

The Second International Summit on the State of the Connected Vehicle



September 29-30, 2010

*PNC Center (formerly National City Center), Beaumont Training Center
Troy, Michigan, USA*

Hosted by CVTA, MDOT and SAE International

Located in Beaumont Classroom 1

Exhibitor Manual

Guidelines for Display:

- The display area is 4' x 7' with one 6 foot table with 2 chairs. Space is very limited.
- 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 Tuesday, September 28, 2010 from 2:00 – 5:00 pm. and Wednesday, September 29, 2010 from 6:30 – 7:30 am.
- Dismantle hours will Thursday, September 30, 2010 after 6:00 pm. at the close of the event.
- Electric is included with your booth. Please bring your own power strip or extension cord.
- Networking Activities will be held in the adjoining 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 SAE International/AUTOMOTIVE HEADQUARTERS. Materials may not arrive before Wednesday, September 22, 2010.
- Shipping address:

SAE International/Automotive Headquarters
Attn: Ila Lee
755 W. Big Beaver Rd.
Suite 1600 (large packages need to be delivered to the 16th floor and not left on the dock)
Troy, Mi 48084

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