



EVENT DETAILS

Exhibit Colors/Carpet

Exhibit show color is red. However, pipe and drape will be green to match the existing ballroom (exhibition hall) carpet. If you wish to carpet your individual booth, you may order carpeting from the official decorator.

Exhibition Contractor

Freeman is the official exhibition contractor and will maintain an Exhibitor Service Desk. All questions regarding services should be brought to their attention. All requests for exhibit set-up and dismantling labor and in-loading and out-loading must be placed at this desk. Order forms for these services are included. Each exhibitor will receive dismantling instructions by special bulletin while on site.

Exhibition Installation	
Sunday, September 18, 2011	10:00 a.m. – 6:00 p.m.
Monday, September 19, 2011	7:00 a.m. – 9:00 a.m.
Exhibition Hours	
Monday, September 19, 2011	10:00 a.m. – 6:00 p.m.
Tuesday, September 20, 2011	9:30 a.m. – 4:00 p.m.
Exhibition Dismantling	
Tuesday, September 20, 2011	4:00 p.m. – 8:00 p.m.
Wednesday, September 21, 2011	8:00 a.m. – 12:00 p.m.
Registration	
Sunday, September 18, 2011	12:00 p.m. – 5:00 p.m.
Monday, September 19, 2011	7:00 a.m. – 5:00 p.m.
Tuesday, September 20, 2011	7:00 a.m. – 4:00 p.m.
Wednesday, September 21, 2011	7:00 a.m. – 2:00 p.m.

Deliveries – No advance deliveries will be accepted at the site. Display materials not sent to the Freeman warehouse in advance must be delivered directly to the exhibit area on Sunday, September 18 or Monday, September 19. Freeman will accept crated or boxed materials in advance of the show set-up at their warehouse. Please refer to the Material Handling Form. **All advance deliveries will be received in Freeman’s warehouse beginning Thursday, August 18. Material arriving after September 9 will be received at the warehouse with an additional after deadline charge.** Please refer to the shipping labels within the exhibitor manual.

Installation & Dismantling

All installations should be completed by 9:00 a.m. on Monday, September 19 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 4:00 p.m. on Tuesday, September 20. Dismantling must be completed by 12:00 p.m. on Wednesday, September 21. Freeman will have labor available to assist you with dismantling. Please advise their representative of your needs before the close of the exhibition.

Shipping, Storage & Handling

You may ship by any carrier of your choice. The preferred house carrier is Freeman Transportation. If you are using another carrier for your outbound shipping, they must arrive within the allotted time or your freight will be shipped out by Freeman.

Freeman 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, Freeman 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 Freeman 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. 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." **The Booth Approval Form should be submitted to SAE along with any photos or drawings of your booth by Monday, July 25, 2011 to Sue Miller at smiller@sae.org; phone-1-724-772-4015; fax-1-724-772-4041.**

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 Furniture Rental Order Form. **NOTE:** The exhibit floor area is carpeted. If you desire additional carpeting, please place your order using the Carpet Order Form within the exhibitor manual.

Electrical/Telephone Service - There is no electrical service provided with the exhibit space. Electrical service may be rented through the facility by completing and submitting the Electrical Order form found in this manual.

Terms & Conditions

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

ATTENTION EXHIBITORS

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