

Important Exhibitor Registration Information

An EXHIBITOR ID has been assigned to each exhibiting company and is required for Exhibit Booth Personnel Registration. Each exhibiting company's primary contact has received their company's EXHIBITOR ID. Booth personnel must register individually. Group registrations are not permitted.

It is the sole responsibility of the primary contact to share the EXHIBITOR ID with individuals assigned to staff their booth during this event. SAE cannot provide the EXHIBITOR ID to any individual other than the primary contact. If you need the EXHIBITOR ID, please contact your company's primary contact.

Registration Instructions

All first-time visitors are **required** to provide important information to SAE. You will only be asked to provide this information once to be included in the SAE Database. If you have recently visited the SAE website, and logged-in through "My SAE", you will not need to complete this step.

1. Go to <http://www.sae.org/events/symposia/depc/>
2. Scroll down, select [Online Registration Form](#)
(Located on the right side of the screen)
3. The "SAE Website Login" page will appear with three (3) options. Select the appropriate link:

[Need a User ID and Password to Login?](#)

[Forgot your Password?](#)

[Forgot your User ID and Password?](#)

NOTE: The **USER ID** is **not** the **EXHIBITOR ID**. The **USER ID** is a unique number assigned to each SAE customer. Your **USER ID**, along with your password will help identify you each time you visit the SAE website.

4. Complete all required fields to update the SAE Customer Database. **If you wish to have your computer remember your USER ID and PASSWORD, click "REMEMBER ME"**
5. When complete, you will automatically be directed to the online registration site.
6. Click in the box next to "Exhibitor Booth Personnel"
7. Enter your Exhibitor ID in the requested box. (* At this point, you may also purchase special event tickets.)
8. Click "**proceed**".

NOTE: If your company has reached the maximum number of badges allotted for this event, a pop-up box will appear. At this point, you will need to register with an alternate role (i.e., Member, Nonmember, etc.)
Maximum Badges Allotted per Company: 1

9. Complete all requested Registration Form information fields and click "**proceed**"
10. Upon completion, print the Registration Confirmation Page and retain for your records.
11. An e-mail confirmation will be sent to you once your registration has been processed. **If you need to make a change to your registration or have any questions, please contact SAE Corporate Customer Service at exhibitions@sae.org or call 1-888-875-3976 (U.S. and Canada only), 724/772-4086 (outside the U.S. and Canada)**