



## Exhibitor Manual ROOM 1

### Guidelines for Display:

- The display area is 9 feet by 9 feet with one 6 foot table and 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.
- 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, September 29 from 9:00 – 11:00 a.m.
- Dismantle hours will be Monday, September 30 after 1:30 p.m.
- Electric is included with your booth.
- Networking Activities will be held in the same location as the exhibit- Room 1.
- Registration is located outside of Room 1.

### 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 Donald E. Stephens Convention Center. Materials may not arrive before September 23, 2013.
- Shipping address:

Name of Exhibitor  
c/o Ricardo Raya  
SAE 2013 Heavy Duty Vehicles Symposium, Room 1  
Donald E. Stephens Convention Center  
Package Room  
9391 W. Bryn Mawr Ave.  
Rosemont IL 60018

**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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