the correctness of the items therein set forth and shall constitute an account stated.
- If an OAUG member has an outstanding receivable over 60 days past due (such as an advertising invoice), OAUG reserves the right to cancel any and all space that member has reserved in any OAUG Conference Exhibit Hall. OAUG also reserves the right to apply any payments made to OAUG for cancelled Exhibit Hall space to the outstanding receivable. The member also runs the risk of OAUG membership revocation.
- OAUG reserves the right to cancel any advertising at any time upon default by the advertiser in the payment of bills or in the event of any other substantial breach of these terms and conditions by

the advertiser. Upon such cancellation, charges for all advertising published and all other charges payable to OAUG shall become immediately due and payable by the advertiser.

- If OAUG is unable to arrange for publication of any advertisement in the type or style requested, it may: (i) arrange for publication of such other advertisement in such other type or style as in its opinion most nearly corresponds thereto, and the advertisement may be inserted without submission of proof unless proof before insertion is requested on the face of the order; (ii) ask for new media; or (iii) take such action as in its sole discretion it shall deem appropriate.
- Failure by the OAUG to insert advertising in any particular issue or issues invalidates the order for insertion in the missed issue but shall not constitute a breach of agreement.
- OAUG may reject or omit any advertisement when the space allocated to advertising in a particular issue for which such advertising is ordered has all been taken. OAUG may also limit the amount of space an advertiser may use in any issue.
- The advertiser agrees to indemnify and hold harmless OAUG, its directors, officers, employees, agents, and members for all losses, costs, damages and expenses, including reasonable attorneys' fees, arising from any claim for infringement of the rights of third parties based upon publication of the advertising in question.
- Any amount due OAUG for advertising if not paid within 30 days of the date of the bill in question shall accrue interest from such date of one and one half percent per month or the legal limit, whichever shall be less.
- No terms and conditions for any advertising other than those stated herein shall be binding on OAUG, except with its explicit written consent.
- OAUG shall have no responsibility or liability for any materials sent it by any advertiser nor for any errors in any advertising form, size, wording, illustration, typography, or any other matter relating to any advertiser, including the advertiser index.

## Marketing

Vendor Awareness Sessions (VAS) will be advertised in the *OAUG Education Network*, which highlights educational opportunities and events, on the last Wednesday of every month. *OAUG eNews*, which contains a section on both Vendor Awareness Sessions and eLearning, is scheduled to be distributed on approximately the 10th of each month.

## OAUG Vendor Awareness (VAS) Reservations

All Vendor Awareness Session (VAS) reservations must be confirmed in writing. Any cancellations must also be confirmed in writing. OAUG Vendor Awareness Sessions are held on Mondays, Wednesdays and Fridays, excluding holidays, COLLABORATE conferences and Oracle OpenWorld. Scheduling is done on a first-paid, first-reserved basis.

## Registration Information

1. Complete this OAUG Vendor Awareness Session Agreement and submit along with payment.
2. The OAUG will contact you to schedule your session date.
3. Set up your session with your preferred provider. Vendor is responsible for all set-up and implementation costs associated with your session.
4. Vendor is also responsible for establishing registration procedures and confirmation notices to registrants including call-in or Web link information for participation.
5. Communicate the following information to the OAUG at least eight weeks prior to your session so we can market your event:
  - Session information, including date, time, registration procedures and link to registration form and 100-word (maximum) description.
  - Attendee access information for the VAS.
  - Link to the session archive (if available).

## Cost to Vendors

- One-session fee: \$2,500 (USD).
- Three-session fee: \$7,000 (USD) — A discount will be offered to vendors wishing to do multiple sessions provided all are applied for and paid up front.

### Deadlines:

Vendor Awareness Session information is due at least 8 weeks prior to the scheduled session. If session information is submitted less than 4 weeks prior to your session date, that session will not be eligible for rescheduling unless special arrangements have been made. If materials are submitted less than 2 weeks prior to your session date, we will cancel your session and no monies will be refunded. The OAUG will make every attempt to collect your session information. It is your responsibility to provide us with your session information with enough time to market.

## Cancellation Policy

Cancellation or reschedule requests must be submitted, in writing, a minimum of 30 days prior to scheduled session for a full refund or credit toward a future session. Requests with less than the required 30-day notice will receive a 50 percent refund or credit toward a future session. Send written requests to Kay Eckstein Ciesla, OAUG Association Manager, at +1 404.240.0998 (fax) or [kciesla@oaug.com](mailto:kciesla@oaug.com).

**If your VAS is part of your Star Partner Contract, please refer to the cancellation policy in your signed Star Partner Agreement.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Questions regarding OAUG Vendor Awareness Sessions?

**Kay Eckstein Ciesla, Oracle Applications Users Group**  
**3525 Piedmont Road, Building Five, Suite 300 Atlanta, GA 30305**  
**P +1 404.467.6936 F +1 404.240.0998 [kciesla@oaug.com](mailto:kciesla@oaug.com)**

## OAUG Vendor Awareness Session (VAS) Abstract

**\*\*ALL FIELDS ARE REQUIRED!**

Session Title:

A Webcast Hosted by [Company Name, exactly as it should be listed]

Date:

Time:

Presented by: (Presenter(s) Name, exactly as it should be listed)

Word description – MAXIMUM of 100 words:

Registration Link:

Company URL