



# Powertrains, Fuels & Lubricants

Conference & Exhibition

September 6-8, 2022  
Krakow, Poland  
[sae.org/pfi](http://sae.org/pfi)

Executive Leadership  
Provided By:



## SAE Engineering Events Tabletop Rules & Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE International Powertrains, Fuels & Lubricants Meeting 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 Foyer F1 on the First Floor, where all networking breaks 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/ pop-up banners are permitted behind the tabletop. There will be approximately three (3) feet behind the table which includes the space needed and room for your provided chairs.
- Design layouts must be pre-approved by SAE Show Management. Static equipment and banners cannot exceed 8 feet in height.
- 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 in the exhibit area during closed hours/overnight.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the convention center 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. 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.

### Exhibit Hours:

Date	Event	Times
Monday, September 5	Exhibitor Setup	14:00 - 17:00
Tuesday, September 6	Exhibit Hours	9:00 - 18:30
Wednesday, September 7	Exhibit Hours	9:00 - 16:00
Thursday, September 8	Exhibit Hours	9:00 - 13:00
	Exhibitor Teardown	17:00

- Exhibits will be held in the Foyer, where all networking breaks will take place.

### QUESTIONS?

Contact: Stephanie Lund, Meeting & Convention Manager • +1-724-272-5220 • [Stephanie.Lund@sae.org](mailto:Stephanie.Lund@sae.org)



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## Location:

ICE Krakow Congress Centre (F1 – 1st Floor Foyer)  
Marii Konopnickiej 17  
30-302 Krakow  
Poland

## Tabletop Package Includes:

- (1) 1.5 m x 0.75 m Skirted Table
- (2) Chairs
- (1) Full Meeting Registration (includes access to: technical sessions, plenary session, food & beverage functions, & exhibits)
- (1) 16 AMP Electrical Outlet
- Complimentary WiFi
- Company listing and 50-word profile in the mobile event app

## Shipping Information:

- ICE Kraków does not provide any storage space for holding parcels or promotional materials and will not accept any parcels containing promotional materials. If shipping directly to the center, please have it arrive on the day of move in (**September 5**) to the address below and please send a copy of the tracking number to [Stephanie Lund](mailto:Stephanie.Lund@saeglobal.com):

**ICE Krakow Congress Centre**  
**Marii Konopnickiej 17**  
**30-302 Krakow**  
**Poland**

- If you're only shipping a few items, it is recommended to ship directly to your hotel.

**Q Hotel Plus Kraków**  
Hold for: [Guest Name]  
Wygrana 6  
30-713  
Kraków  
Poland

Items can arrive up to 7 days prior to the event start.

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## Hotel Park Inn by Radisson

Hold for: [Guest Name] - SAE PF&L Conference  
Street Monte Cassino 2  
30-337 Krakow  
POLAND

Items can arrive up to 7 days prior to the event start.

- Shipping services may also be used to deliver items from September 5-8. The Organizer is responsible for accepting deliveries. For example, it is not possible to deliver packages one day earlier or one day after the rental period. **More information on these providers to come.**
  - Recommended Shipping Service Providers:
    - NETLOG (www: <https://www.netlog.de/pl>)
      - Name: Tomasz Romanowicz
      - Email: [Tomasz.romanowicz@netlog.org.pl](mailto:Tomasz.romanowicz@netlog.org.pl)
      - Phone: +48 668 890 260
    - TRANSMEBLE
      - Name: Adam Mazowiec
      - Email: [adam@transmeble.com.pl](mailto:adam@transmeble.com.pl)
      - Phone: +48 570 057 363
  - Exhibitors will need to schedule their own pick-up.

## Rentals:

Please let [Stephanie Lund](#) know if you plan to rent a monitor or other furnishings for your exhibit space and I will place that order for you. Please see pricing below.



- Sharp LCD 70" Monitor w/ computer - 1,000,00 PLN net (234.00 EUR net)/display/day (3 available)
- Furniture options will be sent upon request.

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## ICE Kraków Congress Centre Exhibitor Rules & Regulations

To be provided with most accurate information on the procedure to be followed while installing and dismantling stands on the premises of ICE Kraków Congress Centre, our clients are kindly advised to acquaint themselves with the following document.

1. Exhibitors are requested to contact the Event Organiser in order to decide on all the organisational, arrangement and logistic details. Such decisions are subsequently reported by the Event Organiser to the Project Manager.
2. An exhibition stand must be built of flame retardant materials or protected with a fire-proof agent, and the relevant certificates of flame retardancy should be delivered to Event Organisers by the deadline set by them (however not later than 14 days before the event).
3. Each time during any installation/dismantling work the floors must be protected against damage and scratch (with cardboard, foil, carpeting, etc.). Any hard, scratching or metal elements should be placed on pads.
4. The maximum allowed floor load in the foyer is 500 kg per square meter.
5. The floor in the ICE Kraków foyer is made of decorative white terrazzo; special care should be exercised to ensure that no tape residue is left after installation of stands. ICE Kraków recommends use of a TESA tape: a removable double-sided fabric PET tape. We recommend that, whenever possible, no tape be used for installation purposes.
6. Any installation works producing dirt or mess (painting, gluing, plastering, grinding, welding, etc.) are prohibited. It is allowed to carry out only such installation and finishing works on the premises of ICE Kraków as are necessary.
7. It is prohibited to bring in and use within ICE Kraków any flammable materials or cartridges with combustible gases, and to use any flammable liquids as cleaning agents.
8. Any use of naked flame within the facility is strictly forbidden.
9. It is prohibited to install any elements of the set design that interfere with the building's structure, for example with the wiring system, or to drill into walls or façades.
10. It is prohibited to stick any information onto the "glass projection screen" situated behind the reception desk (on either side thereof). Due to the structure of the glass screen it is not possible either to store any items directly behind it.
11. It is prohibited to store any cardboard boxes, leaflets or rubbish behind the exhibition stand walls or roll-ups.
12. It is prohibited to stick any information materials (such as signs, programmes, etc.) onto walls or pillars within ICE Kraków.
13. Any information in display stands, on sheets of paper or displayed elsewhere should be prepared in an aesthetic manner. It is prohibited to display any handwritten information.
14. It is prohibited to make, on one's own, any connections with the systems in floor boxes. Any works in service ducts as well as any connections going out of the service ducts to the spot indicated in the shell scheme plan, may be carried out only by the ICE Kraków technicians.

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15. Installing any free-standing sets, sticking any elements onto glass surfaces, installing any additional interior lighting is permitted only subject to a prior approval by the Project Manager.
16. It is allowed to use passenger lifts to transport materials needed for the installation/dismantling only on condition that the lifts have been secured against damage and a prior approval by the Project Manager has been given.
17. It is permitted to use during the installation/dismantling works the party's own transport trolleys provided that these are equipped with rubber wheels. Prior to entering the premises of ICE Kraków, please make sure that the trolley leaves no traces on the floor. ICE Kraków does not rent any transport trolleys to exhibitors. Alternatively, it is allowed to protect the transport route with cardboard flooring.
18. Unloading and loading of the elements of the event's set design, promotion and catering is allowed in front of the main entrance to ICE only before the start of the Building's opening time for the audience and subject to a prior approval by the Project Manager. Outside this time span, the unloading and loading is permitted only at spots specifically marked as intended for that purpose. Any vehicles that do not adhere to this requirement will be removed at the Event Organiser's expense.
19. If any non-standard services are required, such as connection of any three-phase equipment, grant of permits for performances requiring a prior approval by the Fire Service, as well as in case of any other individual orders, the relevant notice should be given to the Event Organiser not later than 14 days before the event. The Event Organiser reports the overall demand for such services on a collective basis to the Project Manager. If demand for any such services is notified too late, it can be impossible to satisfy.
20. Any installation work must be carried out in compliance with the occupational health and safety rules, and responsibility for this lies with the installation contractors.

## PRACTICAL INFORMATION FOR EXHIBITORS

Installation of fair/exhibition shell schemes in the foyer is permitted through Entrance No. 1 or Entrance No. 2.



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**ENTRANCE NO. 1** – from the Barska street, leads to Level F0. Parking in front of Entrance No. 1 is strictly prohibited; any unloading and loading for the time needed for installation or dismantling works is permitted only in the spot specifically marked as intended for that purpose, namely the area in front of the entrance, covered with small sett paving, marked green on the layout. The need to use the spot must be each time reported to the Project Manager as the entry road to ICE Kraków has to be opened beforehand.

DIMENSIONS OF DOORS AT ENTRANCE No. 1	
Revolving doors with swinging wings	
Width	2,14 m
Height	2,10 m
Side entrance with sliding doors	
Width	2,02 m
Height	2,46 m

**ENTRANCE NO. 2** – from the Grunwaldzkie Roundabout, leads to Level F1. The entrance is opened only at a request of the Event Organiser. The need to open Entrance No. 2 must be reported to the Project Manager as an alarm has to be disabled beforehand. It is not possible to drive a car up to the entrance, however it is possible to transport materials with a small trolley using a wheelchair access ramp. The maximum allowed load capacity of the ramp is 350 kg per square meter. The width of the ramp is 108 cm.

DIMENSIONS OF THE DOORS AT ENTRANCE No. 2	
Width	2,60 m
Height	2,40 m

**UNDERGROUND PARKING LOT** - a parking lot intended for passenger cars of a maximum height of 2.1 metre. The underground parking lot at the Congress Centre is paid. The hourly parking fee payable per car is PLN 4 inclusive of VAT.

**PASSENGER LIFTS** - it is permitted to unload or load the fair/exhibition shell schemes from the level of the ICE Kraków underground parking lot using the four passenger lifts, provided that the lifts have been properly protected against damage. The protective padding reduces the lift’s dimensions by approx. 5 cm on each side.

DIMENSIONS OF THE LIFTS				
DIMENSIONS OF THE ENTRANCE (IN CENTIMETERS)				
Lift No.	Width [cm]	Height [cm]		
1, 2	87,5	200		
3, 4	89	200		
DIMENSIONS OF THE CABIN (IN CENTIMETERS)				
	Width [cm]	Depth [cm]	Height [cm]	Carrying capacity [kg]
1, 2	128	147	210	900
3, 4	137	147	210	900

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