



Exhibitor Manual Exhibit located in Hall B and Hall C

Guidelines for Display:

- The display area is approximately 8' x 8' with two tables and two 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.** 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 University/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, September 27, 2010 from 2:00 – 5:00 pm.
- Dismantle hours will be Thursday, September 30, 2010 after 10:00 am. **All booth materials and displays must be removed by 3:00 pm.**
- Electric is included with your booth. You must secure your electrical needs prior to the event with Heidi Borter-hborter@sae.org. Please refer to the Utility Order form.
- Wireless Internet is available for a fee of \$30.00 USD **per day** and must be reserved in advance. Please refer to the Utility Order form.
- Breaks will be held in Hall B and Hall C. Lunches will be located in another building on campus. Evening reception will be held offsite.
- Registration will be located in Hall B.

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 university. Materials may not arrive before Friday, September 24, 2010.
- Shipping address:

Johannes Kepler Universitaet Linz
 zH. Herrn Wolfgang Weiss (SAE 2010)
 Altenberger Str. 69
 A-4040 Linz

Hold for: SAE Small Engine Technology Conference/Sept 28-30, 2010 and YOUR NAME and COMPANY NAME.

(All booth materials must be removed or picked up on September 30th by 3:00pm. There is NO storage provided during the show.)**

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