

# 2008 Bio-fuels: Specifications and Performance Symposium

7 – 9 July 2008 • Le Plais des Congres De Paris • Paris, France

## 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
- To order electric/power supply, please email Becky Arnold at [beckya@sae.org](mailto:beckya@sae.org)

### Setup and Exhibit Hours

- Tabletop displays may be set up on Monday, 7 July 2008 between 7:00 am – 12:00 noon.
- Tabletop displays are considered “static displays” and do not require booth staffing at all times.

### Shipping Information

- To ship your display materials to the event, **ALL SHIPMENTS MUST ARRIVE ON MONDAY, 7 JULY 2008.**
- Shipping address:

SAE, Your name, Your Company Name  
Room 352AB 3<sup>rd</sup> Level  
2, place de la Porte Maillot  
75017 Paris  
France

### Exhibitor Badge Registration

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