



# SAE 2024 Government/Industry Meeting

January 16-18, 2024 ■ Washington Convention Center ■ Washington, D.C.  
Co-located with the D.C. Auto Show

## CONTRACT FOR EXHIBIT SPACE

### Exhibit Contact and Company Information

(as it should appear in Directory listing(s) as applicable):

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Web URL: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Number (required): \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email (required to receive important exhibitor information):  
\_\_\_\_\_

Signature (required to process contract):  
\_\_\_\_\_

Date: \_\_\_\_\_

### Bill-to Contact and Information

Same as Exhibit Contact and Company Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Country: \_\_\_\_\_

PO# (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Department: \_\_\_\_\_

Direct Number (required): \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email (required):  
\_\_\_\_\_

Completion and submission of this form constitutes agreement to **Terms and Conditions** below.

**Display Kiosk.....\$3,950**

**\*\*After December 15<sup>th</sup>, \$350 rush fee applies\*\***

#### Fee includes:

- Turn-key Kiosk ~ as pictured (or similar) with custom color graphics submitted by your team
- One (1) counter with two (2) chairs (Approximate display footprint: 9'x9')
- Two (2) conference registrations
  - Includes access to: technical sessions, refreshment breaks, lunches, reception and exhibits
- Admittance to the D.C Auto Show Sneak Peek
- Company profile and listing in the mobile app and online exhibitor directory
- Concourse is carpeted



### Exhibit Information:

MOVE-IN	Tuesday, January 16	12-4pm
MOVE-OUT	Thursday, January 18	After 4pm

### PAYMENT TERMS

100% payment is required upon contract submission unless other terms have been approved by SAE.

### PAYMENT METHODS:

#### Credit Card

Type (Visa, MC, AMEX, Discover): \_\_\_\_\_

Card No: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signature (required to process):  
\_\_\_\_\_

#### Check

Complete contract and mail with check –  
**made payable to SAE International** –

To: SAE International  
Accounts Payable  
400 Commonwealth Drive  
Warrendale, PA 15096-0001

#### Wire/ACH Bank Transfer

Contact **SAE Customer Service**  
directly at:

**1-877-606-7323**  
(U.S. and Canada only)

**1-724-776-4970**  
(Outside U.S. and Canada)



# SAE 2024 Government/Industry Meeting

January 16-18, 2024 ■ Washington Convention Center ■ Washington, D.C.

*Co-located with the D.C. Auto Show*

Exhibit space is available on a first-come, first-serve basis to customers and exhibiting companies for that particular event. Offers will be confirmed through the submission of a signed copy of this agreement. By signing this document, you (exhibitor) also agrees to abide by the exhibit space rules and display reference guidelines that are either attached to this contract or listed in the exhibitor manual. SAE Show Management reserves the right to move, consolidate or to otherwise make changes of the exhibit floor should it be necessary for the best interest of the Exhibition. This could potentially involve relocating initially selected exhibit space up to thirty (30) days prior to move-in or the start of the event.

**SUB-LEASING** - Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from SAE and shall incur an additional charge of 25% of the total cost for exhibit space for each additional participant.

**Cancellation of Display** - In the event of an exhibition space cancellation, SAE must receive written notice of such cancellation. If more than one-hundred and twenty (120) days prior to the opening day of the exhibition, then SAE shall retain a service charge equal to 50% of the rental cost of the space. If a cancellation takes place less than one-hundred and twenty (120) days of the opening day of the exhibition, the exhibitor is liable for 100% of the rental cost of the space.

In the event that SAE cancels this event the following options may be available:

- A. Transfer monies to digital package, if available.
- B. Transfer monies to the next scheduled in-person event.
- C. Allocate a portion of contracted monies towards the digital event and transfer the remainder to a future in-person offering.

Any refund will be less the cost of any physical materials produced prior to receiving such cancellation notice for exhibitors and sponsors. Please allow up to thirty (30) business days to receive your refunded monies.

**Liability and Indemnification** - Neither SAE nor the management of the site shall be liable for damage, loss or destruction of the exhibitor property by reason of fire, theft, accident or other destructive causes. Neither SAE nor the management of the site nor any of their employees, agents, or servants will be accountable or liable for accidents to exhibitors, their employees, agents or servants. The exhibitor shall be liable to SAE and/or the site for any damage done to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor, its employees, agents or servants. The exhibitor hereby assumes the entire and full responsibility and liability for and agrees to indemnify and hold harmless SAE International, its officers, directors, members, staff and other representatives from and against any and all claims, damages, injury (including without limitation, death at any time resulting there from), loss or expense (including without limitation, all attorney fees and other expenses of any arbitration or litigation) of any nature resulting from any injury or damage to any person or property which occurs as the result of any act or omission of the exhibitor, its employees, agents or servants.

**Insurance** - The exhibitor must, at own expense, obtain and maintain Comprehensive General Liability insurance, on an occurrence-based policy, with a limit of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate combined singled limit bodily injury/property damage (including products and completed operations coverage and host liquor liability), Automobile Liability insurance no less than \$1,000,000 combined singled limit and Workers' Compensation (statutory limits) coverage. Exhibitor shall provide SAE International with one current certificate of insurance reflecting evidence of coverage listing SAE International as additional insured no less than 30 days in advance of show date.

## SAE Engineering Events Rules & Display Reference Guidelines

### Exhibitor Rules

- Please do not leave valuables at your Kiosk space overnight! There will not be security at the exhibit area during closed hours / overnight. Please read full disclosure in the exhibitor service manual.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the venue except at their display.
- If you require electricity, AV and/or internet for your exhibit, please order these services directly from the official contractors of that service. You can find their information in the exhibitor service manual.
- Exhibitors may be asked to remove any display items not in compliance with these guidelines.