



SAE 2018 High Efficiency IC Engine Symposium

April 8-9, 2018 ■ Westin Book Cadillac ■ Detroit, MI ■ USA

CONTRACT FOR TABLETOP EXHIBIT SPACE

Company Name (as company name should appear in print): _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: (required to receive exhibitor details): _____ Web Address: _____

Signature (cannot be processed without signature): _____ Date: _____

Completion and submission of this form constitutes agreement of accompanying **Terms and Conditions**.

PAYMENT TERMS: Exhibitor will be invoiced upon submission of contract. Minimum 50% deposit must be made upon receipt of invoice. Exhibitor must remit balance of exhibit fee by **January 8, 2018**. For all agreements executed after **January 8, 2018**, exhibitor must pay 100% of the total exhibit fee. **All invoices will include contact and information for payment arrangements.**

TABLETOP EXHIBIT SPACE FEE: \$2,495 USD per tabletop exhibit space

Table Qty: _____ Total \$ _____

Fee includes:

- (1) 8'x8' area
- (1) 6' x 2' skirted table with (2) side chairs
- **NEW!** Company recognition as **Sunday Evening Networking Reception co-sponsor** (Recognition on signage and in event guide)
- (2) symposium registration (Includes access to: designated educational and food & beverage functions, and Exhibit Hall)
- Company listed in either the Event Guide and/or any electronic Exhibitor Directory, whichever may be applicable

To request a quote for additional exhibitor badges, **contact:** Arlene DiSilvio, +1 (724) 772 4060 / arlene.disilvio@sae.org

Exhibit Information:

Set-up: *TBD*
Exhibit Hours: *TBD*
Dismantle: *TBD*

IMPORTANT: Exhibitor agrees to the Terms and Conditions and Tabletop Exhibit Space Rules & Display Guidelines that accompany this contract. The exhibit space will be assigned by SAE according to the SAE Tabletop Exhibit Space Rules and Display Guidelines and in the best interest of the Exhibit, Event, and SAE overall.

CANCELLATION: Read the cancellation clause (Items 3 & 4) of the accompanying Terms and Conditions.

No REFUNDS Will BE ISSUED AFTER 01/08/2018

SAE USE ONLY

Application Received: _____ Table No. Assigned: _____ Qty: _____ Total Cost of Space: \$ _____

SAE Tabletop Exhibit Space Rules & Display Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established for **SAE 2018 High Efficiency IC Engine Symposium** by Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor standards.

Exhibitor Rules

- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Floor standing banner stands are **not permitted** in front or on the side of the tabletop. **Any pop up banner MUST be behind your table.** There will be approximately three (3) feet behind the table which includes the space needed and room for your provided chairs.
- Do not bring Pop-Up Displays unless approved by Show Management.
- Exhibitors are encouraged to display promotional items on the tabletop. Table display banners must not exceed 5' in height and 4' in width and/or floor standing display banner stands (*behind your table*) must not exceed 8' in height and 3 ½' in width (See Diagram A).
- Please do not leave valuables at your tabletop space overnight! There will **not** be security at the exhibit area during closed hours / overnight. Please read full disclosure in the exhibitor service manual.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the hotel except at their tabletop exhibit space.
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service. You can find their information in the exhibitor service manual.
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Tabletop Package Includes:

- (1) 8' x 8' Area
- (1) 6' x 2' Skirted Table
- (2) Side Chairs
- (2) Symposium Registration (*Includes access to: technical sessions, applicable food & beverage functions, reception and exhibits*)
- Company listing and 50-word maximum profile in the printed Event Guide (*contract and profile must be received prior to print deadline: TBD*)
- Company listing and 150-word maximum profile in the Online Exhibitor Directory

Please Note: With written permission, variances may be allowed. Requests for variations must be submitted to Show Management no later than 30 calendar days prior to the set-up day for the show.

Tabletop Assignment Policy: Requests for table locations will be handled on a first-come, first-served basis. If extra space is needed, please let your Sales Manager know as it may require purchase of a second space. Tables will be assigned only after full payment has been received. Show Management reserves the right to determine final tabletop exhibit space assignments. SAE reserves the right to relocate tabletop exhibits to ensure maximum exposure for exhibiting companies to the event attendees. This may include relocation to a different meeting space/location. In the event of such change, exhibitors will be notified in advance.

Diagram A – Display Guidelines

