



EVENT DETAILS

Exhibition Colors/Carpet

Exhibition show colors will be black and grey. The Exhibition hall is not carpeted, but aisle carpeting will be provided. If you wish to carpet your individual booth, you may order carpeting from the official decorator.

Exhibition Contractor

Rosemont Exposition Services (RES) 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, in-loading and out-loading must be placed at this desk. Order forms for these services are included in the exhibitor manual. Each exhibitor will receive dismantling instructions by special bulletin while on-site.

| | |
|---|--|
| Exhibition Installation Monday, September 12, 2011 | 8:00 a.m. – 4:30 p.m. |
| Exhibition Hours Tuesday, September 13, 2011 Wednesday, September 14, 2011 | 9:00 a.m. – 7:30 p.m. 9:00 a.m. – 11:15 a.m. 1:30 p.m. – 4:00 p.m. |
| Exhibition Dismantling Wednesday, September 14, 2011 | 4:00 p.m. – 8:00 p.m. |
| Registration Hours Monday, September 12, 2011 Tuesday, September 13, 2011 Wednesday, September 14, 2011 | 7:30 a.m. – 4:00 p.m. 6:30 a.m. – 7:30 p.m. 6:30 a.m. – 4:00 p.m. |

Deliveries

No advance deliveries will be accepted at the site. Display materials not sent to Rosemont's warehouse in advance must be delivered directly to the exhibit area on Monday, September 12. No shipments will be accepted before Monday, September 12. RES 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 must be received in Rosemont's warehouse by September 7.** Please refer to the shipping labels within the exhibitor manual.

Installation and Dismantling

All installations should be completed by 4:30 p.m. on Monday, September 12 to allow for final touches, aisle carpeting 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 Wednesday, September 14. Dismantling must be completed by 8:00 p.m. on Wednesday, September, 14. RES will have labor available to assist you with dismantling. Please advise their representative of your needs before the close of the exhibition.

Shipping, Storage and Handling

You may ship by any carrier of your choice. RES 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 exhibition area. This includes the handling and care of empty containers. Because of liability considerations, RES 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 RES 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 (due July 18)

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. The booth approval form must be submitted to SAE by Monday, July 18 to Sue Miller at smiller@sae.org; phone: 724-772-4015; fax: 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 exhibition floor area is concrete. If you desire carpeting, please indicate this on the Carpet Order Form.

Electrical Service

There is no Electrical service provided with the exhibit space. Electrical outlets may be ordered through the RES by completing and submitting the Electrical Order Form found in this manual.

Terms & Conditions

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

ATTENTION EXHIBITORS

PLEASE NOTE! SAE International neither endorses nor sponsors FAIR-Guide or its publishers. Anyone desiring to sign with FAIR-Guide should carefully read their agreement to ascertain what they think they will be receiving in return for their money.