



HYBRID AND ELECTRIC VEHICLE TECHNOLOGIES SYMPOSIUM

February 20-22, 2018
San Diego-Mission Valley, California, USA

EXHIBIT. SPONSOR. ATTEND.

SAE Engineering Events Tabletop Rules & Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE Hybrid and Electric Vehicle Technologies Symposium Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor standards.

Tabletop displays are considered “static displays” and do not require booth staffing at all times. Please note that the display will be located in the Great Room, where all networking breaks, lunches and reception(s) take place.

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.
- Any display or standing banners should not exceed 8' tall in the back of your tabletop and no more than 4' tall to the sides of your tabletop.
- Do not bring Pop-Up Displays unless approved by Show Management
- Please do not leave valuables at your tabletop space overnight! There will **not** be security at the exhibit area during closed hours/overnight.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the hotel except at their tabletop booth.
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.
- Storage will **not** be provided if you ship your items directly to the hotel. You must ship your larger crates and fibercases to Harrington Expositions. Please see page 4 of this document for more details.
- No tapes, adhesives, or any items are to be used to hang or attach signs or display materials to the hotel facility walls.
- You may have your table removed to place a piece of machinery or furniture in its place. The machinery must be manufactured and sold by the company. **It must conform to the dimensions of the table and must be approved prior to the conference.** All approval requests must be sent to Emily Stephens – emily.stephens@sae.org by January 30, 2018.

Tabletop Package Includes:

- (1) 10' x 10' Area
- (1) 6' x 2' Skirted Table
- (2) Side Chairs
- (1) Full Technical Conference Registration
 - Includes refreshment break, evening receptions and handout materials
- Company recognition and profile information in the Event Guide and Website
- Company recognition on-site

- Basic Electric is included with your table. If you require additional electric, extension cords or power strips please see the attached electric order form

Event Details:

- Installation hours will be Monday, February 19th from 9:00 a.m. – 6:00 p.m.
- Dismantle hours will be Thursday, February 22nd from 4:00 p.m. – 7:00 p.m.
- Registration will be located outside the Great Room.
- Networking Activities will be held in the Great Room.

Shipping Information - IMPORTANT

- **Large Crates** and **Fibercases** must be shipped to Harrington Expositions and will be stored by them during the event.
 - Please see forms below
- Only **small packages** that can be stored underneath your tabletop can be shipped directly to the Doubletree by Hilton, San Diego – Mission Valley.

Make Sure you Label All the Boxes/Crates with the Below Information

SAE Hybrid & Electric Vehicle
Company Name c/o (Harrington Expositions if you ship to them)
Attendee Name
Booth Number

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. There may be a charge from the hotel for packages shipped directly to show site.

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 exhibit table assignments. SAE reserves the right to relocate table top displays to ensure maximum exposure for exhibiting companies to the event attendees. This may include relocation to a different meeting space/location and may include being in the General Session room. Exhibitors will be notified in advance.

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

EXAMPLES





Harrington Exposition Services Inc.
 Ph. 619 454 3494 harringtonexpo@cox.net

MATERIAL HANDLING – ORDER FORM

Address all **ADVANCE** Shipment as follows:

HYBRID EVENT, booth #
 Yellow Freight Systems
 9525 Padgett Ave. San
 San Diego Ca, 92126

Address all **SHOW SITE** Shipment as follows:

HYBRID EVENT, booth #
 Harrington Expo
 DoubleTree by Hilton San Diego - Mission Valley
 7450 Hazard Center Drive, San Diego, CA 92108

ALL FREIGHT MUST BE RECEIVED, AT THE WAREHOUSE, ON OR BEFORE AND NO LATER THAN FRIDAY, February 16, 2018.

We plan to ship on (date):	Number of Pieces	Weight
Our material should arrive on (date)	Crate(s)	
Carrier:	Carton(s)	
Pro # (if available):	Case(s)	
Origin of Shipment (city):	Misc	
(state):	Total Weight: _____	

Calculation of Order

When ordering weight, round up to the next 100 lbs. (Examples: 200 lbs = 200lbs., 20 x rate = Dollars or minimum, whichever is greater.)

Advance Crated Shipment (200 lbs. minimum)

We will ship _____ lbs. @ \$ 55.00 per 100 lbs = \$.00

Showsite Delivery (200 lbs. minimum)

We will ship _____ lbs. @ \$ 95.00 per 100 lbs = \$.00

Shipments or Equipment requiring Special Handling at the Exhibit Site add 25% (uncrated)

TOTAL = \$ _____

Note: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at the phone number listed above.

Payment Terms: ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW.

Show Name: _____	Company Name: _____
Address: _____	City: _____ State _____ Zip Code : _____
Phone: _____	Booth #: _____ Order by: _____
Authorized Signature: _____	Print Name: _____
Credit Card # _____	Exp. Date _____

Only: Master Card, Visa, American Express



Harrington Exposition Services Inc.
Ph. 619 454 3494 harringtonexpo@cox.net

IMPORTANT SHIPPING INSTRUCTIONS

All shipments are to be labeled as follows:

To: Name of Exhibiting Company
For: Hybrid Event c/o Harrington Exposition Services

DoubleTree by Hilton San Diego - Mission Valley
7450 Hazard Center Drive, San Diego, CA 92108

Shipments must arrive at the warehouse no later than **FRIDAY FEB 16, 2018**. Shipments arriving after that date will be received; however, additional charges per the attached rate sheet will be incurred.

Warehouse receiving hours are Monday – Friday, 8:00am – 4:30pm. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DIRECT SHOWSITE SHIPMENTS ON Monday FEB. 19 ONLY!

***DO NOT SHIP YOUR MATERIAL TO THE FACILITY
PRIOR TO THE ASSIGNED DATE***

ALL SHIPMENTS MUST BE SENT PRE-PAID. NO COD'S WILL BE ACCEPTED.

Thank You!



SAN DIEGO - MISSION VALLEY

7450 Hazard Center Drive
 San Diego, CA 92108
 Phone: 619-688-4023 Sales Fax: 619-688-4088
 Website: www.sandiegomissionvalley.doubletree.com

DoubleTree Office Use Only

House Account:
 Billing Method:
 ES or CSM contact:

Exhibitor & Equipment Rental Order Form

Audio Visual/Internet/Power

Please directly contact Matt Felkins, Dir PSAV, 619-291-3062

Phones

Quantity	Item	Price
_____	Dial-9 Outside (Analog) Line	\$75.00 Each/ Day
** Additional toll charges apply per call, per line, per day. **		

Equipment

Quantity	Item	Price
_____	Easels	\$10.00 Each/ Day
_____	(1) 6' Table with (2) Chairs	\$20.00 Per Set
_____	Pads and Pens	\$1.50 Each/ Person

Services

Quantity	Item	Price
_____	Banner Hanging	\$25.00 Each/ Day
_____	Black & White Copies	\$1.00 Per Page
_____	Baggage or Coat Check	\$2.00 per bag or coat

Delivery of Boxes (Day of Event)

Quantity	Item	Price
_____	Unloading/Loading of packages to/from meeting location	\$2.00 per package/box
_____	Delivery of pallettes	\$20.00 per Palette

Overnight Storage Fees

Quantity	Item	Price
_____	# of Days _____ # of Boxes	\$50.00 per Day (up to First 25 Boxes)
_____	Additional Boxes	\$25.00 Additional per Day
_____	Palettes	\$25.00 per Palette (for Use of Pallet Jack)

Note: Services ordered on the day of the event cannot be guaranteed.

Contact Information

Company Name:

Meeting / Event Name:

Date(s) Required:

Meeting Room:

On-Site Contact:

Booth #:

(if applicable)

Please return form back to hotel at least (14) days before event via fax or email. Fax: (619) 688-4088

Billing Method

To be charged to Group Master Account:

To be charged to Guestroom - Guest's Name:

Confirmation #:

To be charged to Credit Card - Please contact Renee Green, Accounts Receivable, at (619) 688-4026.

Current Tax: 8%