



Exhibit Colors/Carpet

Exhibit show colors will be blue and grey. The Exhibit hall is NOT carpeted. The aisle carpet will be black. 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.

Exhibition Installation (NEW FROM 2009!)

Sunday, May 15	12 – 5pm
Monday, May 16	10:00 am. – 2:00 pm.

Exhibit Hours (NEW FROM 2011!)

Monday, May 16	7:30 – 9:00 p.m. (Welcome Reception)
Tuesday, May 17	9:30 a.m. – 12:00 p.m. and 1:30 – 6:00 p.m.
Wednesday, May 18	9:30 a.m. – 12:00 p.m. and 1:30 – 6:00 p.m.

Exhibition Dismantling (NEW FROM 2011!)

Wednesday, May 18	6:00 – 8:00 pm.
Thursday, May 19	8:00 am. – 2:00 pm. (The hall must be cleared by 2:00 pm.)

(Your carrier must check in by 11:00 am on Thursday.)

Registration

Monday, May 16, 4:00 – 9:00 p.m.
 Tuesday, May 17, 7:00 a.m. – 6:30 p.m.
 Wednesday, May 18, 7:00 a.m. – 6:30 p.m.
 Thursday, May 19, 7:00 a.m. – 10:30 a.m.

Deliveries – Display materials not sent to Freeman’s warehouse in advance must be delivered directly to the exhibit area on Monday, May 16, 2011 during the move-in period. 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 may be received in Freeman’s warehouse beginning Friday, May 6, 2011. Deliveries must be received by Friday, May 6, 2011 to receive the discounted rates.

Installation & Dismantling

All installations should be completed by 2:00 pm on Monday, May 16 to allow for aisle carpet to be completed, 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 6:00 pm on Wednesday May 18. ***Dismantling must be completed by 2:00 pm on Thursday, May 19.*** 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. **Your driver must check in with Freeman by 11:00 am 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. 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 fill out the "Booth Approval Form" listed in the manual under "Event Details." Photos are always very helpful. Please submit the form to Kathy Belles at SAE...kbelles@sae.org; phone-1-724-772-4072; fax-1-724-772-4041. **Booth designs for Noise and Vibration are due to show management (Kathy Belles) April 15, 2011.**

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 NOT carpeted. 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 Pheasant Run Resort by completing and submitting the enclosed Electrical Order Form.

Terms & Conditions

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