



EXHIBITOR MANUAL

Exhibit Located in the foyer behind Theater 1 (Auditorium)

Guidelines for Display:

- The display area is approximately 6' x 6' or (2 m x 2 m; the table is 180 cm x 70 cm).
- 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 be provided. You may also 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 Monday, September 20, 2010 starting at 5:00 pm. Installation must be complete by 7:00 pm. Reception begins at 7:00 pm; all tables must be set by this time.
- Dismantle hours will be Wednesday, September 22, 2010 between 4:30 and 6:30 pm.
- Electric is included with your table.
- Registration will be located in the foyer outside Theatre 1 (Auditorium).
- Networking Activities will be located in the foyer behind Theater 1 (Auditorium).

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 facility. Materials may not arrive before Sunday, September 19, 2010. Shipments will only be accepted 1 day in advance of set up.
- Shipping address:

Propellgatan 12
41764 Goteborg Sweden
Attention: Rachael Blaxland
Quote: SAE – 115290

- At the close of the event, all goods are to be packed and freighted on September 22, 2010. The hotel does not arrange for forwarding or freighting of goods after the event is complete. All paper work pertaining to delivery and pick up of goods is the responsibility of the exhibitor.

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