The following Exhibitor Rules & Display Reference Guidelines have been established by SAE International On-Board Diagnostics Symposium - Europe Meeting Show Management. These guidelines are created to promote continuity and consistency among tabletop exhibitors and follow industry tabletop exhibitor standards.

Please Note: Tabletop displays are considered “static displays” and do not require always staffing the booth.

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 (with prior approval by Show Management). There will be approximately 1 meter (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 2.5-meters (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 be asked to remove any display items not in compliance with these guidelines.
- Security and/or Storage will not be provided. Please place any items under your skirted table display (again, there will not be security).
- 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 space and must be approved by SAE Show Manager prior to the conference.

Event Details:

- Exhibits will be held in the Pearl Foyer, where all networking breaks will take place.
- Installation hours will be Monday, March 11th from 10:00 a.m. – 5:00 p.m.
- Exhibits can open on Tuesday, March 12th at 8:30 a.m.
- Exhibitors can begin breaking down on Thursday, March 14th at 3:30 p.m. at the conclusion of the last networking break. Exhibitors are welcome to stay until the conclusion of the event.

Questions
Pre-event: Nicole T. Berry, Meeting & Convention Specialist ● +1.724.772.4280 ● Nicole.Berry@sae.org
Onsite: Brandie Sberna, Sales Specialist ● brandie.sberna@sae.org ● +724.822.7274
Each Tabletop exhibit will include the following:

- (1) Table - 180 cm x 60 cm
- (2) Chairs & (1) Wastebasket

**Exhibit Location:**
Park Inn By Radisson Amsterdam City West  
La Guardiaweg 59  
1043 DE Amsterdam  
The Netherlands

Pearl Foyer

**Audio Visual & Computer:**
ACS Innovative Audiovisual Solutions will provide audio visual and computer requests. Details to order these services are located on page ____.  
All requests should be emailed to: sales@acsaudiovisual.com

**Last order date: February 28, 2024.**
ORDER FORM
FOR AUDIO VISUAL EQUIPMENT

SAE-OBD EU March 12-14th, 2024
Venue: Park Inn by Radisson Amsterdam City West

Displays

- 32” € 395,-
- 43” € 545,-
- 55” € 595,-
- 65” € 795,-

Laptop Windows

€ 150,-

All LED screens will be supplied with a floor stand, HDMI cable and USB support (*.MP4 or *.JPEG only).
All prices are including setup, dismantling and transportation from our warehouse.
Other audio visual equipment on request only.

My order

<table>
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<th>Details of contact person</th>
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<tr>
<td>First and last name</td>
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<td>E-mail address</td>
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<td>Telephone number</td>
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Invoice details

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<th>Details of contact person</th>
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<td>First and last name</td>
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<td>E-mail address</td>
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<td>Telephone number</td>
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Invoicing will be done by the Radisson hotel.
Latest order date: February 28th, 2024. Only confirmed orders placed before this date are guaranteed.
All prices are in Euro (€) and do not include VAT.
For requests, confirmation and support, please contact: sales@acsaudiovisual.com
Electric & Internet:
Park Inn By Radisson will handle Electric & Internet services. Power Extension Cables are available. Upon request.

**Contact:** Storm Fransen, Meeting & Events Planner  
**Telephone:** +31 (0) 20 242 00 15  
**Email:** storm.fransen@parkinn.com

Shipping Information:

<table>
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<tr>
<th>ATTN:</th>
<th>Delivery Address:</th>
<th>Contact Numbers:</th>
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</table>
| Mr. Storm Fransen  
EVENT: SAE  
EVENT DATE: 12 – 14.03.2024 | Park Inn By Radisson  
Amsterdam City West  
La Guardiaweg 59  
1043 DE, Amsterdam  
The Netherlands | Tel: +31 (0) 20 242 00 00 26 |

**Delivery:** Hotel will accept shipment starting: **19.02.2024**; (February 19, 2024)

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