

2009 Homogeneous Charge Compression Ignition Symposium

10 – 11 September 2009 • Malmö Börshus • Malmö, Sweden

Ostra Borssalen & Vastra Borssalen

Tabletop Exhibitor Manual

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 will be 10 September starting at 7:30 am.
- Dismantle hours will be 11 September from 5:00 pm until 6:00 pm.
- Electric is included with your table. Please bring your own converters as the voltage provided is 230v.
- Registration will be located in the same area as the exhibit (Ostra Borssalen & Vastra Borssalen).
- Breaks will be in the Exhibit Area. The reception will take place in Borstorget.

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 Malmö Börshus. Materials may not arrive before Wednesday, 26 August, 2009.
- Shipping address:

SAE CONFERENCE
Malmö Börshus Produktion AB
Skeppsbron 2
211 20 MALMÖ
SWEDEN
Attn: YOUR NAME, SAE HCCI SYMPOSIUM 10 – 11 SEPTEMBER 2009
YOUR COMPANY NAME

- Email address for the Malmö Börshus Produktion: info@malmoborshus.se

Exhibitor Badge Registration

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

QUESTIONS? Contact: SAE Customer Sales • Toll-free: 1-888-875-3976 (U.S. and Canada) • 724-776-3087 (outside U.S. and Canada) CustomerSales@sae.org