



## EVENT DETAILS

### **Exhibit Carpet**

The Exhibit hall is **not** carpeted and the exhibit hall is concrete. If you wish to carpet your individual booth, you may order carpeting from George Fern, the General Service Contractor for this event. The aisle carpet will be blue and the pipe and drape colors will be blue and tan.

<b>Exhibition Installation</b>	
Monday, September 27, 2010	10:00 am – 6:00 pm
<b>Exhibit Hours</b>	
Tuesday, September 28, 2010	9:30 am – 1:00 pm
Tuesday, September, 28, 2010	3:00 pm – 6:30 pm
Wednesday, September 29, 2010	9:30 am – 1:00 pm
Wednesday, September 29, 2010	3:00 pm – 6:30 pm
<b>Exhibition Dismantling</b>	
Wednesday, September 29, 2010	7:00 pm – 8:30 pm
Thursday, September 30, 2010	8:00 am – 12:00 pm
<b><i>The hall must be cleared by 12:00 noon on Thursday.</i></b>	
<b>Registration Hours</b>	
Monday, September 27, 2010	3:00 pm – 5:30 pm
Tuesday, September 28, 2010	7:00 am – 5:30 pm
Wednesday, September 29, 2010	7:00 am – 5:30 pm
Thursday, September 30, 2010	7:00 am – 10:00 am

### **Installation & Dismantling**

***All installations must be completed by 6:00 pm on Monday, September 27<sup>th</sup>*** to allow for final touches and cleaning. No exhibit, in whole or part, may be removed from the assigned space during the period of the Exhibition. The Exhibition closes at 6:30 pm on Wednesday, September 29<sup>th</sup>. ***Dismantling must be completed by 12:00 noon on Thursday, September 30<sup>th</sup>.***

### **Shipping, Storage & Handling**

You may ship by any carrier of your choice. George Fern has been designated as the official storage and handling contractor and as such is prepared to warehouse, transfer and move all exhibits into and out of the exhibit area. This includes the handling and care of empty containers. Because of liability considerations, George Fern will assume complete responsibility for maintaining in and out traffic schedules. Complete shipping information and rates are included in this manual.

***If your exhibit is unusually large or complicated, please notify SAE and George Fern so that we are aware and prepared to handle the special needs (labor, equipment, special space requirements, or time requirements) that often accompany these types of displays.***

**Deliveries** – No advance deliveries will be accepted at the site. Display materials not sent to George Fern’s warehouse in advance must be delivered directly to the show site during the move-in period on Monday, September 27<sup>th</sup>. George Fern will accept crated or boxed materials in advance of the show set-up at their warehouse. Please refer to the Shipping Information Form and Shipping Labels. **All advance deliveries must be received in George Fern’s warehouse by Friday, September 24<sup>th</sup> to receive the discounted rates.**

### **Booth Design Approvals**

Companies must submit their booth design for show management approval. The purpose of reviewing plans is to make sure the display is within the rules and regulations for booth construction. Should a problem be found, it is easier to correct the display while it is still in the design stages than to try and modify the display while it is being erected. The display rules and regulations are included in this manual as well as a booth approval form which should be submitted to SAE along with any photos or drawings of your booth. We look forward to receiving your booth plans which should include booth number and size, contents, dimensions and elevations.

**Please submit your booth plans by August 23** to Kathy Belles: [kbelles@sae.org](mailto:kbelles@sae.org).

**Display Furniture** –No display furniture will be supplied with the booth. Display tables, chairs, and other furnishing items needed may be rented at the rates shown on the Furnishings Order Form. **NOTE:** The exhibit floor area is concrete. If you desire booth carpet, please indicate this on the Carpet Order Form.

**Electrical/Telephone Service** - There is no Electricity or telephone service provided with the exhibit space. Electrical outlets and telephone service may be rented by completing and submitting the Electrical and Telephone Order Forms found in this manual.

### **Terms & Conditions**

Please refer to the “SAE Terms and Conditions” and “Guidelines for Display Rules and Regulations” included in this manual for additional information.

