



# Energy & Propulsion Conference & Exhibition

[sae.org/epc](http://sae.org/epc)

November 12-14, 2024  
Columbus, Ohio

## Exhibitor Kit

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE International Energy & Propulsion Conference and Exhibition Meeting's Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor standards.

Tabletop displays are considered "static displays" and do not require booth staffing at all times.

### Exhibitor Rules:

- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Floor standing/ pop-up banners are permitted behind the tabletop. There will be approximately three (3) feet behind the table which includes the space needed and room for your provided chairs.
- Design layouts must be pre-approved by SAE Show Management. Static equipment and banners cannot exceed 8 feet in height.
- Do not bring Pop-Up Displays unless approved by Show Management.
- Please do not leave valuables at your tabletop space overnight. There will not be security in the exhibit area during closed hours/overnight.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the convention center except at their tabletop booth.
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.
- 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 table and must be approved prior to the conference.

### Exhibit Hours:

The exhibits will be open during all conference function hours.

Date	Event	Times
Monday, November 11	Exhibitor Setup	3:00 PM - 5:00 PM
Tuesday, November 12	Exhibit Hours	9:00 AM – 4:00 PM
Wednesday, November 13	Exhibit Hours	9:00 AM – 4:00 PM
Thursday, November 14	Exhibit Hours	9:00 AM - 3:15 PM
	Exhibitor Teardown	3:15 PM

### QUESTIONS?

Contact: Stephanie Skrbin, Meeting & Convention Manager • +1-412-965-4548 • [Stephanie.Skrbin@sae.org](mailto:Stephanie.Skrbin@sae.org)



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Columbus, Ohio

## Location:

Renaissance Columbus Downtown  
50 North Third Street  
Columbus, OH 43215

The exhibit tables will be located in the ballroom pre-function space outside the session rooms.

## Each Tabletop exhibit will include the following:

- Standard Table
- 2 Chairs

## Shipping Information:

### EACH ITEM SHOULD BE CLEARLY MARKED WITH THE FOLLOWING:

Conference Name Event ~ Conference Date  
 Guest Name to Hold for Arrival (include arrival date)  
**c/o Renaissance Columbus Downtown Hotel**  
**50 N. 3rd Street**  
**Columbus OH 43215**  
**# boxes shipped (ie, 1 of 5, 2 of 5, etc.)**

The Renaissance Columbus Downtown will store your packages a maximum of 3 days prior to your arrival. Anything arriving more than three days prior will not be accepted and consequently returned to sender. The hotel is not responsible for perishable items.

Fees for storing/handling of boxes are listed below (These fees include moving the boxes from storage to destination determined by group):

Price	Item
\$2/box	Guest Room Standard Package Handling Fee
\$5/box	Meeting Convention Froup Standard Package Handling Fee
\$5/box	Exhibitor Standard Packaging Handling Fee

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## **Return Shipping:**

**Vendors/Exhibitors are responsible for contacting their carriers directly on their own to schedule pick-ups. The Hotel does not schedule pick-ups and please ensure that all proper paperwork is supplied by the Vendor/Exhibitors.** Guests will be responsible for the packing and return of all packages. Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

## **Audiovisual Services:**

Audio Visual services will be provided by Audio Visual One. Please see AV form on page 4.

## **Internet & Electrical:**

All Internet and Electrical services will be handled by Encore. Request for services can be made via the online link on page 5.

## **Lead Capture Retrieval:**

Lead capture details and pricing can be found on page 6-7.

## **QUESTIONS?**

Contact: Stephanie Skrbin, Meeting & Convention Manager • +1-412-965-4548 • [Stephanie.Skrbin@sae.org](mailto:Stephanie.Skrbin@sae.org)



# Audio Visual One, LLC: Audio Visual & Computer Sup

SAE Energy & Propulsion: Renaissance Hotel - Columbus, OH

November 12-14, 2024



Energy & Propulsion

## CUSTOMER INFORMATION

Company Name:	
Address:	
City:	
State:	Zip:
Ordered By:	
Phone #:	
Email:	

## ON-SITE INFORMATION

Exhibitor Booth #:	
Rep. Contact Name:	
Cell Phone Number:	
Delivery DATE / TIME:	
Dismantle DATE/TIME:	
Order Date:	<input type="text"/>

Please use mm/dd/yyyy format.

Please fill in your item quantity. The spreadsheet will automatically calculate your total. Equipment charges are for the length of the tradeshow.

Audio Visual Equipment	QTY	SHOW RATE	TOTAL
LED Wall - Multiple Sizes Available - Call for Quote			
22" LED Monitor -Please also choose a Wall or Table Stand		\$250.00	\$0.00
32" LED Monitor -Please also choose a Wall or Table Stand		\$400.00	\$0.00
42" LED Display -Please also choose a Floor, Wall or Table Stand		\$500.00	\$0.00
50" LED Display -Please also choose a Floor, Wall or Table Stand		\$750.00	\$0.00
55" LED Display -Please also choose a Floor Stand or Wall Mount		\$950.00	\$0.00
60" LED Display -Please also choose a Floor Stand or Wall Mount		\$1,200.00	\$0.00
70" LED Display -Please also choose a Floor Stand or Wall Mount		\$1,300.00	\$0.00
80" LED Display -Please also choose a Floor Stand or Wall Mount		\$1,700.00	\$0.00
Floor stand for 42" - 80" Displays Only*		\$295.00	\$0.00
Wall Mount for 22" - 32" Displays Only*		\$250.00	\$0.00
Wall Mount for 42" - 80" Displays Only*		\$250.00	\$0.00
Table stand for 22" to 50" Display Only*		\$295.00	\$0.00
Shelf for Floor Stand*		\$195.00	\$0.00

\*These items require the rental of a Monitor or Display.

Laptops & Accessories	QTY	SHOW RATE	TOTAL
PC Laptop		\$250.00	\$0.00
Mac Book Pro Laptop		\$450.00	\$0.00
iPad		\$100.00	\$0.00
Wireless Mouse & Keyboard		\$50.00	\$0.00

## Deadline

Orders received after deadline **add 20% late f**  
*Late orders may require equipment/size modifications.*

Audio Equipment	QTY	SHOW RATE	TOTAL
70 Watt Sound System with 2 Speakers		\$250.00	\$0.00
UHF Wireless Lavalier Microphone		\$250.00	\$0.00
UHF Wireless Hand-held Microphone		\$250.00	\$0.00
UHF Wireless Headset Microphone		\$195.00	\$0.00
8-Channel Mixer		\$250.00	\$0.00

Video Projection Equipment	QTY	SHOW RATE	TOTAL
LCD 5K Lumen Projector		\$650.00	\$0.00
6' Tripod Screen w/Skirt		\$150.00	\$0.00
8' Tripod Screen w/Skirt		\$250.00	\$0.00

HDMI Cables	QTY	SHOW RATE	TOTAL
15'		\$50.00	\$0.00
25'		\$95.00	\$0.00
50'		\$195.00	\$0.00

## Cancellations

Cancellations received after Wednesday, November 6, 2024 are subject to a charge fee of 100% of order due.

## Equipment Guarantee

### AV1's equipment guarantee is as follows:

AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30 days of show close.

## SPECIAL INSTRUCTIONS:

Order Confirmation will be sent once the order is processed.

Subtotal Equipment	\$0.00
Tax rate subject to change based on state updates. <input type="checkbox"/> Add Tax - 0%	\$0.00
Installation Fee	\$195.00
Delivery Fee	\$250.00
Add 20% Union Fee	\$0.00
After Monday, November 4, 2024, Add 20% Late Fee	FALSE
<b>Total Order</b>	<b>\$445.00</b>

**Audio Visual One, LLC**  
**Sylvia Polletta - Show Services Coordinator**  
 9611 West Foster Avenue  
 Schiller Park, IL 60176  
 Phone: 224-629-7264  
 Email: [spolletta@audiovisualone.com](mailto:spolletta@audiovisualone.com)

## Method of Payment

<b>Corporate Check</b> _____ <small>Corporate Check: Must be received and cleared by your bank prior to delivery.</small>	<b>ACH or Wire</b> _____ <small>ACH or Wire: Please contact Sylvia Polletta for detail</small>
<b>Credit Card</b> _____	
Cardholder's Name _____	Card # _____
Billing Address _____	Exp Date _____
City, State, Zip _____	CID # _____
Cardholder's Signature _____	

## Easy Ordering

As the exclusive Technology Provider of Renaissance Columbus Downtown Hotel, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

### Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team

# EventNow<sup>SM</sup>

## offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Renaissance Columbus Downtown Hotel, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Station
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

## We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



## Need assistance or products/solutions not offered in EventNow?

Call your on-site contact directly:

Michael Moyer - Director of Event Technology

Renaissance Columbus Downtown  
50 N 3rd St, Columbus, OH 43215

M: 614-344-6064

E: [michael.moyer@encoreglobal.com](mailto:michael.moyer@encoreglobal.com)

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

# LeadCapture for 2024 Energy & Propulsion Conference & Exhibition



Looking to purchase lead retrieval licenses? Continue to enhance your experience at **2024 Energy & Propulsion Conference & Exhibition** with an easy-to-use lead retrieval tool. We have partnered with Cvent to provide lead retrieval services through their LeadCapture product. We appreciate your support at our event and want you to be able to track the impact of attending our Conference.

## How It Works:

- Scan badges to gather lead information
- Score leads and take notes
- Export leads to any database on demand

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## APP LICENSE

Purchase an app license to download the Cvent LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information.

**\$249**

Single  
LeadCapture License

**\$149**

Additional  
LeadCapture License

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# LeadCapture for 2024 Energy & Propulsion Conference & Exhibition



## 1 FINISH SETTING UP YOUR EXHIBITOR ACCOUNT

- [Click here](#) - Enter your details and click **Create Account**.
- You will soon receive the email “Welcome to 2024 Energy & Propulsion Conference & Exhibition” from melissa.jena@sae.org.” Click **Log In** within the email.
- Don't remember your password? Click on “**Forgot?**” to set up your password. You will soon receive the email “Reset your Onsite Solutions Password”
  - If you have LeadCapture login credentials from past events, log in with your email and previously created password. Once logged in, click **Switch Event** (top right) and click Join Event. Search the Event Code: **5ED259A93934** and add 2024 Energy & Propulsion Conference & Exhibition to the list of events you're exhibiting at.

## 2 LOGGING BACK IN TO YOUR EXHIBITOR PORTAL

- Log back into your Portal with [this link](#). Do not click **Add your company**.
- Use this Portal to:
  - *Purchase additional LeadCapture licenses, if necessary*
  - *Assign licenses to registered onsite staff*
  - *Create lead-qualifying questions*
  - *Export your leads after the event*

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## SUPPORT

New to LeadCapture or want additional help? [This how-to](#) is all you need to get set up. Questions? Email [leadcapture@cvent.com](mailto:leadcapture@cvent.com) with any general LeadCapture questions.