SAE Engineering Events Tabletop Rules & Display Reference Guidelines

The following Exhibitor Rules & Display Reference Guidelines have been established by SAE Vehicle Automation 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 displays will be in the Royal Ballroom South Tower where the sessions, meals and networking breaks will take place.

Exhibitor Rules:
- Display materials should be arranged so as not to obstruct the sightlines of neighboring exhibitors.
- Floor standing banners are not permitted in front or on the side of the tabletop. Any pop-up banner MUST be placed 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 five (5) feet in height and four (4) feet in width and/or floor standing display banner stands (behind your table) must not exceed eight (8) feet in height and three and a half (3 ½) feet in width.
- Please do not leave valuables at your tabletop unattended. There will not be security in the exhibit area.
- Exhibitors may not solicit in the aisles or in any other location in, around or outside the hotel 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.

Event Details:
- Installation hours will be Monday, Sept. 16th from 12:00 p.m. – 5:00 p.m.
- Exhibits can open on Tuesday, Sept. 17th at 8:00 a.m.
- Dismantle hours will be at the conclusion of the Symposium on Thursday, Sept 19th after 5:00 p.m.
- Exhibits will be held in the Royal Ballroom South Tower where the sessions, meals and networking breaks will take place.

Questions
Pre-event: Nicole T. Berry, Meeting & Convention Specialist • +1.724.772.4280 • Nicole.Berry@sae.org
Onsite: Danielle Rohal, Content Coordinator • danielle.rohal@sae.org • +1.724.944.9704
Each Tabletop exhibit will include the following:

- (1) Skirted table with
- (2) Chairs
- (1) symposium registration *(Includes access: to technical sessions, food & beverage functions, networking, and exhibition)*
- Company listing and profile in the Exhibitor Directory *(contract and profile must be received prior to print deadline if applicable.)*

**Location:**
Hyatt Regency Orange
County Harbor & Chapman
11999 Harbor BLVD
Garden Grove, CA 92840-US

**Audio Visual & Computer:**
Your audio visual and computer requests will be handled by AV-1. Use the link to download the Audio Visual & Computer form to complete your order request. **AV-One Order Form**

If you have any questions, please contact the show service coordinator as listed below.

**Show Services Coordinator:** Sylvia Polletta,
**Email:** spolletta@audiovisualone.com
**Mobile:** +1-224-629-7264

**Electric & Internet:**
Use the link below to place your order.
**Encore: Electric and Internet Services**

When you see the box below enter 2024 SAE OBD Symposium - HROC in the search area. This will take you to the next area for upcoming events.
Shipping Information:

- Please see shipping information on page 4 & the shipping order form on page 5.
- Ship all display materials to Hyatt Regency Orange County. The hotel will accept shipments starting on Wednesday, September 11.
- Inbound and outbound shipping instructions are on page 4.
- Shipping and handling charges are identified on page 4 & 5.
- All shipping/receiving order forms must be received by the hotel a minimum of seven (7) working days before the event.

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 tabletop 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 in the General Session room. If this is the case, exhibitors will be notified in advance.
SHIPPING/RECEIVING/STORAGE

Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered, or brought into the Hotel. Failure to do so this may result in deliveries being refused or materials being unavailable when required. The Hotel’s receiving entrance is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Any materials being sent to the Hotel must be marked as follows:

1. Hold for arrival - ATTN: (Guest’s Name who will claim the shipment at hotel)
2. Date of claim persons arrival
3. Name of Group, preferably the posting name of the group
4. Complete Return Address
5. Hyatt Event Planning Manager’s Name
6. Number of Boxes (Example: Box 1 of 2 and Box 2 of 2)
7. Address Package to Hotel as follows:

   Hyatt Regency Orange County  
   11999 Harbor Blvd.  
   Garden Grove, CA 92840

Packages received will be charged to each registered hotel guest or your master account as follows (the hotel cannot accept packages for non-registered guests):

- $10.00 per Box for 0-20 Pounds
- $20.00 per Box for 20-30 Pounds
- $30.00 per Box for 30-50 Pounds
- $50.00 per Box for 50-100 Pounds
- $100.00 per Box for over 100 Pounds
- $50.00 per Standard Rolling Case
- $75.00 per Large Rolling Case
- $150.00 per Pallet/Crates/ Extra Large Rolling Case

If you need packages shipped out at the conclusion of your meeting, please advise your Event Manager at least one week in advance. The same charges outlined above will be charged for the shipping of these packages. The charges will be billed to each registered hotel guest or your master account (the hotel cannot ship packages for non-registered guests).

The Hotel does not accept any liability for equipment, goods, displays or other materials, which arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage. It is very helpful to monitor tracking numbers of boxes and location of shipment, prior to calling the hotel for box delivery confirmation.

The Hotel will provide a maximum of 3 days prior and 3 days post storage of materials related to the group’s event. Any materials delivered to the Hotel more than 3 days prior will not be accepted. Any materials left on Hotel

Questions
Pre-event: Nicole T. Berry, Meeting & Convention Specialist ● +1.724.772.4280 ● Nicole.Berry@sae.org
Onsite: Danielle Rohal, Content Coordinator ● danielle.rohal@sae.org ● +1.724.944.9704
Exhibitor Request Sheet for Shipment Handling during the following Conference:
SAE OBD SYMPOSIUM 2024
September 16 – 19, 2024

HOTEL CONTACT:
Tricia Smith, LES, CTA  Event Manager
714-740-6057 Direct Phone  tricia.smith@hyatt.com

CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Onsite Contact</th>
<th>Room Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOOD & BEVERAGE:
All Food And Beverage **Must** be provided by the **Hyatt Regency Orange County**. Outside Food & Beverage is **Not** Permitted.

SHIPPING:
Boxes must be shipped no earlier than 3 days prior to event.  | Incorrect labeling of boxes may result in delayed delivery.
All Vendors are required to Load/Unload at the Loading Dock only.  Unloading is **NOT** permitted on the Front Drive.
Outgoing Shipments must be pre-labeled, taped closed, and pickup scheduled by the Exhibitor.
Hotel Staff will bring outgoing shipments to the Shipping/Receiving area to be picked up by Exhibitor’s arranged carrier.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boxes 0 – 20 pounds</td>
<td>$10.00 per box</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boxes 20 – 30 pounds</td>
<td>$20.00 per box</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boxes 30 – 50 pounds</td>
<td>$30.00 per box</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boxes 50 – 100 pounds/Standard Rolling Case</td>
<td>$50.00 per box/case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boxes over 100 pounds</td>
<td>$100.00 per box</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Rolling Case</td>
<td>$75.00 per case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pallet/Crates/Extra Large Rolling Case</td>
<td>$150.00 each</td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL:**

AUDIO VISUAL & INTERNET:
Please contact **Encore AV** - Hung Tran at hung.tran@encoreglobal.com

*MUST BE COMPLETED AND RETURNED TO EVENT MANAGER SEVEN (7) DAYS PRIOR TO EVENT*
A secured link for payment will be sent via Sertifi. Requests will not be processed until full pre-payment is received.

Hyatt Regency Orange County | 11999 S. Harbor Blvd. | Garden Grove, CA 92840 | 714-750-1234
www.HyattRegencyOrangeCounty.com
Renderings for Example Only

Questions
Pre-event: Nicole T. Berry, Meeting & Convention Specialist ● +1.724.772.4280 ● Nicole.Berry@sae.org
Onsite: Danielle Rohal, Content Coordinator ● danielle.rohal@sae.org ● +1.724.944.9704