

SAE Engineering Events Tabletop Rules & Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE 2018 Transmission and Driveline 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, the displays will be located in the Garden Gallery, where all networking breaks, lunches and reception(s) will 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
- 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
- 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
- If you require electricity and/or Internet for your tabletop, please order these services directly from the official contractors of that service. You can find their information below
- Exhibitors may be asked to remove any display items not in compliance with these guidelines
- Storage will **not** be provided. Please place any items under your skirted table display
- No tape, adhesive, 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**

Tabletop Package Includes:

- (1) 6’ x 2’ Skirted Table
- (2) Side Chairs
- (1) Symposium Registrations (Includes access to: technical sessions, food & beverage sessions, and Exhibition)
- Company listing and profile in either the printed Event Guide* and/or electronic Exhibitor Directory as applicable

Event Details:

- Installation hours will be Monday, October 8 from 3:00 pm - 6:00 pm and Tuesday, October 9 from 6:30 am - 8:00 am
- Dismantle Hours will be after the Symposium on Wednesday, October 10 at 3:30 pm.
- Exhibits will be held in Garden Gallery, where all networking breaks, lunches and the reception will take place

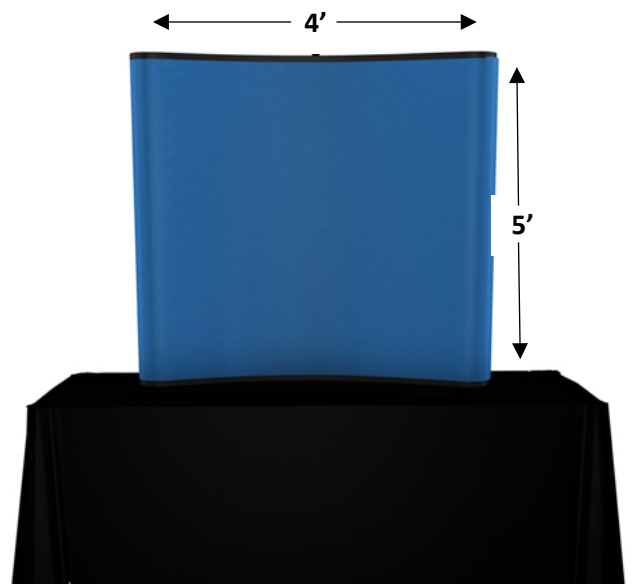
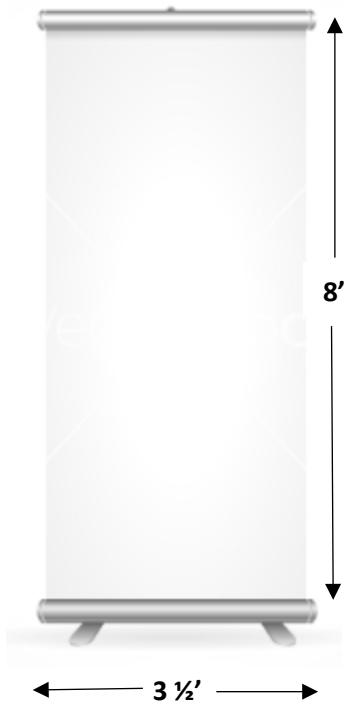
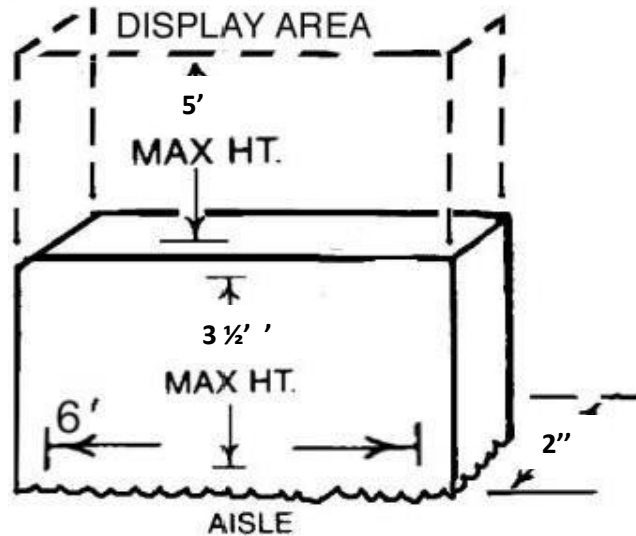
Shipping Instructions:

- Please see page 3
- Please note that a liftgate truck is required at this property

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 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 located in the General Session room. Exhibitors will be notified in advance.

Renderings for Example Only



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Looking forward to a great event!



RETURN COMPLETED FORM TO:
Amy Ternes | Executive Meetings &
Events Manager
The Inn at St. John's Metro Detroit's
Premier International Hotel, Golf Course
and Conference Center
Direct 734.357.5260 | Fax 734.414.0606
aternes@stjohnsgc.com

Vendor Display Requirements

SAE Transmission and Driveline Technologies Symposium
Tuesday, October 9 - Wednesday, October 10, 2018

Name of Company & Date of Event: _____

Booth Information:

The Inn at St. John's will provide you with 1-6 foot table with cloth/skirting

If your display requires more than 6 feet of space please list the dimensions of your display: _____

Electricity Details: individual vendors are responsible for payment of charges

Please contact PSAV - Andrew Johnson (734-357-5757)

Do you require electricity for your booth? Power Strip: \$20.00 each Yes No

Indicate electricity requirements for your display and include: voltage, amps, watts and plug configuration requirements: _____

What will you be using electricity for? _____

Do you require a DSL line or wireless connection for internet access? Yes No

fee for hard wire, wireless is complementary

Delivery Information

NOTE: the conference center does not have a loading dock - trucks will need a lift gate

Will you be shipping materials to the conference center? Yes No

If yes, please send materials to:

The Inn at St. John's

ATTN: SAE International / Vendor Booth Name

44045 Five Mile Road Plymouth, MI 48170

Please also indicate the Date and number of packages being sent. Packages are not be shipped more than 3 business days before the event.

***Please note - there is not a loading dock at this facility. All trucks must have liftgates for delivery**

Additional power needs will be charge to the individual, rate TBD.

All display items and materials must be removed upon completion of the event or be made ready to ship the following day. Please contact your service provider to schedule your pick-up date

Please list additional requirements: _____