



## Exhibitor Manual

### Guidelines for Display:

- The display area is one 6 foot table with 2 chairs. The space will be approximately 9' x 9'.
- 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 during the event. You may place items under your skirted table display. If your "empties" will not fit under your table please contact SAE before the event.
- 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. However, the ballroom will be locked each evening. Please do not leave anything of extreme value in your display area such as laptops, briefcases, camera's, giveaways, etc.

### Event Details:

- **Exhibitor Move In:** Monday, February 20<sup>th</sup> 7:00 p.m. – 9:00 p.m. & Tuesday, February 21<sup>st</sup> 6:30 a.m. – 7:00 a.m.
- **Exhibitor Move Out:** Wednesday, February 22<sup>nd</sup> after 3:00 p.m. or Thursday, February 23<sup>rd</sup> after 3 p.m.
- Basic electric is included with your table. If you will need additional electric, please refer to the order form under a separate link. Please bring your own power strips.
- Networking Activities will be held in the Golden West and California rooms and the Tiki Pavilion.
- Registration is located in the Atlas 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 Town & Country San Diego. Materials may not arrive before February 17, 2012.
- Shipping address:

**Contact Person (Person/Exhibitor physically receiving/retrieving the package/box)**  
**c/o SAE Hybrid / EV 2012**  
**Booth/Table # \_\_\_\_\_**  
**Exhibit Location- Golden West and California Rooms**  
**Town and Country Resort and Convention Center**  
**500 Hotel Circle North**  
**San Diego, CA 92108**

**PACKAGES/DELIVERIES:** A service charge will be posted to an account for Package Room services rendered to all guests, non-guests and exhibitors. These charges are in addition to the regular freight charges imposed by UPS, RPS, Airborne or any other Service Lines and are subject to change without notice as determined by the hotel. Hotel policy does not permit employees to pack guest shipments. Packing supplies will be provided, if available, for a fee to be determined by the hotel. Current charges are as follows:

### **Receiving and Shipping Service Charges:**

Cases:	\$25.00 each
Pallets:	\$100.00 each,
Boxes/Tubes: 0-10 lbs.	\$5.00 each
11-30 lbs.	\$10.00 each
31-50 lbs.	\$15.00 each
Over 50 lbs	\$25.00 each

Storage - 3 Free Days, then \$25.00 per day, per shipment **(Charged to the exhibitor if shipment is received before February 17, 2012)**

**QUESTIONS? Contact: SAE Customer Sales • Toll-free: 1-888-875-3976 (U.S. and Canada) • 724-776-4086 (outside U.S. and Canada)**  
**CustomerSales@sae.org**

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