



## Exhibitor Manual Elysee II

### Guidelines for Display:

- The display area will be 4 feet by 8 feet.
- 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 Thursday, October 11 from 0700 – 1000 hours  
Dismantle hours will be at Thursday, October 11 from 1500 – 1800 hours
- Standard Electric is included with your booth. HOWEVER, please notify Arlene DiSilvio ([disilvio@sae.org](mailto:disilvio@sae.org)) with your electrical needs.
- Breaks and lunch will be held in the Elysee Foyer.
- Registration is located in the Elysee 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 Le Meridien Stuttgart. Materials may not arrive before October 1, 2012.
- Shipping address:

**Ralph Mornhinweg**  
**Veranstaltungsleiter, Banquet Sales Manager**  
**Le Meridien Stuttgart**  
**Willy-Brandt-Strasse 30**  
**70173 Stuttgart GERMANY**

**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](mailto:CustomerSales@sae.org)**

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