



### DETAILED EXHIBITOR INFORMATION

#### Exhibit Location: Main Foyer/Glass Foyer

#### Guidelines for Display:

- The display area is 9' x 9' which will include one 6 foot table with 2 chairs.
- If your display requires more space than the provided display area, you may purchase a second space prior to the event if one is available.
- Storage will not be provided. You may place items under your skirted table display.
- The height of your booth is not to exceed 5 feet above the table with an 8 foot maximum from floor to the top of the tabletop exhibit.
- You may have your table removed to put a piece of machinery or furniture in its place if that piece of machinery or furniture is manufactured or sold by the company. **It must conform to the dimension of the table and be approved prior to the conference.**
- No tapes, adhesives, or any items are to be used to hang or attach signs or display materials to the hotel/facility walls.
- Tables will be set up when you arrive. Please set up your display in the area that has been assigned to your company.
- Tabletop displays are considered "static displays" and do not require booth staffing at all times.
- There is no security guard service provided with this event. Please do not leave anything of extreme value in your display area such as laptops, briefcases, camera's, giveaways, etc.

#### Event Details:

- Installation hours for **VBS** will be Monday, 14 November from 07:00 – 10:00.
- Dismantle hours for **VBS** will be Tuesday, 15 November 2011 from 15:30 – 17:30.
- Installation hours for **PEM** will be Tuesday, 15 November 2011 from 17:00 – 19:00.
- Dismantle hours for **PEM** will be Wednesday, 16 November 2011 15:15 – 18:00.
- Electric is included with your table and extension cords will be provided.
- Registration will be located in Function VI (A).
- Networking Activities will be held in the Main Foyer/Glass Foyer.

### Miscellaneous Items Included:

- One complimentary symposium registration is included with your purchase of a table top display (*includes refreshment breaks, evening receptions and handout materials.*)
- Company recognition and profile in the symposium handout
- Company recognition onsite

### Shipping Information

- Ship your display materials to the Shanghai Marriott Hotel Hongqiao. Materials may not arrive before Thursday, 10 November, 2011.

- Shipping address:

Lily Ruan

Senior Assistant Event Manager

Shanghai Marriott Hotel Hongqiao

2270 Hongqiao Road, Shanghai 200336 PRC

HOLD FOR: SAE 2011 INTERNATIONAL VEHICLE BATTERY SUMMIT (14-15 NOV)

or POWERTRAIN ELECTRIC MOTORS SYMPOSIUM (16 NOV)

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