



Carpeting

Each exhibit hall and the Concorde Foyer will be carpeted in Royal Blue.

Booth Inclusions:

- Each 9m² space (100 square feet) includes
 - carpet,
 - back and side walls,
 - 1 table (120 x60 cm) and 2 chairs
 - identification Sign,
 - and 1 electrical outlet (ref Electricity order form).
- Each bulk space 36 m² and above (400 sq ft and above) includes the same and 2 electrical outlet (ref Electricity order form).

Exhibition Installation	
Monday, October 17	9:00 – 16:30
Tuesday, October 18	8:00 – 15:00
(All booths must be complete by 15:00 to clean and prepare for the opening reception at 17:30)	
Exhibit Hours	
Tuesday, October 18	17:30 - 19:30
Wednesday, October 19	10:00 - 18:30
Thursday, October 20	10:00 - 17:30
Exhibition Dismantling	
Thursday, October 20	17:30 – 19:30
Friday, October 21	8:00 – 16:00

Deliveries

No deliveries may arrive before October 7, 2011.

Installation & Dismantling

All installations should be completed by 15:00 on Tuesday, October 18 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 17:30 on Thursday, October 20. All dismantling must be complete by 16:00 on Friday, October 21.

Shipping, Storage & Handling

You may ship by any carrier of your choice. It is the exhibitor's responsibility to arrange for shipping to and from the event. Please see the custom broker information in the exhibitor guide should you need further assistance. **NO SHIPMENTS MAY ARRIVE AT THE PIERRE BAUDIS CONGRESS CENTRE BEFORE OCTOBER 7, 2011.**

If your exhibit/shipment is unusually large or complicated, please notify SAE and Florence Chatellier at the Pierre Baudis Congress Centre 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.

Booth Design Approvals

Companies must submit their booth design for Show Management approval. Show rules state that plans must be submitted prior to the opening of the exhibition. The purpose of reviewing plans is to make sure the display is within the rules and regulations for booth construction. **The facility for the 2011 SAE AeroTech event must review all booth designs.** 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. We look forward to receiving your booth plans. Please fill out the "Booth Approval Form" listed in the manual under "Event Details." Photos are always very helpful. Please submit the form to Kathy Belles at SAE via email at kbelles@sae.org. **Booth designs for Aerotech are due to show management (Kathy Belles) August 15, 2011. Consider your booth design acceptable and approved unless you are contacted by SAE Show Management.**

Telephone/Internet Service – Internet and Telephone service is not provided with your booth space. Please refer to the order forms to obtain these services in your booth space.

Terms & Conditions

Please refer to the "SAE Terms and Conditions" included in this manual for additional information.