



## Exhibitor Kit

The following Exhibitor Rules & Display Reference Guidelines have been established by the International Conference on Icing. 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. The exhibits will be held in the Yard, which is the foyer space in front of the Park Pavilion and the Park Suites 7-9. This is not a locked or guarded area, so please take valuables with you at the end of each day.

### 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 in 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
Tuesday, June 20	Exhibit Setup	7:00 AM – 9:30 AM
Tuesday, June 20	Exhibit Hours	9:30 AM – 5:00 PM
Wednesday, June 21	Exhibit Hours	9:30 AM - 5:00 PM
Thursday, June 22	Exhibit Hours	7:00 AM - 3:30 PM
Thursday, June 22	Exhibit Teardown	4:00 PM – 5:00 PM

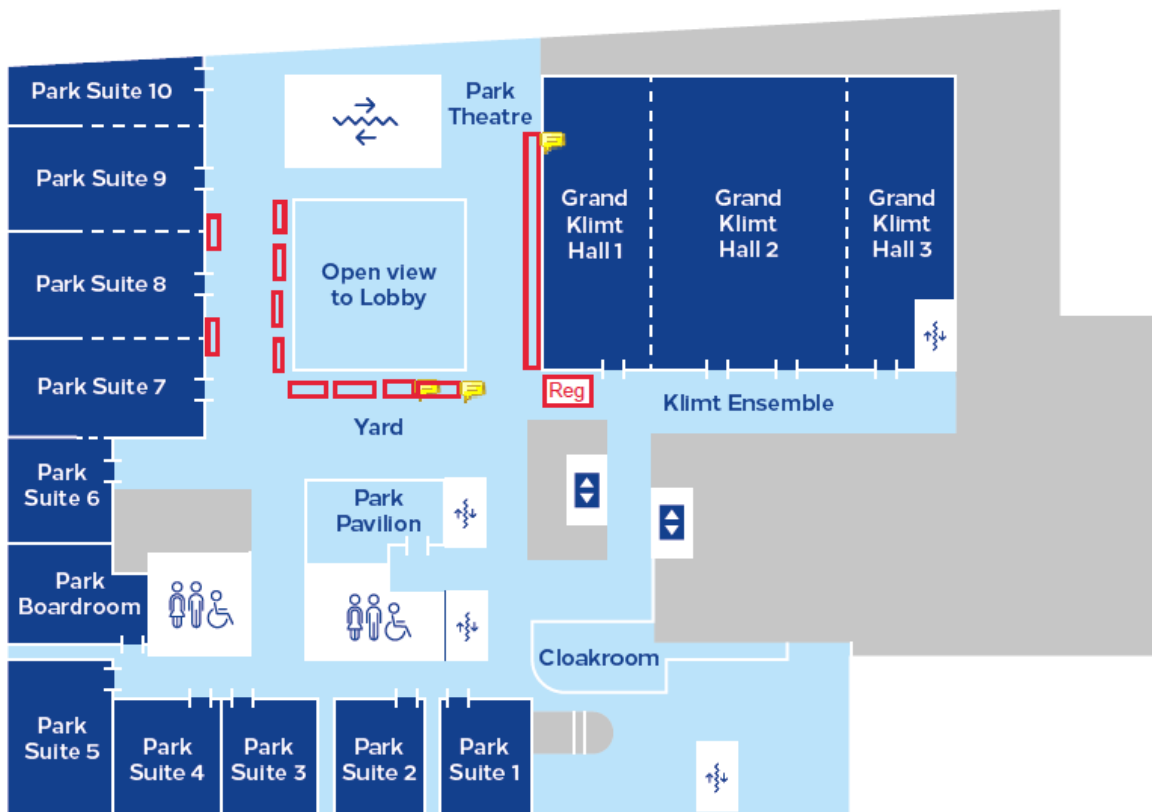
### QUESTIONS?

Contact: Stephanie Lund, Meeting & Conventions Manager • [Stephanie.Lund@sae.org](mailto:Stephanie.Lund@sae.org)

**Location:**

Hilton Vienna Park  
Am Stadtpark 1  
1030 Wien  
Austria

The exhibits will be held in the Yard, which is the foyer space in front of the Park Pavilion and the Park Suites 7-9. The coffee station is along the wall of Grand Klimt 1.

**Each Tabletop exhibit will include the following:**

- Table (150cm x 60cm)
- 2 Chairs
- Access to standard power is available upon request

Please submit your tabletop diagram by Monday, May 8, 2023, for approval to Stephanie Lund at [stephanie.lund@sae.org](mailto:stephanie.lund@sae.org).

**Internet:** Wi-Fi will be available to exhibitors at no cost.

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**Electric:** Exhibitors will have access to standard electricity. If you need more than one outlet, please bring a power strip. If you require more than the standard voltage, please email Stephanie Lund at [stephanie.lund@sae.org](mailto:stephanie.lund@sae.org).

**Please Note:** In Austria the power sockets are of type F. The standard voltage is 230 V and the standard frequency is 50 Hz.

**Audio Visual:**

Please Contact AV Bernhard for all Audio Visual requests:

Email: [office@bernhard-av.com](mailto:office@bernhard-av.com)

Web: [www.bernhard-av.com](http://www.bernhard-av.com)

Telephone: +43/ 1 / 799 45 70

Fax.: +43/ 1 / 799 45 71

EMERGENCY (weekends): +43 664 3559332 (Saro)

For your convenience, please refer to pages 4 and 5 for pricing estimates. You will receive exact pricing after the order is placed.

**Shipping:**

A shipping label has been provided on page 6 and should be used for all shipping needs. Use the **Additional Comments** section to add your Name and Company name. Keep in mind shipping is preferred from Monday to Friday, between 09:00 AM - 3:00 PM. The hotel doesn't charge for taking the packages. For return shipping, you can use your preferred vendor for pickup at the hotel.

**QUESTIONS?**

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## Standard equipment rental prices 2022/2023

Video/Data-Projectors Panasonic, Sory, Barco		1 day		2 days*	
		excl.	incl.	excl.	incl.
1 laserprojector	4.800 Ansilumen	100,00	120,00	170,00	204,00
1 Full HD projector	8.500 Ansilumen	850,00	1.020,00	1.445,00	1.734,00
1 Full HD laserprojector	12.000 Ansilumen	1.000,00	1.200,00	1.700,00	2.040,00
1 Full HD projector	12.000 Ansilumen	1.200,00	1.440,00	2.240,00	2.448,00
1 Full HD projector	20.000 Ansilumen	1.800,00	2.160,00	3.060,00	3.672,00

Displays and TV Sets Panasonic, Sory, Samsung, Dell, LG		1 day		2 days*	
		excl.	incl.	excl.	incl.
1 Dell monitor	21"	30,00	36,00	51,00	61,20
1 Dell monitor	24"	41,00	49,20	69,70	83,64
1 LG monitor	27"	50,00	60,00	85,00	102,00
1 Samsung LCD TV	32"	50,00	60,00	85,00	102,00
1 Sony LED monitor/TV	55" incl. stand	180,00	216,00	306,00	367,20
1 Samsung LED monitor/TV	75" incl. stand	450,00	540,00	765,00	918,00

Microphones Shure, Bosch Digital System NG		1 day		2 days*	
		excl.	incl.	excl.	incl.
1 tethered table/lectern microphone		12,00	14,40	20,40	24,48
1 wireless hand-held microphone		59,00	70,80	100,30	120,36
1 wireless clip microphone		59,00	70,80	100,30	120,36
1 wireless headset microphone		59,00	70,80	100,30	120,36
1 microphone stand		8,50	10,20	14,45	17,34
1 tethered discussion microphone		15,50	18,60	26,35	31,62
1 discussion central control unit		price depends on number of microphones			

Audio equipment for non-standard occasions (live music etc.) – prices on request!

Sound Systems JBL, Midas, QSC, Crown, Kling & Freitag		1 day		2 days*	
		excl.	incl.	excl.	incl.
Sound system (depends on venue and number of microphones) starting from		122,00	146,40	207,40	248,88
1 Marantz digital audio recorder		90,00	108,00	153,00	183,60
1 CD/DVD		6,50	7,80		
1 USB Stick		23,00	27,60		
1 CD player		25,50	30,60	43,35	52,02

IT Equipment, Printers/Copier Dell, Apple, Canon, HP, Konica Minolta		1 day		2 days*	
		excl.	incl.	excl.	incl.
1 laptop incl. software		75,00	90,00	127,50	153,00
1 computer monitor 19"		20,00	24,00	34,00	40,80
1 surfstation/internet terminal		184,00	220,80	312,80	375,36
1 HP laser printer b/w		69,00	82,80	117,30	140,76
1 HP laser printer colour		85,00	102,00	144,50	173,40
1 highspeed copier/printer incl. finisher tray		on request		on request	

Printer/copier excl. paper, 200 pages per rental day included, additional pages 0,10 b/w resp. 0,25 colour.

Lighting Equipment		1 day		2 days*	
		excl.	incl.	excl.	incl.
1 small ambience light package		380,00	456,00	646,00	775,20
12 Uplight for conferences, dinners etc. in venues to 250 m2					

Lighting equipment for bigger and/or more complex events – prices on request!

\*Prices for more than two days on request.

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### QUESTIONS?

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## Standard equipment rental prices 2022/2023

Projection Screens Stumpfl			1 day		2 days*	
			excl.	incl.	excl.	incl.
1 projection screen	2,10 x 1,60 m	(4:3)	19,50	23,40	33,15	39,78
1 projection screen	2,40 x 1,80 m	(4:3)	24,00	28,80	40,80	48,96
1 projection screen	2,80 x 2,10 m	(4:3)	44,00	52,80	74,80	89,76
1 projection screen	2,86 x 1,70 m	(16:9)	72,00	86,40	122,40	146,88
1 projection screen	3,20 x 2,45 m	(4:3)	50,00	60,00	85,00	102,00
1 projection screen	3,45 x 2,03 m	(16:9)	82,00	98,40	139,40	167,28
1 projection screen	4,00 x 3,00 m	(4:3)	60,00	72,00	102,00	122,40
1 projection screen	4,25 x 2,49 m	(16:9)	100,00	120,00	170,00	204,00
1 projection screen	5,00 x 3,80 m	(4:3)	127,00	152,40	215,90	259,08
1 projection screen	6,00 x 4,50 m	(4:3)	185,00	222,00	314,50	377,40
1 rear projection screen	3,20 x 2,45 m	(4:3)	62,00	74,40	105,40	126,48
1 rear projection screen	4,00 x 3,00 m	(4:3)	102,00	122,40	173,40	208,08
1 projection screen	5,00 x 2,81 m	(16:9)	408,00	489,60	693,60	832,32
Other dimensions and ratios – prices on request!						

Other Equipment	1 day		2 days*	
	excl.	incl.	excl.	incl.
1 webcam	16,00	19,20	27,20	32,64
1 USB-microphone	30,00	36,00	51,00	61,20
1 Behringer interface	20,00	24,00	34,00	40,80
1 webpresenter	33,00	39,60	56,10	67,32
1 pin board (Neuland)	17,00	20,40	28,90	34,68
1 flip chart (Neuland)	18,00	21,60	30,60	36,72
1 laser pointer	21,50	25,80	36,55	43,86
1 presenter incl. laser pointer	29,00	34,80	49,30	59,16
1 teleconference system	82,00	98,40	139,40	167,28
1 telephon hybrid	113,00	135,60	192,10	230,52
1 DVD-player (Panasonic, Sony)	20,00	24,00	34,00	40,80
1 DVD-recorder (Panasonic, Sony)	80,00	96,00	136,00	163,20
1 acrylic glass lectern	135,00	162,00	229,50	275,40
1 lectern CS 27 black with built-in 27" front display and 17" preview monitor	160,00	192,00	272,00	326,40
1 lectern white with built-in 48" front display and 21" preview monitor	160,00	192,00	272,00	26,40
1 dome camera incl. central control unit	350,00	420,00	595,00	714,00

Technicians		1 day	
		excl.	incl.
1 technicians hour		73,00	87,60
1 technicians day-rate (max. 9 hrs within. 8:00-18:00)		528,00	633,00
overtime hours:	18:00 - 20:00: 50%	109,50	131,40
	20:00 - 07:00: 100%	146,00	175,20
surcharge on sundays and bank holidays:		250,00	300,00

Please note that cost rates vary for specialised technicians (cameraman, light technician, videoconference technician, etc.), depending on the event's technological requirements.

Interpretation systems, lighting equipment for more complex events, video conferencesystems, video recordings, set building, ect:

Because costs vary depending on what is required: Prices on request!

## QUESTIONS?

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**DATE OF FUNCTION**

20.06.2023

**NAME OF FUNCTION**

SAE International

**CONTACT PERSON**

Hilton Meeting Desk

**FUNCTION ROOM**

Grand Klimt Hall 1

**ADDITIONAL COMMENTS****C O N T E N T**

- HANDOUT
  - DOCUMENTS
  - BOOKS
  - GIVE-AWAYS
  - STATIONARY
  - DECORATION
  - OTHER
- 

**Hilton Vienna****C & E DESK**

Am Stadtpark 1  
1030 Wien, Austria