



Heavy Duty Diesel Emissions Control Symposium

October 13-14, 2020
Gothenburg, Sweden



SAE Engineering Events Tabletop Rules & Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE 202 Heavy Duty Diesel Emissions Control 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 exhibit displays, registration and all catering functions will be in the Candelaföajen.

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 additional electricity and/or internet for your tabletop, please order these services directly from the official contractors of that service. You can find their information in the service manual.
- 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.**
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Tabletop Package Includes:

- (1) 1.7-1.8m table to display your literature and products
- (2) Side Chairs
- (1) Electrical Connection, 500W
- (1) Symposium Registrations (Includes access to technical sessions, food & beverage functions, and Exhibition)
- Company listing and profile in either the printed Event Guide* and/or electronic Exhibitor Directory as applicable

Event Details:

- **Exhibit Hours**
 - Tuesday 8:30 am – 6:30 pm
 - Wednesday 8:30 am – 3:00 pm

Event Details:

- Installation hours will be Monday, October 12 from 3:00 pm - 5:00 pm
- Dismantle Hours will be after the Symposium on Wednesday, October 14 after 3:00 – 5:00 pm
- All breaks, lunches and receptions will be held in the Exhibit Area

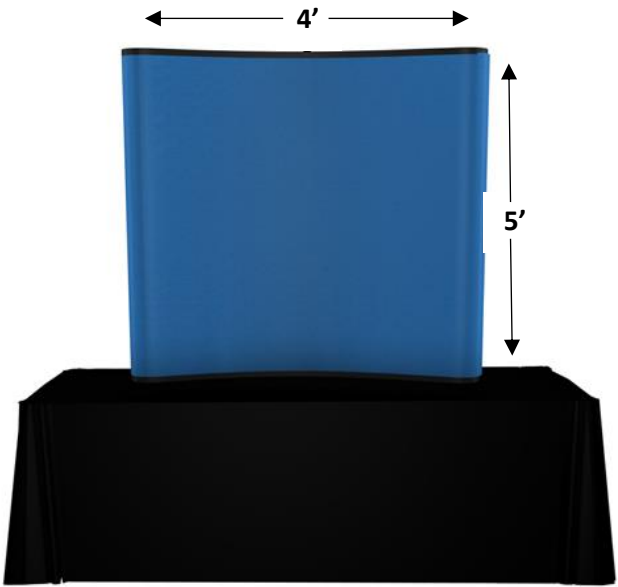
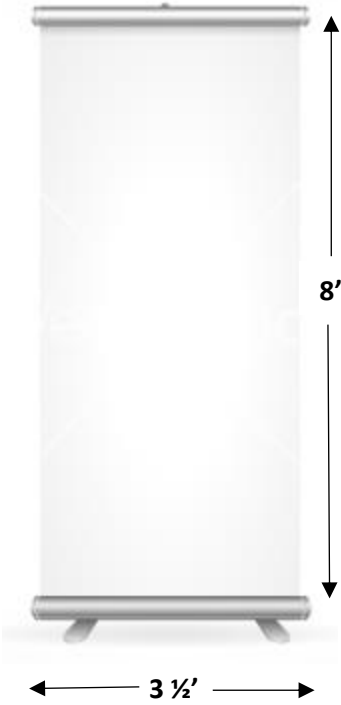
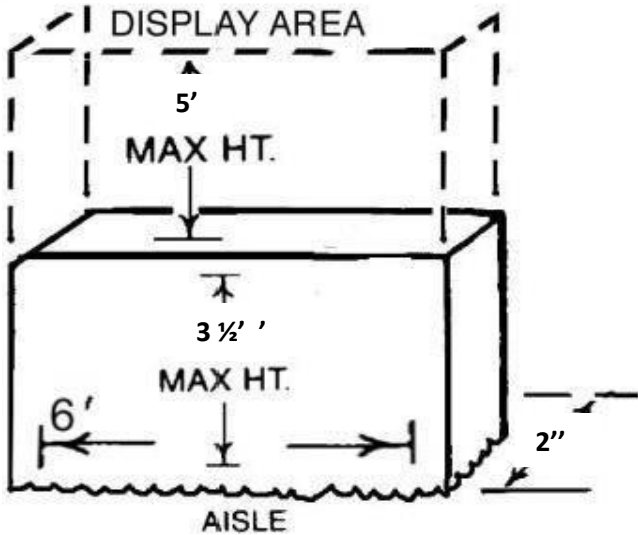
Shipping Instructions:

- Ship all display materials to Lindholmen Science Park, Lindholmen Conference Centre, Lindholmospiren 4, 416 56 Göteborg, Sweden. All materials should be marked with the name of the exhibitor, the name of the meeting and date for the meeting.
- Material may not arrive before Monday, October 12th. Loading and unloading of goods takes place at the loading bay at Lindholmospiren 4, at the back of Lindholmen Konferens Hall (opposite Radisson Blu Riverside Hotel).
- The exhibitors will have to contact the courier company themselves and make that they have labels and everything ready. Exhibiting companies are responsible for ensuring that goods are not left at the Lindholmen Conference Center. Leftover goods are discarded without reservation against post-charge for handling costs and shipping.
- Shipments for pickup will need to be fully packed, taped and labeled for **pick-up** following the event, latest 5 pm October 14th.

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!