



Exhibitor Manual Pre-A Function

Guidelines for Display:

- The display area is 9' x 9' and 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 Tuesday, November 1, from 3:00 – 6:00 p.m. followed by a reception from 6:00 – 7:00 p.m. Dismantle hours will be Thursday, November 3, from 3:00 – 6:00 p.m.
- Electric is included with your booth but extension cord and power strip set up is \$15.00/each. Please notify Amanda Peppo, Convention Services Manager at the Marriott if you require electric. aeppeo@ypsilantimarriott.com or Direct: 734.821.6171
- Networking Activities will be held in the same location as the exhibit- Pre-A Function and Salon I.
- Registration is located in Pre-A Function

Miscellaneous Items Included:

- One complimentary symposium registration is included with your purchase of a table top display (*includes refreshment breaks, daily lunches, evening receptions and handout materials.*)
- Company recognition and profile in the symposium handout
- Company recognition onsite

Shipping Information

- Ship your display materials to the Ann Arbor Marriott Ypsilanti at Eagle Crest. Materials may not arrive before October 27, 2011.
- Shipping address:

Marriott at Eagle Crest
Attention: "Guest Name" – "Company Name"
SAE Nov 1-4, 2011
1275 S. Huron Street
Ypsilanti, Michigan 48197

- Please be sure to number your shipment- 1 of 2, 2 of 2, etc so that the hotel can flag an incomplete shipment.
- Outgoing shipments, properly labeled and pre paid, may be dropped off at the hotel front desk for service, at no additional charge.
- Each package is charged 3.00. Packages arriving prior to 10/27 will be incurred an additional 3.00/day fee
- Any package received before 10/27 will be an additional \$3 charge per day for early handling.

- For example, if a package is received on 10/25 there will be a total of \$9 in charges - \$3 per day for early handling and \$3 for the package. If a package is received 10/27 or later the charge is only \$3.

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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