



## Exhibitor Registration Instructions

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**.

Each booth personnel must register individual for this event. 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.

1. Go to the Deadlines, Pricing, and Event Hours Page by clicking on this link <http://www.sae.org/events/training/symposia/awd/registration.htm>
2. Click on [Register Now!](#)
3. Enter the individual's **User I.D. and Password (NOT the Exhibitor ID)**. If you have **EVER** attended an SAE event, you are already in our database. The **USER ID** is a unique name/number assigned to each SAE customer. Your **USER ID**, along with your password will help identify you each time you visit the SAE website. If you don't know your individual **User ID** and password, call 1-888-875-3976 (U.S. and Canada only), 724-772-4086 (outside the U.S. and Canada) for assistance.
4. Click on "Exhibitors" Tab
5. Check the top box for the Exhibitor Booth Personnel. Enter the **Exhibitor I.D.** and complete all applicable information. Click "proceed"
6. On the Registration Summary page, please review your selections and click "proceed" or if you need to change the information click "Change Selections"
7. Review your information on the "Registration Form" page and make any corrections/changes. Once it's complete click "proceed".
8. Click on the applicable Demographic Information. **Please Note:** The asterisk (\*) denotes required fields. All questions must be answered before you click on "proceed".
9. If your order is complete click "**Send Order**".
10. To expedite your check-in, please print the confirmation letter and bring this barcode on-site to the registration area. An e-mail confirmation will also be sent. If you need to make a change to your registration or have any questions, please contact SAE Customer Sales and Support at [CustomerSales@sae.org](mailto:CustomerSales@sae.org) or call 1-888-875-3976 (U.S. and Canada only), 724-772-4086 (outside the U.S. and Canada).

**NOTE:** If the maximum number of booth badge allotment has been met, Go to Step #1 and register as an attendee paying the appropriate attendee rate.