



EVENT DETAILS

2008 Small Engine Technology Conference (SETC)

Midwest Airlines Center
Milwaukee, Wisconsin USA
September 9-11, 2008

Exhibit Colors/Carpet

Exhibit show colors will be blue and tan with blue aisle carpet and blue/tan pipe and drape. The Exhibit hall is not carpeted, but aisle carpeting will be provided. If you wish to carpet your individual booth, you may order carpeting from the official decorator.

Exhibition Contractor

GES Exposition Services is the official exhibition contractor and will maintain an Exhibitor Service Desk. All questions regarding services should be brought to their attention. All requests for exhibit set-up and dismantling labor; in-loading and out-loading must be placed at this desk. Order forms for these services are included. Each exhibitor will receive dismantling instructions by special bulletin on-site

Exhibition Installation	
Monday, September 8, 2008	12:00 noon – 6:00 pm
Tuesday, September 9, 2008	8:00 am – 10:00 am
Exhibit Hours	
Tuesday, September 9, 2008	11:00 am – 1:30 pm; 4:00 pm – 6:00 pm
Wednesday, September 10, 2008	11:00 am – 1:30 pm
Thursday, September 11, 2008	11:00 am – 1:00 pm
Exhibition Dismantling	
Thursday, September 11, 2008	1:00 pm – 5:00 pm
(Your carrier must check in by 3:30 pm on Thursday. The hall must be cleared by 5:00 pm on Thursday, September 11.)	
Registration Hours	
Monday, September 8, 2008	7:00 am to 9:30 am (tour registration only)
Tuesday, September 9, 2008	7:00 am to 5:00 pm
Wednesday, September 10, 2008	8:00 am to 5:00 pm
Thursday, September 11, 2008	8:00 am to 12:00 pm

Deliveries – No advance deliveries will be accepted at the site. Display materials not sent to GES's warehouse in advance must be delivered directly to the exhibit area on Monday, September 8. GES will accept crated or boxed materials in advance of the show set-up at their warehouse. Please refer to the Material Handling Form. **All advance deliveries must be received in GES's warehouse between August 8 and September 3.**

Installation & Dismantling

All installations should be completed by 10:00 am on Tuesday, September 9 to allow for final touches, aisle carpeting and cleaning. No exhibit, in whole or part, may be removed from the assigned space during the period of the Exhibition.

The Exhibition closes at 1:00 pm on Thursday, September 11. ***Dismantling must be completed by 5:00 pm on Thursday, September 11.*** GES will have labor available to assist you with dismantling. Please advise their representative of your needs before the close of the exhibition.

NOTE: The carrier for your outbound shipping must check in by 3:00 pm on Friday. (If your carrier does not arrive within the allotted time, your freight will be shipped out by GES via the preferred house carrier.)

Shipping, Storage & Handling

You may ship by any carrier of your choice. GES has been designated as the official storage and handling contractor and as such is prepared to warehouse, transfer and move all exhibits into and out of the exhibit area. This includes the handling and care of empty containers. Because of liability considerations, GES will assume complete responsibility for maintaining in and out traffic schedules. Complete shipping information and rates are included in this manual.

If your exhibit is unusually large or complicated, please notify SAE and GES so that we are aware and prepared to handle the special needs (labor, equipment, special space requirements, or time requirements) that often accompany these types of displays.

Booth Design Approvals

Companies must submit their booth design for Show Management approval. The purpose of reviewing plans is to make sure the display is within the rules and regulations for booth construction. Should a problem be found, it is easier to correct the display while it is still in the design stages than to try and modify the display while it is being erected. The display rules and regulations are included in this manual as is a booth approval form which should be submitted to SAE along with any photos or drawings of your booth. We look forward to receiving your booth plans which should include booth number and size, contents, dimensions and elevations. Please submit your plans by July 2 to Sue Miller at SAE...smiller@sae.org; phone-724-772-4015; fax-724-772-4041.

Display Furniture –No Display Furniture will be supplied with the booth. Display tables, chairs, and other furnishing items needed, may be rented at the rates shown on the Furniture Rental Order Form. **NOTE:** The exhibit floor area is concrete. If you desire carpeting, please indicate this on the Carpet Order Form.

Electrical/Telephone Service - There is no Electricity or telephone service provided with the exhibit space. Electrical outlets and telephone service may be rented through the facility by submitting the appropriate forms found in the exhibitor manual.

Terms & Conditions

Please refer to the “SAE Terms and Conditions” and the “Display Rules and Regulations” included in this manual for additional information.