



SAE 2010 Powertrains, Fuels & Lubricants Meeting

October 25 – 27, 2010

Doubletree Hotel Mission Valley
San Diego, California, USA

Exhibitor Manual South & West Foyer

Guidelines for Display:

- The display area is 6' x 6' 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.
- 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, October 24, 2010 starting at 4:00 pm. Until 6:00 pm and Monday, October 25, 2010 before 8:00 am.
- Dismantle hours will be Wednesday, October 27, 2010 by 6:00 pm.
- Electric is not included with your table. Please see separate order form for electric.
- Registration will be located in the South Foyer.
- Networking Activities will be held in the South & West Foyer- the same location as the exhibit.

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 Doubletree Mission Valley Hotel. Materials may not arrive before Friday, October 22, 2010.
- Shipping address:

Exhibitor Representative Name and Exhibitor Company Name
SAE Powertrain Fuels & Lubricants Meeting
c/o Mary Ellen Stevens
Doubletree Mission Valley Hotel
7450 Hazard Center Drive
San Diego, CA 92108

*****Due to limited storage space at the Doubletree, exhibitor shipments may need to be sent to a drayage company. SAE International will notify exhibitors if this should occur.**

**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**