



Exhibitor Manual

Guidelines for Display:

- The display area will include one 6 foot table with 2 chairs and approximately 9 feet x 9 feet (2.74m x 2.74m)
- 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 will be Monday, January 28, 12:00 p.m. – 3:00 p.m. (12:00 – 15:00)
Dismantle hours will be Wednesday, January 30, 3:30 p.m. – 5:30 p.m. (15:30 – 17:30)
- Electric is **NOT** included with your booth. If you require electric, please contact Rachel Gardner at r.gardner@hgluk.com; phone: +44 (0)20 7973 4617; mobile: +44 (0) 7917 464197.
- Networking Activities will be held in the same location as the exhibit.

Miscellaneous Items Included:

- One (1) Design, Manufacturing and Economics of Composites Symposium Registration*
 - Company recognition and profile listing in the Event Guide
 - Company recognition and profile listing in the Online Exhibitor Directory
- *Registrations include access to: sessions, refreshment breaks, lunches, reception and exhibition.*

Shipping Information

- Ship your display materials to the Torino Incontra Conference Centre. Materials may not arrive before January 22, 2013.
- Shipping address:
SAE Design, Manufacturing and Economics of Composites Symposium
February 19-21, 2013
CENTRO CONGRESSI TORINO INCONTRA
VIA NINO COSTA 8
10123 TORINO, ITALY
Attn: Roberta Ghiringhelli
Congress & Sales
Tel. 011 5576813

Please send Roberta Ghiringhelli (ghiringhelli@torinoincontro.org) a detailed list of what is in the shipment and the size. It will be the exhibitor's responsibility to schedule the return shipment.

QUESTIONS? Contact: SAE Customer Sales • Toll-free: 1-888-875-3976 (U.S. and Canada) • 724-776-4086 (outside U.S. and Canada) CustomerSales@sae.org

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