



DETAILED EXHIBITOR INFORMATION

Exhibit Location: Main Foyer/Glass Foyer

Guidelines for Display:

- The display area is 9' x 9' which will include 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 for **VBS** will be Monday, 14 November from 07:00 – 10:00.
- Dismantle hours for **VBS** will be Tuesday, 15 November 2011 from 15:00 – 17:00.
- Installation hours for **PEM** will be Tuesday, 15 November 2011 from 17:00 – 19:00.
- Dismantle hours for **PEM** will be Wednesday, 16 November 2011 15:15 – 18:00.
- Electric is included with your table and extension cords will be provided.
- Registration will be located in Function VI (A).
- Networking Activities will be held in the Main Foyer/Glass Foyer.

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 Shanghai Marriott Hotel Hongqiao. Materials may not arrive before Thursday, 10 November, 2011.

- Shipping address:

Lily Ruan

Senior Assistant Event Manager

Shanghai Marriott Hotel Hongqiao

2270 Hongqiao Road, Shanghai 200336 PRC

HOLD FOR: SAE 2011 INTERNATIONAL VEHICLE BATTERY SUMMIT (14-15 NOV)

or POWERTRAIN ELECTRIC MOTORS SYMPOSIUM (16 NOV)

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.

