



Guidelines for Display:

- The display area is approximately 8' x 8' which will include one 6 foot table with 2 chairs.
- 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.
- 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:

- The exhibit will be located in the 7th Street Concourse.
- Installation hours will be Tuesday, January 24th (12-5 pm) or Wednesday, January 25th (by 8:00 am)
- Dismantle hours will be Friday, January 27th (after 12:30 pm)
Electric is included with your table. Please bring an extension cord or power strip. Any additional electric will need to be ordered and there will be a charge. Please contact us if you need additional electric.
- Registration will be located in Room 140 A.
- Networking Activities will be held in the 7th Street Concourse Alcove.

Miscellaneous Items Included with Exhibit/Table Top Contract:

- 2 complimentary symposium registration which include: all refreshment breaks, lunches, & receptions; admittance to the technical sessions & keynote speakers; Washington, DC Section event; Washington Auto Show including the Public Preview on Thursday, January 26, 2012 (www.washingtonautoshow.com)
- Company recognition and profile in the symposium handout
- Company recognition onsite

Shipping & Material Handling Information

- Shipping and Material Handling will be handled by Hargrove, Inc. They are the official general service contract for the Washington Auto Show and the SAE 2011 Government/Industry Meeting. Hargrove will deliver exhibitor shipments to their designated table, store empties during the show, and return empties at the close of the show.
- Please refer to the Material Handling Order form regarding rates.
- Advance Shipping address: Must be received by Friday, December 16th (starting at 10:00 am) thru Wednesday, January 18th. Receiving hours are 10:00 a.m. until 4:00 p.m. Monday – Friday. ****The warehouse will be closed on Monday, December 26, 2011 and Monday, January 2, 2012.**

ADVANCED SHIPPING:

- (Your Company Name & Table Number)
SAE International Government/Industry Meeting
Hargrove, Inc
YRC Washington
7600 Preston Drive
Landover, MD 20785

DIRECT SHIPPING:

- Direct Shipping Address (Shipments accepted **Tuesday, January 24, 2012 between the hours of 8:00 am. – 4:00 pm.**)
(Your Company Name & Table Number)
SAE International Government/Industry Meeting
Hargrove, Inc
Washington Convention Center
801 Mount Vernon Place, NW
Washington, DC 20001

PLEASE TAKE NOTICE! 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.

QUESTIONS?

Contact: SAE Customer Sales • Toll-free: 1-888-875-3976 (U.S. and Canada) • 724-776-3087 (outside U.S. and Canada) CustomerSales@sae.org