



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 Sparkling and Chic meeting rooms by the foyer where the 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 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 Tuesday, May 6th from 12:00 p.m. – 5:00 p.m.
- Exhibits can open on Wednesday, May 7th at 8:00 a.m.
- Exhibitors can begin breaking down on Thursday, May 8th at 4:00 p.m.

Please Note: 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: Danielle Rohal, Content Coordinator • danielle.rohal@sae.org • +1.724.944.9704



Vehicle Automation Symposium

May 7-8, 2024 | Frankfurt, Germany

Getting
to SAE
Level 4™

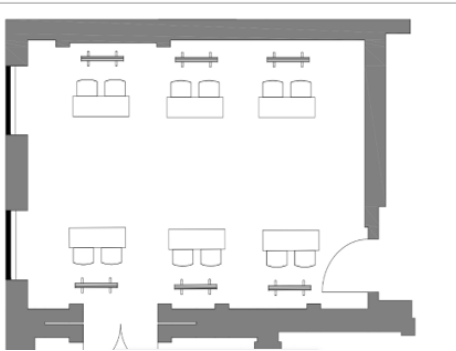
Each Tabletop exhibit will include the following:

- Skirted table (50 cm x 160cm)
- Chairs (2)

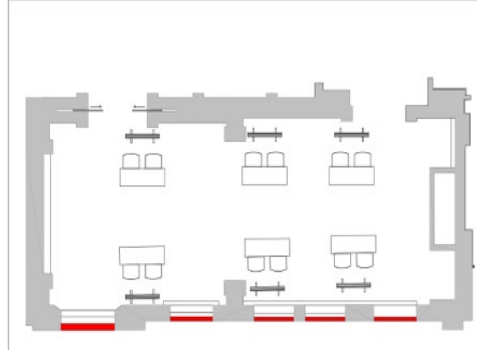
Location:

Le Meridien Frankfurt
Wiesenhuettenplatz 28 -38
60329 Frankfurt Germany

Sparkling Meeting Room



Chic Meeting Room



The LeMeridien Event Department will be the primary contact for the following services:

- Audio Visual
- Computer
- Electric
- Internet

Contact Name: Claudia Huber

Title: Convention Sales Manager

Mobile Phone: +49 1735649239

Email: claudia.huber@lemeridienfrankfurt.com

Request for these services must be received by: April, 08th (4 weeks before event)

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Shipping Information:

SAE International
c/o Le Meridien Frankfurt
z. hd. Event Department Claudia Huber
SAE International
4.05.24 – 10.5.2024
Wiesenhuettenplatz 28-38
60329 Frankfurt
Germany

Shipping Date: Items can begin arriving on April 29, 2024.

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.

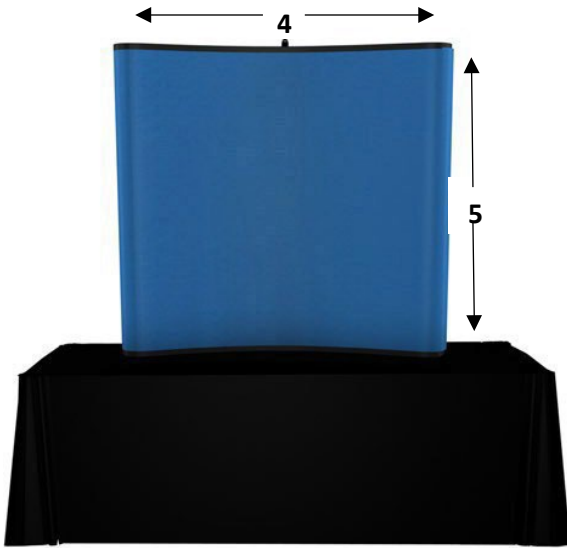
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Questions

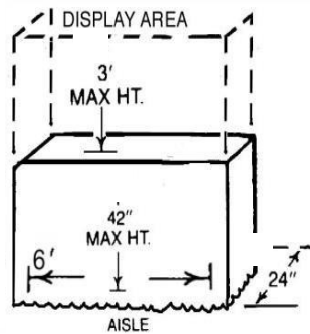
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