

2008 Defense Standardization Conference Administered by SAE International

March 4-6, 2008 • Westin Arlington Gateway Hotel • Arlington, VA USA

Tabletop Exhibitor Manual

Tabletop Display includes:

- One 6-foot x 30 inch table with two chairs
- One complimentary symposium registration (*includes lunch, refreshment breaks, evening receptions and handout materials.*)
- Company recognition and profile in the symposium handout
- Company recognition onsite

Setup and Exhibit Hours

- Tabletop displays may be set up the morning of the event.
- Tabletop displays are considered “static displays” and do not require booth staffing at all times.

Shipping Information

- To ship your display materials to the Westin Arlington Gateway Hotel, materials may not arrive before Friday, February 29, 2008.
- Shipping address:

Westin Arlington Gateway Hotel

HOLD FOR: YOUR NAME, 2008 DEFENSE STANDARDIZATION CONFERENCE

Alana Vartanian, Conference Services Manager

801 North Glebe Rd

Arlington, VA 22203

Phone: 703-717-6200

Exhibitor Badge Registration

- Go to <http://www.sae.org/events/dsp/>
- Click on “**Register**”
- Click on “**Exhibitor**”
- Click on “**Exhibitor Group Registration**”
- Registration requires your EXHIBITOR ID and PASSWORD. (*Received in your tabletop email confirmation*)

Online Exhibit Directory

- Go to <http://www.sae.org/events/dsp/>
- Under **Exhibit, Sponsor and Advertise**, click on “**Online Exhibit Directory**”
- In the box at the right, click on “**Exhibitor Login**”.
- Enter **Exhibitor ID** and **Password** into respective fields.
(**NOTE:** Your company password is **both** font-style and case sensitive.
For easiest use, **copy** the **Password** from the confirmation email and **paste** into the field.)
- Click “**Submit**”
- “Stars” denote required fields and must be completed

All Exhibitors

Exhibitors are requested to provide (2) profiles:

[a] Print Directory profile (up to 50 words, *maximum*)

[b] Web Profile (approximately 100 words, *maximum of 1000 characters*)

NOTE: If you exceed the maximum number of allowable words per profile category and click “Submit”, the system will not capture any information and you will need to begin again.

After updating this basic information, be sure to **Select Product Categories** via the “link on the left navigation bar.

QUESTIONS? Contact: SAE Customer Sales • Toll-free: 1-888-875-3976 (U.S. and Canada) • 724-772-4086 (outside U.S. and Canada) CustomerSales@sae.org