



EVENT DETAILS

2006 GENERAL AVIATION TECHNOLOGY CONFERENCE & EXHIBITION (GATC)
Century II Convention Center
Wichita, Kansas USA
Exhibition - August 30-31, 2006

Exhibit Colors/Carpet

Exhibit show colors will be blue and white with blue aisle carpet and blue side walls. The Exhibit 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

George E. Fern Co. 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. Each exhibitor will receive dismantling instructions by special bulletin on-site

Exhibition Installation	
Tuesday, August 29, 2006	12:00 noon – 6:00 pm
Exhibit Hours	
Wednesday, August 30, 2006	11:00 am – 1:30 pm; 5:00 pm – 7:00 pm
Thursday, August 31, 2006	11:00 am – 1:30 pm; 5:00 pm – 7:00 pm
Exhibition Dismantling	
Thursday, August 31, 2006	7:00 pm – 9:00 pm
Friday, September 1, 2006	8:00 am – 2:00 pm
(Your carrier must check in by 12:00 noon on Friday. The hall must be cleared by 2:00 pm on Friday, September 1.)	
Registration Hours	
Wednesday, August 30, 2006	7:00 am to 6:30 pm
Thursday, August 31, 2006	7:30 am to 5:00 pm

Deliveries – No advance deliveries will be accepted at the site. Display materials not sent to George E. Fern’s warehouse in advance must be delivered directly to the exhibit area on Tuesday, August 29. George E. Fern 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 George E. Fern’s warehouse by Friday, August 25 to receive the discounted rates.**

Installation & Dismantling

All installations should be completed by 6:00 pm on Tuesday, August 29 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 7:00 pm on Thursday, August 31. ***Dismantling must be completed by 2:00 pm on Friday, September 1.*** George E. Fern will have labor available to assist you with dismantling. Please advise their representative of your needs before the close of the exhibition.

NOTE: The preferred house carrier is Roadway. If you are using another carrier for your outbound shipping, the driver must check in by 12:00 noon on Thursday. (If your carrier does not arrive within the allotted time, your freight will be shipped out by George E. Fern.)

Shipping, Storage & Handling

You may ship by any carrier of your choice. George E. Fern 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, George E. Fern 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 George E. Fern 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. The 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. We look forward to receiving your booth plans. Please submit your plans by July 3 to Sue Miller at SAE...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 exhibit floor area is concrete. If you desire carpeting, please indicate this on the Carpet Order Form.

Electrical/Telephone Service - There is no Electricity or telephone service provided with the exhibit space. Electrical outlets and telephone service may be rented through the facility by submitting the enclosed Electrical Order Form.

Terms & Conditions

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