



## 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.

### Registration Instructions

1. Go to <http://www.sae.org/events/training/symposia/hddec/>
2. Click on [Register Now](#)
3. Enter your **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 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 User ID and password, **call 1-888-875-3976 (U.S. and Canada only), 724/772-4086 (outside the U.S. and Canada)**
4. Click on **Exhibitors** Tab
5. **Check the top box** for the Exhibitor Booth Personnel. Enter your Exhibitor I.D. and complete all applicable information and 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 and 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 E-Badge Check-In 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 badges allotted has been met, Go to Step #1 and register as an attendee at the applicable fee.