

Small Powertrains and Energy Systems Technology Conference

October 31-November 2, 2023
Minneapolis, Minnesota

sae.org/setc

SETC Exhibitor Kit

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE Small Powertrains and Energy Systems Technology Conference Show Management. These guidelines are created to promote continuity and consistency among exhibitors and follow industry exhibitor standards. The displays are considered “static displays” and do not require booth staffing at all times.

Please note, the displays will be in the General Session room, where networking breaks, lunches, reception and sessions will take place, providing maximum exposure to attendees.

Every Exhibitor will be provided with one 6ft table, two chairs and a waste basket.

Display Materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

- Exhibitors are encouraged to display promotional items, However, displays should not exceed the footprint of the space purchased. Spaces are approximately 10'x 8' **Please submit a booth approval form of your proposed layout for approval by September 11, 2023 to Kristie.Saber@sae.org**
- Please do not leave valuables at your tabletop space overnight! There will **not** be security at the exhibit area during closed hours / overnight. Doors to the space will be locked, however the area will not be patrolled on a regular basis.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the hotel except at their booth.
- Storage will **not** be provided. Please place any items under your skirted table display.
- No tape, adhesive, or any items are to be used to hang or attach signs or display materials to the hotel facility walls.
- You may have your table removed to place a piece of machinery or furniture in its place. The machinery must be manufactured and sold by the company. **It must conform to the dimensions of the booth and must be approved prior to the conference.** Exhibitors may be asked to remove any display items not in compliance with these guidelines.

QUESTIONS?

Contact: Kristie Saber Meeting & Convention Coordinator • +1-724-772-4003 • kristie.saber@sae.org



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Exhibit Hours:

Date	Event	Times
Monday, October 30	Exhibit Move In	8:00 AM - 5:00 PM
Tuesday, October 31	Exhibit Open	8:00 AM - 5:00 PM
Wednesday, November 1	Exhibit Open	8:00 AM - 6:30 PM
Thursday, November 2	Exhibit Open	8:00 AM - 1:30 PM

Please Note: All Exhibits must be setup by 7:30 AM Tuesday morning, October 31.

Location:

Hyatt Regency Minneapolis
1300 Nicollet Mall
Minneapolis, Minnesota 55403

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Shipping Information:

Ship all display materials to the Hyatt Regency Minneapolis. Specific shipping instructions are explained on page 6. Be sure to clearly label all packages to ensure prompt delivery.

- **Packages can arrive no earlier than Monday, October 23, 2023**
- **For return shipping, please schedule pick up by 5:00 PM, Thursday, November 2.**

Please Note: With written permission, variances may be allowed. Requests for variations must be submitted to Show Management no later than 30 calendar days prior to the set-up day for the show.

Booth Assignment Policy: Requests for locations will be handled on a first-come, first-served basis. If extra space is needed, please let your sales Manager know as it may require purchase of a second space. Show Management reserves the right to determine final exhibit table assignments. SAE reserves the right to relocate tabletop displays to ensure maximum exposure for exhibiting companies to the event attendees. This may include relocation to a different meeting space/location and may include being in the registration area. Exhibitors will be notified in advance.

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Booth Approval Form

Any company with a 20x20 booth or larger, as well as any company bringing its own display to place within the booth space MUST submit this form by **Monday, October 2, 2023**.

All fields below must be completed and submitted, along with a photo or drawing of company booth, directly to kristie.saber@sae.org

IMPORTANT: SAE reserves the right to prohibit on-site set-up and installation of booths if booth approvals are not submitted, if structures conflict with SAE-provided Guidelines for Display Rules and Regulations, or if on-site structure differs from what was officially approved.

Consider your booth design acceptable and approved unless you are contacted by SAE Show Management.

Company Name:	
Booth Name:	
Booth Size:	

A photo or drawing must be attached, noting dimensions, weight and elevations

Description of booth contents/furnishings:

Include Height of display at back wall & rear half of the display space (max height: 8 feet or 2.44m)

Include Height of display and side wall in the front 5 feet of the booth space (max height: 4 feet or 1.22m)

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Vehicle Approval Form

Please Note: Any company with a vehicle **MUST** submit this form by **Monday, October 2, 2023**.

All fields below must be completed and submitted, along with dimensions and type of vehicle, Directly to Kristie Saber at kristie.saber@sae.org

Consider your vehicle acceptable and approved unless you are contacted by SAE Show Management.

Company Name:	
Booth Name:	
Vehicle Size:	
Vehicle Type:	
Estimated Arrival Time:	

IMPORTANT: SAE reserves the right to prohibit on-site set-up and installation of vehicles if approvals are not submitted, if there is any conflict with Convention Center Display Rules and Regulations.

Questions: If you have questions please contact Kristie Saber at kristie.saber@sae.org.

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Booth Catering Approval Form

Please complete this form in its entirety and return it via email to kristie.saber@sae.org

SAE International Show Management has instituted a policy on catering/alcohol service within exhibit spaces on the exhibit floor. Alcoholic beverages may not be served within an exhibitor's booth space without approval in writing from Show Management. Alcoholic beverages may not be served during exhibitor move-in, move-out, or before 12:00 PM under any conditions and service must stop before any receptions take place. Any food or beverage items served within an exhibitor's booth space must be coordinated through the official Facility caterer. Preparation of food within exhibitor's booth space is prohibited. Exhibitors shall not bring into the Facility any food or beverages of any kind without approval in writing from the Facility's official caterer. All catering and alcoholic beverages served need to fit within the exhibitor booth perimeters and cannot be set outside of the exhibitor's booth space.

Policies and Procedures

- Alcohol/Catering service must be arranged through the Facility's Exclusive Caterer
- Exhibitors serving alcohol within their exhibit space assume all responsibility, liability, and expense for such alcoholic beverage distribution.
- At no time is alcohol permitted to be consumed on the Exhibit floor during move-in, pre-exhibit, post-exhibit hours, during tear down, before 12:00 PM, or during receptions.
- Exhibitors serving alcohol will be held responsible for the conduct of their personnel and guests. Any exhibitor personnel or attendees deemed to be intoxicated shall be removed from the Exhibit at Show Management's sole discretion.
- Exhibitors serving alcohol/Catering will take appropriate measures to contain their guests within their exhibit space during the event(s) and out of aisles and other exhibitors' exhibits.
- No one under 21 years of age may consume alcohol
- Exhibitors serving alcohol will abide by all State, City, and Facility laws
- Any company found in violation of the above Policies and Procedures may be asked to terminate serving alcohol for the remainder of the Event period.

BOOTH INFORMATION:

Exhibitor Name:		Booth #:	
Contact Name:		Phone #:	
Email Address:			
Alcohol Distribution Dates & Times:			
Catering Distribution Dates & Times:			

→ **Signature:**

→ **Print:** _____

Your signature is an acknowledgement that you will comply with the above policies.

Questions: If you have any questions please contact Kriste Saber at kristie.saber@sae.org.

EXHIBITOR SHIPPING & RECEIVING

This form is only to be used by exhibitors if a drayage/exhibitor company is not handling the show. If a drayage/exhibit company is handling the show, all boxes are to be shipped directly to the exhibit company.

The Receiving Department is open Monday through Friday, 6:30am – 3:00pm.

Handling charges for packages are as follows:

<u>Weight/pounds</u>	<u>Charge</u>
Five boxes or less	\$5.00/Box
6-10 boxes	\$50.00 Flat
11-20 boxes	\$100.00 Flat
21-30 boxes	\$250.00 Flat
31-40 boxes	\$350.00 Flat
31-50 boxes	\$500.00
51+ boxes	Amount determined by Event Manager
Flat Rate for Pallet	\$275.00 / each
Rolling Cargo Case	\$100.00 / each

Storage charges for packages are as follows:

Packages received or stored 1-5 days prior to event	Complimentary
Packages received or stored 6-10 days prior to event	\$25.00 per day for Boxes / \$50.00 per day for Pallets & Rolling Cargo Cases
Packages received or stored 11+ days prior to event	\$50.00 per day for Boxes / \$100.00 per day for Pallets & Rolling Cargo Cases

Note: Any other special deliveries must be approved prior to shipping by the group assigned event manager. Additional fees may apply.

Payment:

- Payment will be made on-site at time of the delivery of the boxes. Payment will not be made in advance.
- Payment can be charged to a registered guestroom or paid via credit card. **The person on-site accepting the boxes must be authorized to provide payment.**

All materials being sent to the hotel must be addressed as follows:

1. Hyatt Regency Minneapolis
2. Attn: Guest's Name / Organization / Booth #
3. Conference Name
4. Arrival Date
5. Number of Boxes (i.e. box 1 of 1, box 1 of 2, etc)
6. 1300 Nicollet Mall
7. Minneapolis, MN 55403

To Receive Boxes/Packages On-Site:

- Text #612-669-3721 with your name, company name, and booth number.
- An Event Setup Services team member will collect the proper form of payment and then deliver the boxes/packages
- Boxes/packages will be delivered upon receipt of payment and when a member of the exhibiting party is present at the booth
- Please have the tracking numbers available to help expedite the delivery of the boxes/packages

The hotel accepts no responsibility for the return of packages or shipments at the conclusion of the function. Exhibitor must come prepared with pre-printed return labels and arrangements with a shipping company must be made in advance. There is not a regularly scheduled pick-up with shipment companies including FedEx, UPS, and other common couriers.

The Hotel is not responsible for perishable items or items damaged during shipment.

Request for Vehicle Load In/Out

Name of Client/Organization: _____

Date & Time Requested for Vehicle **Load-In** _____

Date & Time Requested for Vehicle **Load-Out** _____

Vehicles _____

**Maximum of (4) vehicles allowed. Additional vehicles over 4 must be approved by Event Manager.*

	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Total Weight Per Vehicle <i>*Vehicle Weight subject to approval by Director of Engineering</i>				
Dimension of Vehicle (Height x Length x Width) <i>*Maximum height is 10 feet, length is 57 feet, and width is 12 feet.</i>				
# of Axles				
Weight per Axle				
Distance between Axle				
Single or Dual Axle				
Make & Model of Battery Connection				

**Vehicle load in and load out is subject to the approval of Hyatt Regency Minneapolis' Engineering & Security Department, as well as the Minneapolis Fire Marshall. A minimum of twenty-one (21) days is required for any vehicle load in/load out requests.*

Hotel Requirements for any Vehicle(s) brought into the Hotel

- Automobiles may only be brought into the Exhibit Hall, Nicollet Grand Ballroom and Nicollet Promenade areas for fundraising, product promotion and other events of this nature.
- All vehicles must enter the hotel via the Exhibit Hall Loading Ramp (corner of Grant and LaSalle). The ramp door is 10 feet high and 12 feet wide. **Additional fee may be assessed if space is not contracted to group for move in and move out dates*
- Vehicle must be free of snow and mud covering. Load-In/Out time is subject to change pending weather.
- The vehicle can be driven or pushed in. An authorized representative from the Group is responsible for transporting the vehicle into the building. Hotel staff will not handle vehicle for liability and safety purposes.
- Gas tank must be no more than one-fourth (1/4) full. All fuel tanks and fill openings must be closed and sealed to avoid tampering. Any transfer of fuel must be accomplished outside of the building.
- Thick plastic must be placed over the floor where vehicle will be parked. The plastic must cover the entire length and width of the vehicle. Plastic covering must be placed over the floor for the entire route vehicle is being moved as well as the width of the vehicle. The Hotel will place the plastic covering based on the dimensions of the vehicle, route of transport, and agreed upon parked location of the vehicle. Plastic covering is used as protection from any oil or grease that may leak. No silicon may be sprayed on wheels. A flat fee of \$500 will apply for placement of the plastic covering within the Exhibit Hall. A flat fee of \$750 will apply for placement of the plastic covering to the Nicollet Ballroom and Nicollet Promenade.
- Placement of vehicle must be approved by hotel Engineering department and in compliance with Minneapolis Fire Code.
- The vehicle battery cables must be unplugged once vehicle is parked. Vehicles may not be started, run or moved during event hours.



AUTOMOBILES
INDEMNIFICATION AND INSURANCE

_____ (“Client”) agrees to defend, indemnify and hold harmless Hyatt Corporation
(Client/Company name)

and **Hyatt Corporation as agent for 1300 Nicollet, LLC** and their respective affiliates, subsidiaries, members, officers, directors, agents and employees (collectively “Hyatt”) from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorneys' fees, arising out of or resulting from transporting, parking and exhibiting an automobile at **Hyatt Regency Minneapolis** on _____.
(Event Date)

Client shall carry and maintain, during such period of time, comprehensive general liability and automobile liability insurance in a minimum amount of \$1,000,000 and name Hyatt Corporation and **Hyatt Corporation as agent for 1300 Nicollet, LLC** as additional insured. This insurance will be primary and not contributory with any insurance by Hyatt. Client shall provide a certificate of insurance evidencing compliance with the provisions of this paragraph. Client assumes the risk of loss for and holds Hyatt harmless from any and all damage or theft to the vehicle while parked on Hyatt premises.

Client shall be responsible for all damage to **Hyatt Regency Minneapolis** property arising out of or resulting from the aforementioned event.

Client agrees that at no time shall Hyatt have custody of the vehicle or the keys to the vehicle. The Client agrees that the fuel tank shall be no more than (1/4) full of fuel and that the battery shall be disconnected when the vehicle is on Hotel premises. Client also agrees that proper coverage to hotel carpeting/flooring will be made underneath vehicle while on property.

The undersigned acknowledges that he or she fully understands the terms of this agreement and has the authority to sign on behalf of the Client and each of its agents or employees.

Authorized Representative

Hyatt Corporation Authorized Representative

(Name – Printed)

(Name – Printed)

(Name – Signed)

(Name – Signed)

Date

Date