

2008 All Wheel Drive Vehicle Symposium & Ride & Drive Event

August 20 – 21, 2008 • Ann Arbor Marriott Ypsilanti at Eagle Crest • Ypsilanti, Michigan USA

Tabletop Exhibitor Manual

Tabletop Display includes:

- One 6-foot x 30 inch table with two chairs
- One complimentary symposium registration (*includes refreshment breaks, evening receptions and handout materials.*)
- Company recognition and profile in the symposium handout
- Company recognition onsite
- One standard electrical outlet

Setup and Exhibit Hours

- Tabletop displays may be set up beginning at 7am on Wednesday, August 20, 2008.
- Tabletop displays are considered “static displays” and do not require booth staffing at all times.

Shipping Information

- To ship your display materials to the Marriott Ypsilanti at Eagle Crest, materials may not arrive before Saturday, August 16, 2008.
- Shipping address:

Ann Arbor Marriott Ypsilanti at Eagle Crest
ATTN: AMY MASCIA, SALES MANAGER
1275 South Huron Street
Ypsilanti, MI 48197
HOLD FOR: Joni Zychowski Minehart for AWD Symposium, Your Name & Company Name

Exhibitor Badge Registration

- Go to <http://www.sae.org/events/training/symposia/awd/>
- Click on “**Register**”
- Click on “**Exhibitor**”
- Click on “**Exhibitor Group Registration**”
- Registration requires your EXHIBITOR ID and PASSWORD. (*Received in your tabletop email confirmation*)

Online Exhibit Directory

- Go to <http://www.sae.org/events/training/symposia/awd/>
- 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.