



2008 Wichita Aviation Technology Congress and Exhibition (WATC)

Century II Convention Center

Wichita, Kansas USA

Exhibition - August 20-21, 2008

EVENT DETAILS

Exhibit Colors/Carpet

Exhibit show colors will be blue and white with blue aisle carpet and blue/white drape. The Exhibit hall is not carpeted, but aisle carpeting will be provided. If you wish to carpet your individual booth, you may order carpeting from the official decorator.

Exhibition Contractor

George Fern Company is the official exhibition contractor and will maintain an Exhibitor Service Desk. All questions regarding services should be brought to their attention. All requests for exhibit set-up and dismantling labor; in-loading and out-loading must be placed at this desk. Order forms for these services are included. Each exhibitor will receive dismantling instructions by special bulletin on-site

Exhibition Installation Tuesday, August 19, 2008	10:00 am – 5:00 pm
Exhibit Hours Wednesday, August 20, 2008 Thursday, August 21, 2008	11:00 am – 7:30 pm 11:00 am – 4:00 pm
Exhibition Dismantling Thursday, August 21, 2008 Friday, August 22, 2008	4:00 pm – 8:00 pm 8:00 am – 12:00 noon
(Your carrier must check in by 10:00 am on Friday. The hall must be cleared by 12:00 noon on Friday, August 22.)	
Registration Hours Wednesday, August 20, 2008 Thursday, August 21, 2008	7:00 am to 6:30 pm 7:30 am to 4:00 pm

Deliveries – No advance deliveries will be accepted at the site. Display materials not sent to George Fern's warehouse in advance must be delivered directly to the exhibit area on Tuesday, August 19. George Fern will accept crated or boxed materials in advance of the show set-up at their warehouse. Please refer to the Material Handling Form. **All advance deliveries must be received in George Fern's warehouse by Friday, August 15.**

Installation & Dismantling

All installations should be completed by 5:00 pm on Tuesday, August 19 to allow for final touches, aisle carpeting and cleaning. No exhibit, in whole or part, may be removed from the assigned space during the period of the Exhibition.

The Exhibition closes at 4:00 pm on Thursday, August 21. ***Dismantling must be completed by 12:00 noon on Friday, August 22.*** George Fern will have labor available to assist you with dismantling. Please advise their representative of your needs before the close of the exhibition.

NOTE: The preferred house carrier is Roadway. If you are using another carrier for your outbound shipping, the driver must check in by 10:00 am on Friday. (If your carrier does not arrive within the allotted time, your freight will be shipped out by George Fern via the preferred house carrier.)

Shipping, Storage & Handling

You may ship by any carrier of your choice. George Fern has been designated as the official storage and handling contractor and as such is prepared to warehouse, transfer and move all exhibits into and out of the exhibit area. This includes the handling and care of empty containers. Because of liability considerations, George Fern will assume complete responsibility for maintaining in and out traffic schedules. Complete shipping information and rates are included in this manual.

If your exhibit is unusually large or complicated, please notify SAE and George Fern so that we are aware and prepared to handle the special needs (labor, equipment, special space requirements, or time requirements) that often accompany these types of displays.

Booth Design Approvals

Companies must submit their booth design for Show Management approval. The purpose of reviewing plans is to make sure the display is within the rules and regulations for booth construction. Should a problem be found, it is easier to correct the display while it is still in the design stages than to try and modify the display while it is being erected. The display rules and regulations are included in this manual as is a booth approval form which should be submitted to SAE along with any photos or drawings of your booth. We look forward to receiving your booth plans which should include booth number and size, contents, dimensions and elevations. Please submit your plans by June 25 to Sue Miller at SAE...smiller@sae.org; phone-724-772-4015; fax-724-772-4041.

Display Furniture –No Display Furniture will be supplied with the booth. Display tables, chairs, and other furnishing items needed, may be rented at the rates shown on the Furniture Rental Order Form. **NOTE:** The exhibit floor area is concrete. If you desire carpeting, please indicate this on the Carpet Order Form.

Electrical/Telephone Service - There is no Electricity or telephone service provided with the exhibit space. Electrical outlets and telephone service may be rented through the facility by submitting the appropriate forms found in the exhibitor manual.

Terms & Conditions

Please refer to the “SAE Terms and Conditions” and the “Display Rules and Regulations” included in this manual for additional information.