



SAE 2013 High Efficiency IC Engine Symposium

April 14-15, 2013
Westin Book Cadillac Hotel
Detroit, Michigan, USA

www.sae.org/hee

SAEInternational

Exhibitor Manual 4th Floor Pre-Function

Guidelines for Display:

- The display area is one 6 foot table with 2 chairs that is approximately 9' x 9' ft.
- 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 Sunday, April 14 before show opening.
Dismantle hours will be at the conclusion of Symposium on Monday, April 15 after 5:00 p.m.
- Sunday evening networking reception on 4th Floor Italian Gardens.
- Networking Activities will be held in the 4th Floor Pre-Function Area

Miscellaneous Items Included:

- One complimentary symposium registration is included with your purchase of a table top display (*includes refreshment breaks, evening reception and handout materials.*)
- Company recognition and profile in the symposium handout
- Company recognition onsite

Shipping Information

- Ship your display materials to The Westin Book Cadillac. Materials may not arrive before Friday, April 12, 2013.
- Shipping address:

Vendor Name:

Group Name: SAE 2013 HIGH EFFICIENCY SYMPOSIUM

c/o Prince Williams

The Westin Book Cadillac Detroit

1114 Washington Blvd.

Detroit, MI 48226

Booth #:

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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