

# Fuels & Emissions Conference

January 23 – 25, 2007 • BMW Pavilion • Cape Town, South Africa

## Tabletop Exhibitor Manual

### Tabletop Display includes:

- One 6-foot table with two chairs
- Electric service (*if needed*)
- Recognition in the event program

### Setup and Exhibit Hours

- Tabletop displays may be set up the morning of the event.
- Tabletop displays are considered “static displays” and do not require booth staffing at all times.

### Shipping Information

- To ship your display materials to the BMW Pavilion, materials may not arrive before Monday, January 15, 2007.
- Shipping address:

Pavilion Conference Centre  
First Floor, BMW Pavilion  
Corner of Portswood - Beach Road  
VA Waterfront – PO Box 80 Green Point  
Cape Town, South Africa 8061

**ATT:** Fierozza Pienaar

**HOLD FOR:** Name, SAE Fuels & Emissions Meeting

### Exhibitor Badge Registration

- Go to <http://www.sae.org/events/sfl/>
- Click on “**Register Now**”
- Click on “**Exhibitor**”
- Click on “**Exhibitor Group Registration**”
- Registration requires your EXHIBITOR ID and PASSWORD. (*Received in your tabletop email confirmation*)
- Each tabletop display is allotted one (1) exhibitor booth personnel badges

### Online Exhibit Directory

- Go to <http://www.sae.org/events/sfl/>
- Under **Exhibit, Sponsor and Advertise**, click on “**Online Exhibit Directory**”
- In the box at the right, click on “Exhibitor Login”.
- Enter **Exhibitor ID** and **Password** into respective fields. (NOTE: Your company password is **both** font-style and case sensitive. For easiest use, copy the **Password** from the confirmation email and paste into the field. )
- Click “**Submit**”
- “Stars” denote required fields and must be completed

### All Exhibitors

Exhibitors are requested to provide (2) profiles:

[a] Print Directory profile (up to 50 words, *maximum*)

[b] Web Profile (approximately 100 words, *maximum of 1000 characters*)

NOTE: If you exceed the maximum number of allowable words per profile category and click “Submit”, the system will not capture any information and you will need to begin again.

After updating this basic information, be sure to **Select Product Categories** via the “link on the left navigation bar.