



## EVENT DETAILS

### 2006 Motorsports Engineering Conference and Exhibition

Dearborn Hyatt  
Dearborn, MI, USA  
December 5-7, 2006

#### Exhibit Colors/Carpet

Exhibit show colors will be black and red. The Exhibit hall is carpeted in black and tan multicolor pattern. If you wish to carpet your individual booth, you may order carpeting from the official decorator.

#### Exhibition Contractor

Freeman 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 in the manual. Each exhibitor will receive dismantling instructions by special bulletin while on-site.

|  |                    |
|--|--------------------|
| <b>Exhibition Installation</b>   |                    |
| Monday, December 4, 2006   | 12:30 pm – 4:30 pm |
| Tuesday, December 5, 2006  | 8:00 am – 10:00 am |
| <b>Exhibit Hours</b>   |                    |
| Tuesday, December 5, 2006  | 12:00 pm – 6:00 pm |
| Wednesday, December 6, 2006  | 10:00 am – 6:00 pm |
| Thursday, December 7, 2006   | 10:00 am – 2:00 pm |
| <b>Exhibition Dismantling</b>  |                    |
| Thursday, December 7, 2006   | 2:00 pm – 8:00 pm  |
| (Your carrier must check in by 6:30 pm on Thursday. The hall must be cleared by 8:00 pm) |                    |
| <b>Registration Hours</b>  |                    |
| Monday, December 4, 2006   | 4:00 pm – 6:00 pm  |
| Tuesday, December 5, 2006  | 7:00 am – 5:00 pm  |
| Wednesday, December 6, 2006  | 7:00 am – 5:00 pm  |
| Thursday, December 7, 2006   | 7:00 am – 3:00 pm  |

**Deliveries – No advance deliveries will be accepted at the site.** Display materials not sent to the Freeman warehouse in advance must be delivered directly to the exhibit area starting Monday, December 4, 2006. Freeman 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 the Freeman warehouse by Tuesday November 28, 2006.**

#### Installation & Dismantling

**All installations must be completed by 10:00 am on Tuesday, December 5** to allow for final touches 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 2:00 pm on Thursday, December 7. ***Dismantling must be completed by 8:00 pm on Thursday, December 7.*** Freeman 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 Freeman Transportation. If you are using another carrier for your outbound shipping, notify them of the date and time for pick up including UPS, FedEx and DHL. Your driver must check in with Freeman by 6:30 pm on Thursday. If your carrier does not arrive within the allotted time, your freight will be shipped out via alternate carrier.

### **Shipping, Storage & Handling**

You may ship by any carrier of your choice. Freeman 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, Freeman 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 Freeman 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 to Sue Miller at SAE by September 25...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 carpeted.

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

### **Terms & Conditions**

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