

**\*\*ATTENTION VENDORS\*\***

Thank you for your sponsorship in advance of the OWASP APPSEC 2008. If you have not seen our updated venue and list of activities recently please visit:

[http://www.owasp.org/index.php/OWASP\\_NYC\\_AppSec\\_2008\\_Conference](http://www.owasp.org/index.php/OWASP_NYC_AppSec_2008_Conference) to do so.

1. Expo Space
  - a. Vendors will have approx 8x10 of vendor exhibit space.
  - b. Access to electricity will be provided through a central drop. You will need to supply an extension cord we suggest that you bring a 50 ft cord if you require it.
  - c. Wireless internet is provided for vendors and exhibitors
  - d. The sponsorship includes (1) 6 ft table and 2 chairs. If you do not want them and want to replace that with a booth etc., you are welcomed to do so. Shipping of booths should be directly to the hotel see address at:  
[http://www.owasp.org/index.php/OWASP\\_NYC\\_AppSec\\_2008\\_Conference](http://www.owasp.org/index.php/OWASP_NYC_AppSec_2008_Conference)
  - e. Set-up time on 9/24 will be at 0700. Doors will open for the event at 0800
  - f. Booths will be set up around the perimeter of a conference room. All food and beverages will be served in this room to encourage conference attendees to visit your booth.
2. Shipping
  - a. Items may be shipped directly to the hotel at: CENTRAL PARK HOTEL 870 Seventh Avenue at 56<sup>th</sup> Street, New York, NY 10019-4038
  - b. You must clearly mark your packages with your name and your company's name.
  - c. The Hotel fee to accept packages varies depending on size and weight. A booth is \$35, a pallet is \$50, packages are \$3 for the first 15 pounds and \$4 for each additional pounds up to 100. Please contact the hotel with any questions. Fees must be paid in cash before packages will be released. These are Hotel Fees and not part of the OWASP Sponsorship.
  - d. Pre conference literature must arrive by 9/22. Items to be included in the attendee bags should be shipped to: CENTRAL PARK HOTEL c/o OWASP Attendee Bags - 870 Seventh Avenue at 56<sup>th</sup> Street, New York, NY 10019-4038
3. Lead collection:
  - a. OWASP will not release attendee lists. Raffles are welcomed. All raffle items will be collected prior to 3pm EST on 9/25 will be raffled off during the presentation at 1700 on 9/25 from the collected entries that you have gathered. This process ensures that a fair auction takes place and that items that are allocated for raffles are raffled to attendee that is present to win.
4. Exhibit badges are required for all persons. Seminars REQUIRE a "SEMINAR BADGE". A Seminar badge is NOT required to "work the vendor table" however you must be registered, or they will not be allowed admission to the event. If you have not registered for the event you should email [kate.hartman@owasp.org](mailto:kate.hartman@owasp.org) requesting your company registration URL and CODE to do so.
5. All banners are provided by you. We will hang the banner for you at the event and recommend banners smaller than 5ft by 3ft.
6. TECHEXPO/Vendor area will be open from 8am – 11pm on 9/24 and from 8am – 5pm on 9/25

If you still have questions concerning the event please email [kate.hartman@owasp.org](mailto:kate.hartman@owasp.org) and cc: [tomb@owasp.org](mailto:tomb@owasp.org) and we will get back to you ASAP with a answer to your question.