



**Exhibitor Manual**  
**PACIFIC C**

**Guidelines for Display:**

- The display area is one 6 foot table with 2 chairs with a display area of 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. 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 Monday, September 17, 2012, 5:00 p.m. – 7:00 p.m. and Tuesday, September 18, 2012 7:00 a.m. – 10:00 a.m. All tables must be set by 10:00 am on September 18<sup>th</sup>.
- Dismantle hours will be Thursday, September 20, 2012, 3:00 p.m. – 5:00 p.m.
- Electric is NOT included with your booth. Please see separate form to order electric.
- Networking Activities will be held in the same location as the exhibit- Pacific C.
- Registration is located in the Pacific Ballroom 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 Hilton Anaheim. Materials may not arrive before Friday, September 14, 2012.
- Shipping address:

Please label/pallet as follows:  
 CONTACT (person to retrieve)  
 SAE International On Board Diagnostics Symposium  
 September 18-20, 2012  
 Pacific C  
 Hilton Anaheim  
 777 Convention Way  
 Anaheim, CA 92802

UPS AT HOTEL - PACKAGE HANDLING FEES							
Inbound and Outbound Charges		Medium Packages		Large Packages		Pallets	
Letter 1oz or less	\$2.00	11-20 lbs	\$15.00	51-75 lbs	\$60.00	Under 300 lbs	\$150
Letter over 1oz	\$5.00	21-30 lbs	\$20.00	76-100 lbs and	\$75.00	300 lbs-500 lbs	\$250
1-10 lbs	\$10.00	31-40 lbs	\$30.00	101 lbs & Over	\$100.00	Over 500 lbs	\$350
		41-50 lbs	\$40.00				

**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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