

Sponsor Guide

DevOpsDays Dallas 2023



Thank you for sponsoring DevOpsDays Dallas 2023. This document is intended to provide guidance, key information, resource links, and instructions to help your team have the best experience possible. Please let us know what questions we can answer for you. We are looking forward to working with you at the event!

Table of Contents

Overview / Policies	2
Code of Conduct	2
COVID Policy	2
Team Registration	2
Venue Information	2
Shipping	3
Venue Map	3
Key Sponsor Activities During Event - SUBJECT TO CHANGE	4
General Sponsor Activities	5
Sponsor On-Stage “Shout Out” / Pitch	5
Sponsor Giveaways / Drawings During Closing	5
Full Event Schedule Summary - SUBJECT TO CHANGE	6
Specific Sponsorship Info by Level	7
Platinum Sponsors	7
Gold Sponsors	7
Silver Sponsors	8
Resources	8

Overview / Policies

All sponsors at DevOpsDays Dallas must comply with the event and venue policies. These are designed to ensure everyone has the best and safest experience possible at the event.

Code of Conduct

<https://devopsdays.org/events/2023-dallas/conduct>

COVID Policy

While we are making every attempt to hold an in-person event in 2023, we recognize that the ongoing pandemic may affect this plan, but we are not making any specific policy regarding attendance to this event at this time. The health and well-being of our attendees is of paramount importance, so we reserve the right to apply reasonable attendance requirements in accordance with [local](#) or federal guidance as the event draws closer if there are any changes. We also reserve the right to cancel completely, or change to a virtual event, if the in-person event cannot be held safely.

Team Registration

Tickets are required for admission to DevOpsDays Dallas. As a sponsor, you get free tickets in accordance to sponsorship levels for your team to come and participate, man your table, etc. You should have received an email with an Eventbrite link to access your team's tickets to the event.

Please be sure each individual is registered with their own information so that they receive attendee communications and updates

Venue Information

DevOpsDays Dallas will take place at the [Plano Event Center](#).

The physical address is: [2000 East Spring Creek Parkway, Plano, TX 75074](#)

Shipping

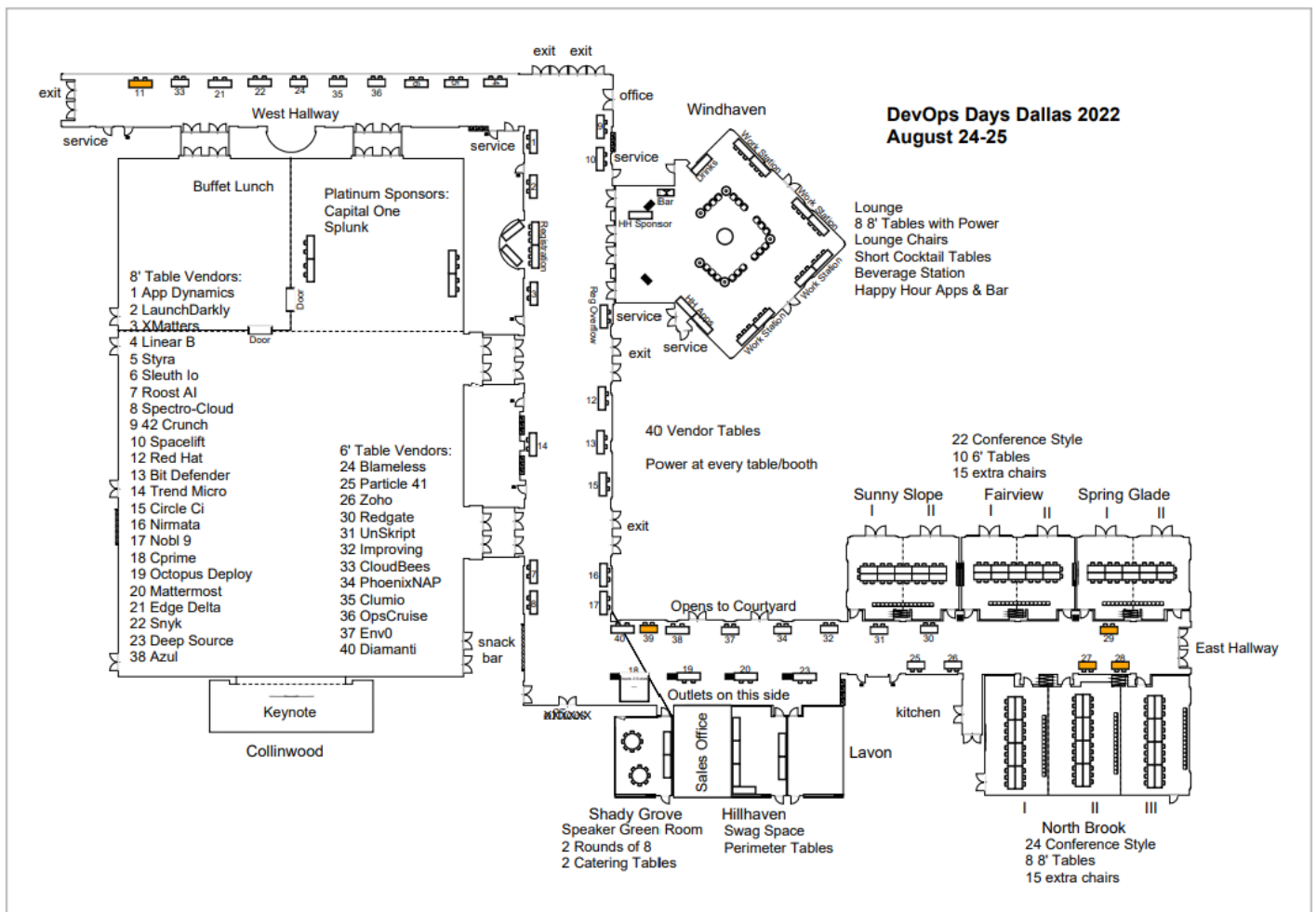
The Plano Event Center can accept shipments **1 week out** from the event date. We've added their shipping info here:

Shipments must be addressed as follows:

Company Name - <sponsor>
Company/Show Name - DevOpsDays Dallas
c/o Rachel Martin
Plano Event Center
2000 E. Spring Creek Parkway
Plano, Texas 75074

Please note Plano Event Center is not liable for the security of freight or the shipping of freight. Freight left on the premises more than 72 business hours following the close of the event may be disposed of. Client is responsible for packing and scheduling pick-ups of all freight.

Venue Map



Key Sponsor Activities During Event

There are certain key times to remember during the event:



SUBJECT TO CHANGE



DAY 0 - (Aug 28th)

- Day 0 - 2:00pm to 6:00pm - Registration opens / [sponsor setup](#)

DAY 1 - (Aug 29th)

- Day 1 - 8:00am - Registration opens / [sponsor setup](#)
- Day 1 - 10:55am - **Platinum** Sponsor Shout out / Pitch
 - (TBA)
- Day 1 - 11:00am - **Gold** Sponsor Shout out / Pitch
 - (TBA)
- Day 1 - 1:30pm - **Gold** Sponsor Shout out / Pitch
 - (TBA)
- Day 1 - 4:00pm - [Happy Hour setup](#)
- Day 1 - 7:00pm - [Happy Hour must be torn down by 7:00pm](#)
- Day 1 - 7:00pm - Close for Day

DAY 2 - (Aug 30th)

- Day 2 - 8:00am – Open
- Day 2 - 11:00am - **Platinum** Sponsor Shout out / Pitch
 - (TBA)
- Day 2 - 11:05am - **Gold** Sponsor Shout out / Pitch
 - (TBA)
- Day 2 - 3:00pm - [Sponsors can begin teardown at will](#)
- Day 2 - 4:20pm - [Closing & Sponsor Giveaways \(optional\)](#)

General Sponsor Activities

Sponsor On-Stage “Shout Out” / Pitch

A benefit of sponsoring is to have the opportunity to have someone from your team come on stage in front of the unified audience and take 2 minutes to talk about whatever you want to talk about. That can be a pitch, a call out for something cool about your company, a reason to come by your table, etc.

Please review the schedule below and be sure to **have someone from your team by the main stage during the indicated timeframe** / gap in the schedule where you see your company name. Be aware that the conference schedule can ‘drift’ on the day as some events may run long. So, times on the schedule are **ideal / approximate**.

Sponsor Giveaways / Drawings During Closing

A tradition at DevOpsDays is for sponsors to do giveaways on stage during the Closing session on Day 2. They typically will do entries at their table over the two days and then get up on the stage to do the drawing. If you are interested in participating, please let us know and we will add you to the list for the emcee to call one of your team members up during that session.

Full Event Schedule Summary

TBA

Specific Sponsorship Info by Level

Platinum Sponsors

The Platinum sponsor room provide a small dedicated space to meet with attendees, do small scale presentations, etc.

THERE WILL BE A SIGN ON THE TABLES INDICATING WHICH ONE YOU ARE ASSIGNED

Notes/rules:

- Do not bring food/drinks - the venue prohibits outside food/drink
- There cannot be a table in front of the doors - you can put signs by the door opening, but nothing that might interfere with the walkways
- Nothing can be stuck / hung on the walls
- No external amplifiers or other loud audio

Gold Sponsors

Each Gold sponsor has the ability to have a staffed display table during the full duration of both Days of the event.

- The table is a 8' x 30" rectangle and will have 2 chairs provided.
- Table setup is at 8:00am on Day 1
- Teardown starts at 3:00pm on Day 2
- There will be power strips provided
- Recommend using retractable banner type signage rather than a booth 'wall' display. Some booths are permitted but need to be coordinated with Sponsor organizer because space is limited
- You will need to provide your own table skirt

THERE WILL BE A SIGN ON THE TABLES INDICATING WHICH ONE YOU ARE ASSIGNED

Notes/rules:

- You cannot interfere with walkways or other sponsor spaces, so please do not bring very large displays, gear, or extra chairs from elsewhere in the venue
- No external amplifiers or other loud audio
- Nothing can be stuck/hung on any walls
- SWAG/giveaway items must adhere to the Code of Conduct

Silver Sponsors

Each Silver sponsor has the ability to have a staffed display table during the full duration of both Days of the event.

- The table is a 6' x 30" rectangle and will have 2 chairs provided.
- Table setup is at 8:00am on Day 1
- Teardown starts at 3:00pm on Day 2
- There will be power strips provided
- Recommend using retractable banner type signage rather than a booth 'wall' display. Space is limited
- You will need to provide your own table skirt

THERE WILL BE A SIGN ON THE TABLES INDICATING WHICH ONE YOU ARE ASSIGNED

Notes/rules:

- You cannot interfere with walkways or other sponsor spaces, so please do not bring very large displays, gear, or extra chairs from elsewhere in the venue
- No external amplifiers or other loud audio
- Nothing can be stuck/hung on any walls
- SWAG/giveaway items must adhere to the Code of Conduct

Resources

- **Sponsor FAQ:**
<https://assets.devopsdays.org/events/2023/dallas/DevOpsDaysDallasSponsorFAQ2023.pdf>
- **Venue Website:**
<https://www.planoeventcenter.org/>
- **Reference - Sponsor Prospectus:**
<https://assets.devopsdays.org/events/2023/dallas/DevOpsDays Dallas 2023 Prospectus.pdf>