



*"Moving Forward
in an Energy-Challenged Future"*



www.sae.org/events/training/symposia/awd



Exhibitor Manual Prefunction Area

Guidelines for Display:

- The display area is one 6 foot table with 2 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. 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 Monday, October 3rd – 3:00 pm – 6:00 p.m.
- Dismantle hours will be Wednesday, October 5th – 5:00 p.m. (conclusion of program)
- Electric is included with your booth.
Receptions will be in the Prefunction Area. Lunch will be in the Bloomfield Ballroom
- Registration is located in the Prefunction Area.

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 Radisson Hotel Bloomfield Hills. Materials may not arrive before Friday, September 30, 2011
- Shipping address:

Radisson Hotel Bloomfield Hills
Hold for Janel Show, SAE International
39475 Woodward Avenue
Bloomfield Hills, MI 48304
(248) 644-1400

QUESTIONS? Contact: SAE Customer Sales • Toll-free: 1-888-875-3976 (U.S. and Canada) • 724-776-4086 (outside U.S. and Canada) CustomerSales@sae.org

PLEASE TAKE NOTICE! SAE International neither endorses nor sponsors FAIR-Guide or its publishers. Anyone desiring to sign with FAIR-Guide should carefully read their agreement to ascertain what they think they will be receiving in return for their money.