



## **Exhibitor Manual** **Main Hall**

### **Guidelines for Display:**

- The display area is one 8 foot table with 2 chairs. The area will be approximately 10 feet x 8 feet.
- 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 Monday, October 29, 2012, 12:00 p.m. – 5:00 p.m.  
Dismantle hours will be Thursday, November 1, 2012 after 3:30 p.m.
- Electric is NOT included with your booth. Please see separate utility order form.
- Networking Activities will be held in the same location as the exhibit- Main Hall.
- Registration is located in the Ballroom Foyer.

### **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 Marriott Phoenix Mesa. Materials may not arrive before October 24, 2012.
- Shipping address:

Julie Johnson  
Convention Services Manager  
Phoenix Marriott Mesa  
Hotel & Convention Center  
200 North Centennial Way  
Mesa, AZ. 85201

**Hold for: SAE, Booth #, and Event Name (Specify Power Systems or AEAS Conference)**

**(\*\*Please refer to the Marriott Packaging Handling Form for all shipments. This form must be completed and returned to hotel for exhibitor shipments.)**

**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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