



## Exhibitor Manual LIGHT CATCHER FOYER

### Guidelines for Display:

- The display area is 8' x 8' with 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 Monday, November 1, 2010 from 12:00 noon until 5:00 p.m.
- Dismantle hours will be Wednesday, November 4, 2010 after 1:00 pm.
- Electric is NOT included with your booth. Please see order form.
- Registration is located in the same room 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 Sheraton Fort Worth Hotel and Spa only if you are a registered guest. Materials may not arrive before October 27, 2010. Shipping address:

Sheraton Fort Worth Hotel and Spa  
1701 Commerce Street  
Fort Worth, TX 76102  
HOLD FOR SAE POWER SYSTEMS CONFERENCE  
ATTN: "Guest Picking up Package"  
Amsterdam Marriott Hotel

- If you are not a guest of the hotel, please complete the "shipping form."

**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