



## EXHIBITOR SERVICE MANUAL

**American Headache Society  
2019 Scottsdale Headache  
Symposium Meeting**

November 21-24, 2019  
JW Marriott Scottsdale Camelback Inn  
Paradise Ballroom  
Scottsdale, Arizona



Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming American Headache Society 2019 Scottsdale Headache Symposium Meeting scheduled for November 21-24, 2019 at the JW Marriott Scottsdale Camelback Inn in Scottsdale, Arizona.

Please take time to carefully review the information and order forms that follow. We encourage you to **ORDER IN ADVANCE** those items and services you require. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

**ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 7.95% SALES TAX TO THE TOTAL.**

We are looking forward to assisting you with AHS-SHS 2019. If you find you need additional information, at any time, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures



# DEADLINE DATES

Standard/Plush Carpet .....	November 1, 2019
Furniture .....	November 1, 2019
Display Tables .....	November 1, 2019
Custom Furniture .....	November 1, 2019
Rental Booths .....	November 1, 2019
Special Signs .....	November 1, 2019
Cleaning .....	November 1, 2019
Labor Installation/Dismantle .....	November 1, 2019
Exhibitor Appointed Contractor .....	October 18, 2019
Warehouse Advance Shipment .....	November 8, 2019
Freight Routing .....	November 1, 2019

**BOOTH EQUIPMENT:**

Each 10' x 10' booth will receive an 8' high backwall draped in beige. The 3' high side rail drape will be beige. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

**CARPET:**

The exhibit hall is carpeted. Exhibitors wishing to enhance the appearance of their booths can order carpeting on-line or by using the form located in the service manual.

**HEIGHT LIMITS:**

Linear booths may not exceed 8' in height on backwall.

**NOTICE FOR DIRECT SHIPMENTS:**

If you intend to ship your materials directly to show site, please refer to the shipping date noted below. The JW Marriott Scottsdale Camelback Inn will receive any shipments that arrive early or to the attention of a guest and the JW Marriott Scottsdale Camelback Inn will charge a handling fee. Any materials shipped to the JW Marriott Scottsdale Camelback Inn may be consigned to Arata Expositions, Inc. by the JW Marriott Scottsdale Camelback Inn and you will be billed the appropriate material handling charges by Arata Expositions, Inc. in addition to any charges or fees that the JW Marriott Scottsdale Camelback Inn may charge.

**SHIPPING INFORMATION:****ADVANCE SHIPPING WAREHOUSE ADDRESS**

\*Shipments should arrive between **October 25, 2019** and **November 8, 2019**.

To: **Exhibiting Company and booth number**  
For: AHS-SHS 2019  
c/o: Arata Expositions, Inc.  
c/o: YRC  
2021 S. 51st Avenue  
Phoenix, AZ 85043

**DIRECT SHOWSITE SHIPMENTS**

Shipments will be received on **Wednesday, November 20, 2019** beginning at 1:00pm.

To: **Exhibiting Company and booth number**  
For: AHS-SHS 2019  
c/o: Arata Expositions, Inc.  
c/o: JW Marriott Scottsdale Camelback Inn  
Paradise Ballroom  
5402 East Lincoln Drive  
Scottsdale, AZ 85253



# SHOW SCHEDULE

**AHS-SHS 2019**

November 21-24, 2019

Scottsdale, AZ

**SET UP HOURS**

Wednesday, November 20	1:00pm - 5:00pm
Thursday, November 21	8:00am - 5:00pm

**SHOW HOURS:**

Friday, November 22	6:00am - 11:00am
	12:45pm - 4:45pm
Saturday, November 23	6:30am - 2:00pm

**MOVE OUT HOURS :**

Saturday, November 23	2:00pm - 6:00pm
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# HELPFUL HINTS

Arata Expositions, Inc. recognizes your participation in this event is a vital part of your marketing program and we want to do everything possible to make it profitable and rewarding. Please review the following hints to help you maximize your time and money spent on this exhibition.

## PRIOR TO THE SHOW:

- Read the ENTIRE Exhibitor Service Manual.
- Complete all applicable order forms in their entirety. If you have multiple locations, please complete separate order forms for each location (booth, meeting room, etc).
- A completed charge authorization form is required with all orders even when paying by check, cash, or wire transfer. Please ensure the credit card information is complete and correct, including the expiration date.
- Be sure you return the forms to the appropriate vendors by the order deadline dates. By submitting your order forms with full payment by the deadline dates, you can save money by taking advantage of advance discount pricing.
- Confirm your orders with each vendor. Arata Expositions, Inc. will send out a confirmation email for our services once your order is processed.
- Confirm delivery and pick up dates and times with Arata Expositions, Inc. and communicate them to your carrier.
- Refer to the special handling page to review the definition of special handling charges and share this information with your carrier.
- Bring the tracking numbers from all of your shipments, as well as contact information for your carrier.
- Put together a trade show survival kit to include in your freight or carry with you, including: a small tool kit, stapler, staples, scissors, tape, pens & markers, and a first aid kit.

## SHOWSITE:

- An Exhibitor Service Center will be set up in the exhibition hall for your convenience. If you have any questions or need assistance during the course of the event, you can contact all of the Official Vendors at the Exhibitor Service Center.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so please confirm you get the correct color and be sure your booth number is on each label.
- Exhibitor acknowledges the show site and surrounding areas are active work zones. Exhibitors, its agents, employees, and representatives are present at their own risk.
- If you have any questions or concerns about your final invoice, please be sure to contact the Arata Expositions, Inc. representative at the Exhibitor Service Center before the close of the show. Absolutely no credits will be issued after the show closes.

## OUTBOUND - MOVE OUT:

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions Inc. does not provide security at the show site. It is the Exhibitor's responsibility to stay with their property. Arata Expositions, Inc. is not responsible for loss or damage to property left in the Exhibitor's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination) and all of your shipping paperwork is turned into the Exhibitor Service Center before leaving the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than the time indicated in the Shipping section of this service kit or your freight will be re-routed to the designated show carrier.

**SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL**

Arata Expositions, Inc. is committed to safety which is valued throughout our organization and demonstrated in the work we perform. We request you make safety a part of your activities during the show. If you see something unsafe or hazardous, please bring it to the attention of an Arata Expositions, Inc. employee. By reporting unsafe or hazardous conditions and by following the safety guidelines below you will be doing your part in creating a safe work environment.

**SAFETY GUIDELINES:**

- Only authorized personnel and employees allowed, all others prohibited.
- This is an active work zone. Please treat the show areas during move-in and move-out as an active construction zone. Appropriate attire includes footwear with hard soles to protect against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open toed shoes are inappropriate and violate safety standards.
- All exhibitors and attendees enter at their own risk.
- Do not enter the dock/yard areas.
- Never run in the exhibit hall. Please walk. Watch your step in aisles.
- Smoking is prohibited in the exhibit hall and dock areas.
- Stay clear of dock doors.
- Stay clear of heavy machinery.
- Never stand on furniture. The furniture is not designed to support your standing weight.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Do not overload outlets or plugs.
- Protect valuables at show site. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Keep fire exits clear and report any fires immediately.
- Don't email/text and walk.

**During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.**

# THINK SAFETY



# HOW TO PLACE YOUR ORDER

Complete all applicable order and payment forms before each deadline date. **Orders without payment will not be processed. All companies must provide a charge authorization form with orders. Orders with payment received after the Deadline Date will be charged standard prices.** Make checks payable to Arata Expositions, Inc.

## FORMS TO ARATA EXPOSITIONS INC.

- Complete the necessary Arata Expositions, Inc. forms and calculate the cost of each order.
- Review our PAYMENT POLICY AGREEMENT carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT IN FULL AND A CHARGE AUTHORIZATION ON FILE.** A charge authorization is required even when paying via cash, company check and/or wire transfer.
- Complete the COST CALCULATION worksheet.
- For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this manual.
- Place your order online, mail, fax, or email this set of documents to:

Arata Expositions, Inc.  
15928 Tournament Drive  
Gaithersburg, Maryland 20877

**Fax:** (301) 990-1717  
**Email:** drosen@arataexpo.com

## FORMS TO THE OTHER OFFICIAL SUPPLIERS

For all other official vendor forms please follow the payment and mailing instructions indicated on each vendor's respective forms.

## ORDERS AFTER THE DEADLINE

You are welcome to make additions after the deadline date. Note that these will be charged at the standard rate.

## SHOW SITE ORDERS

Please visit the Exhibitor Service Center on the exhibition floor to order at show site. The center will be fully staffed during all set up and tear down hours to accommodate any requests you may have. Payment by cash, check, or credit card will be required at the Exhibitor Service Center for all show site orders.



# PAYMENT POLICY AGREEMENT

**Arata Expositions, Inc.** recognizes your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

**Arata Expositions, Inc.** requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express), and/or wire transfers. Please contact our office for wire transfer information. **A \$50.00 bank transfer fee for wire transfers must be added to the amount transferred. Exhibiting company will be responsible for all bank fees.** All companies must provide a charge authorization form with orders even when paying via cash, company check and/or wire transfer.

It is understood acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Exhibit Shipping Information & Material Handling Rate Schedule is sent in; or
- Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or show site for which AEI is the Official General Contractor for the event; or
- When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

International firms paying by company check must pay in U.S. funds drawn on a U.S. bank. **All companies must provide a charge authorization form with orders. Purchase orders are not considered payment.**

Your show site representative, agent, or display house must be made aware of this policy and must be able to settle the account in full as we will not bill a third party. Arata Expositions, Inc. reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the second day of the show.

There will be a fee of \$50.00 for any returned check.

If the exhibitor is tax exempt, a certificate for the state in which the services are to be used must be supplied.

It is the responsibility of the exhibitor to advise Arata Expositions, Inc. immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 4% service fee will be charged for the credit and a 4% service fee for the new charge.

Any unpaid balance after the close of the show, shall be due and payable upon receipt of invoice. Unpaid balances after 30 days of invoice date will be subject to a FINANCE CHARGE, at the lesser of the maximum rate allowed by law or 2% per month, which is an annual percentage rate of 24%.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL **NOT** BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CREDIT CARD OR CERTIFIED CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED AND CLEARED.

Any exhibitor using a credit card for payment of services to AEI that has had at least two unsuccessful charge backs in a 12 month period will not have charge privileges with AEI for the subsequent 12 month period. As a result, the exhibitor will be required to pay by wire transfer or certified check cleared in advance of future shows.

AEI will not be liable for any damages to the exhibitor/client resulting from a failure to comply with payment terms in advance of the show, even if it results in a delay of their work or overtime charges.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# CHARGE AUTHORIZATION

All companies must provide a completed charge authorization form with order. Any remaining balance after completion of all show services (including any T3 Logistics, LLC invoicing) will be charged to your authorized credit card.

**ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

## PLEASE PRINT OR TYPE

Company Name			Booth Number (s)		
<input type="text"/>			<input type="text"/>		
Street Address			City		
<input type="text"/>			<input type="text"/>		
State	Zip Code	Country			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Contact Name		Email Address			
<input type="text"/>		<input type="text"/>			
Telephone Number		Fax Number			
<input type="text"/>		<input type="text"/>			

## CREDIT CARD AUTHORIZATION

American Express ☐ Visa ☐ MasterCard ☐

Account#

Exp. Date

Cardholder's Name

Cardholder's Signature

**Cardholder's Billing Address:**

Street Address

City  State  Zip

Telephone  E-Mail

**This form must be signed and accompanied by your order.**



# THIRD PARTY PAYMENT

Name of Organization \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

E-Mail \_\_\_\_\_ Signature SIGN HERE \_\_\_\_\_

Please complete and return this form to charge the final balance for show services to a third party account. A third party credit card authorization must be received at least 30 days prior to show opening. **BOTH FIRMS MUST COMPLETE THIS FORM.** Any remaining balance after completion of all show services will be charged to the authorized credit card. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

We understand, and agree, we the exhibiting firm, are ultimately responsible for payment of charges, and in the event the named third party does not discharge payment prior to show closing, such charges will revert to our firm.

We have read, understand, and agree to all the above terms and have advised our show site representative accordingly.

Exhibitor Signature: SIGN HERE \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## THIRD PARTY

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Exhibitor Signature SIGN HERE \_\_\_\_\_

Print Name \_\_\_\_\_

### CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

American Express ☐ Visa ☐ MasterCard ☐Expiration Date:                 

Account Number

Please indicate which of the below items are to be charged to the third party:

☐ All Services ☐ Booth Cleaning ☐ Furniture, Carpet and Accessories☐ Material Handling ☐ Labor ☐ Other (Please Specify) \_\_\_\_\_Cardholders Signature SIGN HERE \_\_\_\_\_

## EXHIBITING COMPANY

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Exhibitor Signature SIGN HERE \_\_\_\_\_

Print Name \_\_\_\_\_

### CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

American Express ☐ Visa ☐ MasterCard ☐Expiration Date:                 

Account Number

Please indicate which of the below items are to be charged to the exhibiting company:

☐ All Services ☐ Booth Cleaning ☐ Furniture, Carpet and Accessories☐ Material Handling ☐ Labor ☐ Other (Please Specify) \_\_\_\_\_Cardholders Signature SIGN HERE \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF NOVEMBER 1, 2019.**



# COST CALCULATION

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing.

## COST CALCULATION WORKSHEET

1. Furniture .....	_____
2. Display Tables .....	_____
3. Plush Carpet / Standard Carpet .....	_____
4. Custom Furniture .....	_____
5. Rental Units .....	_____
6. Cleaning .....	_____
7. Signs .....	_____
8. Floral .....	_____
9. Labor Installation .....	_____
10. Labor Dismantling .....	_____
11. Material Handling Estimate .....	_____
<b>12.TOTAL LINES 1-15</b> .....	\$ _____
13.Add 7.95% Tax .....	\$ _____
<b>14. BALANCE DUE*</b> .....	\$ _____

**\*Your order will not be processed without a credit card on file.**

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

# STANDARD BOOTH CARPET

## STANDARD BOOTH CARPET

Give your booth the classic look you need with one of our inviting color selections of attractive, high-quality carpet.





# STANDARD CARPET

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibitor is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. If rental carpet is damaged, exhibitor will be charged the full replacement cost which is equal to the rental charge.

## STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$293.00	\$410.20	\$
<input type="checkbox"/>	10' x 20' Carpet	\$585.00	\$819.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$876.00	\$1226.40	\$
<input type="checkbox"/>	10' x 40' Carpet	\$1167.00	\$1633.80	\$

Standard carpet is supplied only for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.

## STANDARD SPECIAL CUT BOOTH CARPET

Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.

### BOOTH SIZE

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ X \$6.00 per sq. ft.	\$8.40 per sq. ft.	= \$	_____

## STANDARD CARPET COLORS

### SELECT COLOR BELOW

☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

If item colors are **not** selected in advance, AEI will select a color.

## CARPET PADDING

				Discount Price	Standard Price	Extended Price
Single Padding	_____ X _____ = _____ sq. ft.	X	\$2.00 per sq. ft.	\$2.80 per sq. ft.	= \$	_____
Double Padding	_____ X _____ = _____ sq. ft.	X	\$4.00 per sq. ft.	\$5.60 per sq. ft.	= \$	_____

## VISQUEEN

				Discount Price	Standard Price	Extended Price
_____ X _____ = _____ sq. ft.	X	\$2.00 per sq. ft.	\$2.80 per sq. ft.	= \$	_____	

Discount Deadline: **November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total \_\_\_\_\_

7.95% Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# CUSTOM PLUSH CARPET

## CUSTOM PLUSH CARPET

Create a unique and inviting booth environment with any of our enticing color selections available in plush booth carpet.





All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibitor is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. If rental carpet is damaged, exhibitor will be charged the full replacement cost which is equal to the rental charge.

## PLUSH CARPET

This plush, heavy cut nylon pile carpet has built-in ScotchGuard. Rental includes installation, all necessary taping, plastic covering for protection, and removal at the close of the show.

### BOOTH SIZE

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ X	\$7.00 per sq. ft.	\$9.80 per sq. ft.	= \$_____

### STANDARD CARPET COLORS

#### SELECT COLOR BELOW

☐ Black ☐ Navy ☐ Red ☐ New Blue ☐ Beige ☐ Emerald ☐ Silver Cloud ☐ Burgundy ☐ Ice\*\*

If item colors are **not** selected in advance, AEI will choose the color. **\*\*Purchase only @ \$8.20 per sq. ft. discount or \$11.48**

### CARPET PADDING

				Discount Price	Standard Price	Extended Price
Single Padding	_____ X _____ = _____ sq. ft.	X	\$2.00 per sq. ft.	\$2.80 per sq. ft.	= \$_____	
Double Padding	_____ X _____ = _____ sq. ft.	X	\$4.00 per sq. ft.	\$5.60 per sq. ft.	= \$_____	

Discount Deadline: **November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

All rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Plush Booth Carpet Total \_\_\_\_\_

7.95% Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# FURNITURE

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibitor is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders.

CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$98.00	\$137.50	\$
	Side Chair	\$88.00	\$123.20	\$
	Counter Stool	\$118.00	\$165.20	\$
ACCESSORIES				
	Wastebasket	\$26.00	\$36.40	\$
	Literature Rack	\$160.00	\$224.00	\$
	Bag Holder	\$86.00	\$120.40	\$
	Easel (Tripod)	\$56.00	\$78.40	\$
	Chrome Sign Holder (22"W x 28"H)	\$103.00	\$144.20	\$
	Fishbowl	\$39.00	\$54.60	\$
	Posterboard, 4'W x 8'H, Vertical	\$176.00	\$246.40	\$
	Posterboard, 8'W x 4'H, Horizontal	\$176.00	\$246.40	\$
	Tensa Barriers	\$50.00	\$70.00	\$
	Credenza (36"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$375.00	\$562.50	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$325.00	\$487.50	\$
				\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$21.00	\$29.40	\$
	3' High (per lin. foot) (\$55 min)	\$19.00	\$26.60	\$
	Special Skirting (per lin. foot)	\$17.00	\$23.80	\$
	8' High End Cap / Close Off	\$59.00	\$82.60	\$

**SELECT COLOR BELOW**

☐ Black ☐ Red ☐ Teal ☐ Silver ☐ Burgundy ☐ Purple ☐ Blue ☐ White

If item colors are not selected in advance, AEI will do so at no risk.

Discount Deadline: **November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

**Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.**

Furniture Total \_\_\_\_\_

7.95% Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibitor is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders.

DRAPED DISPLAY TABLES 30" HIGH				
Qty.	Description	Discount Price	Standard Price	Extended Price
	4'L x 2'D x 30"H	\$155.00	\$ 217.00	\$
	6'L x 2'D x 30"H	\$182.00	\$254.80	\$
	8'L x 2'D x 30"H	\$208.00	\$291.20	\$
	4th Side Drapes for 30" Tables	\$59.00	\$82.60	\$
DRAPED DISPLAY TABLES 42" HIGH				
	4'L x 2'D x 42"H	\$192.00	\$268.80	\$
	6'L x 2'D x 42"H	\$219.00	\$306.60	\$
	8'L x 2'D x 42"H	\$245.00	\$343.00	\$
	4th Side Drapes for 42" Tables	\$64.00	\$89.60	\$
(CHECK COLOR BELOW)				
<input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> White If item colors are not selected in advance, AEI will select the color.				
UNDRAPED DISPLAY TABLES 30" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 30"H	\$ 91.00	\$ 127.40	\$
	6'L x 2'D x 30"H	\$109.00	\$152.60	\$
	8'L x 2'D x 30"H	\$120.00	\$168.00	\$
UNDRAPED DISPLAY TABLES 42" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 42"H	\$105.00	\$147.00	\$
	6'L x 2'D x 42"H	\$122.00	\$170.80	\$
	8'L x 2'D x 42"H	\$133.00	\$186.20	\$
DRAPED TABLE RISERS 12" HIGH				
	4 ft. Riser (white vinyl)	\$62.00	\$86.80	\$
	6 ft. Riser (white vinyl)	\$76.00	\$106.40	\$

Discount Deadline: **November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. arata expositions, inc. cannot be responsible for injuries or falls caused by improper use.

Furniture Total \_\_\_\_\_

7.95% Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# CUSTOM FURNITURE



## FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



# ROMA

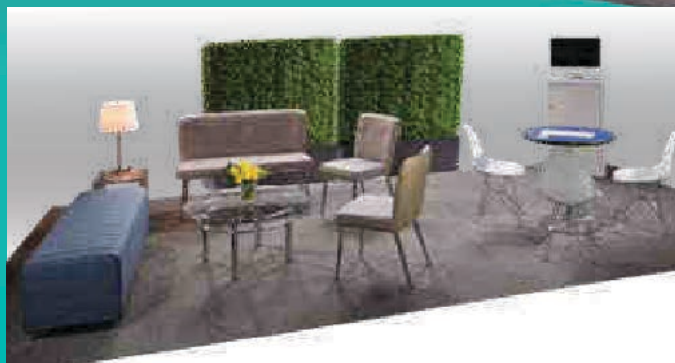
10'x20' Powered Chair & Sofa Booth



Denotes AC and USB  
charging outlets



10'x10' Fairfax & La Brea Booth



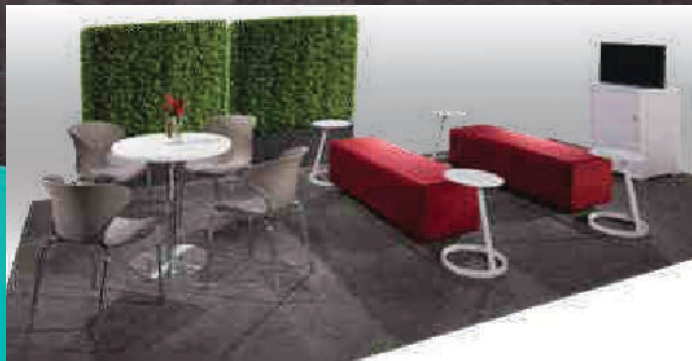
10'x20' Hopi Lounge & Zenith Café Booth

## DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.

Your inspiration deserves great execution with modern furnishings. Rest assured, you have an experienced partner to help you create unique selling environments that will excite your clients and bring your brand to life.



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth

Style & Service Delivered®

# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

## HEDGE

HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

## ROMA



CHRPWR Chair, Powered

(white vinyl) 37"L 31"D 33"H

## ROMA



SFAPWR Sofa, Powered

(white vinyl) 78"L 31"D 33"H



## WIRELESS CHARGING TABLE, POWERED

CUBPOW

(white, ac plug-in)

20"L 20"D 18"H



POWERED  
DETAIL

# Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

## Powered Seating

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



POWERED  
DETAIL

**A) NPLCHP**  
**Naples Chair, Powered**  
(black vinyl)  
36"L 30"D 33.25"H

**B) NPLSOP**  
**Naples Sofa, Powered**  
(black vinyl)  
87"L 30"D 33.25"H

**C) NPLLOP**  
**Naples Loveseat, Powered**  
(black vinyl)  
62"L 30"D 33.25"H

## Powered Tables



POWERED  
DETAIL



**Ventura**  
**POWERED**  
**TABLES**



POWERED  
DETAIL

**Ventura Powered**  
**Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
**A) VNTWHT** (white top)  
**B) VNTBLK** (black top)

**Ventura Powered**  
**Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
**C) VNTCBK** (black top)  
**D) VNTCWH** (white top)

**Sydney Powered**  
**Cocktail Tables**  
48"L 26"D 18"H  
(brushed steel)  
**E) C1WP** (white)  
**F) C1YP** (black)

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**BNQ417 Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72" RND 51"H



POWERED  
DETAIL

Detail of Electrical  
Charging Outlet



**BNQTL7 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72" RND 18"H




**BNQ7 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H



**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H

# Powered Pedestals

 Denotes AC and USB charging outlets



A. | B. 

POWERED  
DETAIL



C. | D. 

POWERED  
DETAIL

E. 



POWERED  
DETAIL

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

(Mobile devices must be compatible with Qi wireless charging pad.)

## Powered Locking Pedestal


**A) PDL36W** (white)  
24"L 24"D 36"H  
**B) PDL42W** (white)  
24"L 24"D 42"H  
**C) PDL36B** (black)  
24"L 24"D 36"H  
**D) PDL42B** (black)  
24"L 24"D 42"H

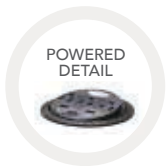
## Wireless Charging Table, Powered

**E) CUBPOW**  
(white, AC plug-In)  
20"L 20"D 18"H

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered Tech Desk

 Denotes AC and USB charging outlets



POWERED  
DETAIL

A. 



B. 

C.



**A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H

**B) TECH Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H

# Soft Seating

Create Engaging Booth Environments

## HEDGE

**HDG7FT**

**Boxwood Hedge, 7'**

36.5"L 12"D 84"H

## PEDESTAL

**PDL42W**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**30WHHC**

**Hydraulic Chrome Base**

(lamine white top)

30"Round 29"H

## HOPI

(gray linen)

**HOPCH, Chair**

21"L 25"D 34"H

**HOPLV, Loveseat**

48"L 25"D 34"H

## REGIS

**REGOTT End Table**

(brushed metal)

16"L 15.5"D 16.5"H

## MARCHE

**MAR010 Swivel Ottoman**


(blue fabric)

17"RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

### A) BCHWHT Chair

(white vinyl)  
36"L 30.5"D 28"H

### B) BSFWHT Sofa

(white vinyl)  
86"L 28"D 30"H

### C) BLVWHT Loveseat

(white vinyl)  
61"L 30.5"D 28"H

A.



B.



## FAIRFAX

### A) FAIRSW Sofa

(white vinyl, brushed metal)  
62"L 26"D 30"H

### B) FAIRCW Chair

(white vinyl, brushed metal)  
27"L 26"D 30"H

A.



B.



C.



## NAPLES

### A) NPLCHR Chair

(black vinyl)  
36"L 30"D 33.25"H  
**NPLCHP** (Powered)

### B) NPLSOF Sofa

(black vinyl)  
87"L 30"D 33.25"H  
**NPLSOP** (Powered)

### C) NPLLOV Loveseat

(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)

Denotes Powered Products



# Munich Collection

Modular Seating to Design Custom Exhibits

## MUNICH

### MNCHSC Sectional 3pc.

(gray fabric)

93.5"L 27"D 28.5"H



POWERED  
DETAIL

### HDG4FT

#### Boxwood Hedge, 4'

46"L 9"D 47"H



#### MNCHLV Munich Armless Loveseat

(gray fabric)

45"L 27"D 28.5"H



#### MNCHCC Munich Corner Chair

(gray fabric)

26"L 27"D 28.5"H



#### MNCHCH Munich Armless Chair

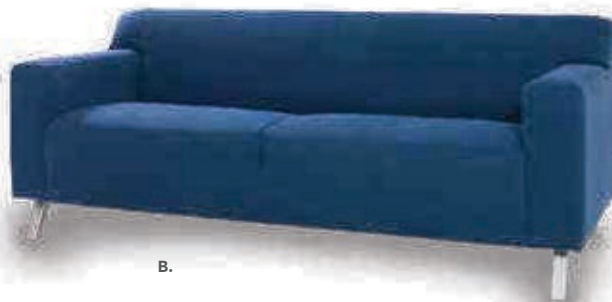
(gray fabric)

22.5"L 27"D 28.5"H

# Soft Seating Collections



A.



B.

## ALLEGRO

### A) CHR002 Chair

(blue fabric)

36"L 34.5"D 30"H

### B) SFA002 Sofa

(blue fabric)

73"L 34.5"D 30"H



A.



B.



C.

## TANGIERS

### A) TANSOF Sofa

(beige textured)

78"L 37"D 36"H

### B) TANCHR Chair

(beige textured)

34"L 37"D 36"H

### C) TANLOV Loveseat

(beige textured)

57.5"L 37"D 37"H



A.



B.



C.

## KEY LARGO

### A) KEYCHR Chair

(black fabric)

35"L 35"D 34"H

### B) KEYLOV Loveseat

(black fabric)

57"L 35"D 34"H

### C) KEYSOF Sofa

(black fabric)

79"L 35"D 34"H



A.

B.

C.

## SOUTH BEACH

(platinum suede)

### A) SO1 Sofa

69"L 29"D 33"H

### B) OTS Ottoman

25"L 31"D 18"H

### C) SO2 Sofa

Sectional 3pc.

152"L 40"D 33"H

# Accent Chairs



## SWANSON

**SWAN Swivel Chair**  
(white vinyl)  
28"L 25"D 30"H

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

**LABREA Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H



## WENTWORTH

**WENCHA Chair**  
(brown vinyl)  
32.1"L 26"D 31.5"H



## AURA

**AURA Round Table**  
(white metal)  
15" Round 22"H



## Accent Chairs



A.



B.



C.



D.



E.



F.

### Madrid Chair

#### A) BCW

(white vinyl)

30"L 30"D 31"H

#### B) OCH

(black vinyl)

30"L 30"D 31"H

#### C) FAIRCW

##### Fairfax Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

#### D) MNCHCH

##### Munich Armless Chair

(gray fabric)

22.5"L 27"D 28.5"H

#### E) HOPCH

##### Hopi Chair

(gray linen)

21"L 25"D 34"H

#### F) PROGB

##### Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

## Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

### Marina Chair

17.5"L 19.5"D 35"H

#### A) MARCBK (black vinyl)

#### B) MARCBR (brown fabric)

#### C) MARCWH (white vinyl)

### Meeting Chair

25.5"L 23.5"D 34"H

#### D) OCMESP (espresso vinyl)

#### E) OCMTAU (taupe fabric)

#### F) OCMWHT (white vinyl)

# Group Seating

## ZENITH

**A) ZENCHR Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**B) 30MAHC  
Madison Hydraulic  
Café Table**  
(chrome base, gray  
acajou top)  
30" RND 29"H



## LAGUNA

**C) LMCHR Chair**  
(maple, chrome)  
18"L 19"D 34"H

**D) 30WHHC  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H



A.

B.



## MALBA

20"L 20"D 32"H

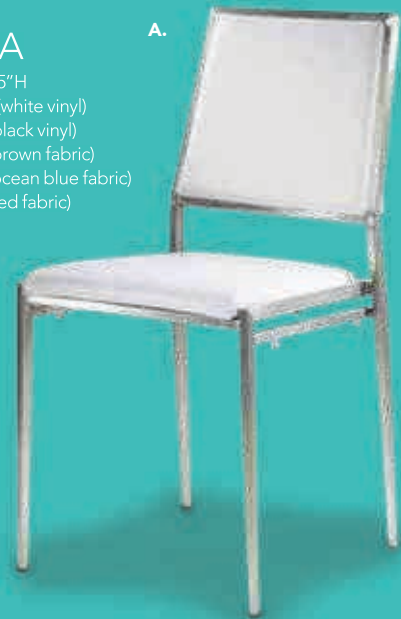
**A) MALGRY Chair** (gray)  
**B) MALGRN Chair** (green)

## MARINA

17.5"L 19.5"D 35"H

**A) MARCWH** (white vinyl)  
**B) MARCBK** (black vinyl)  
**C) MARCBB** (brown fabric)  
**D) MARCBE** (ocean blue fabric)  
**E) MARCRD** (red fabric)

A.



B.



C.



D.



E.



# Styles & Shapes



**A) CS8  
Berlin Chair**  
(black, white)  
18"L 22"D 32"H

**B) CS4  
Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

**C) XCHR  
Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

**D) SC3  
Brewer Chair**  
(onyx, black)  
20"L 20"D 32"H

**E) XC6  
Altura Guest Chair**  
(black crepe)  
25"L 20"D 34"H

**F) RSTDIN  
Rustique Chair w/arms**  
(gunmetal)  
20"L 18"D 31"H

**G) SC10  
Razor Armless Chair**  
(white)  
15.38"L 15.5"D 30.5"H

**H) BLDCSB  
Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

**I) BLDCRD  
Blade Chair**  
(red)  
20.5"L 19"D 30.5"H

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

**J) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H

**K) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H





# Ottomans

## VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

## Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

### Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

### H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

### ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

### M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

### O) SAL Sally Stool

(white)

12" Round 17"H

### P) CUBL20 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

### Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

## Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

K.

### Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

K) MAR011

(orange fabric)

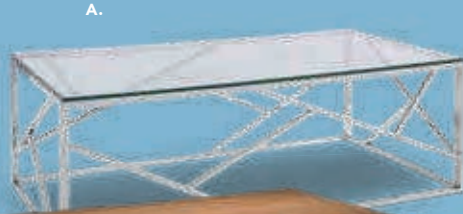
# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

- A) **ALC100** (glass, chrome)  
B) **ALC200** (wood, chrome)



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

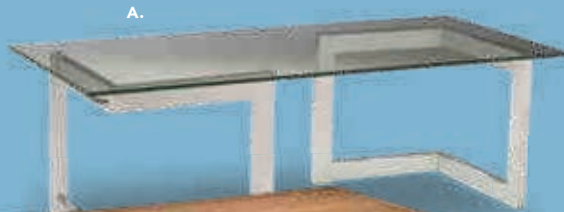
- C) **ALE100** (glass, chrome)  
D) **ALE200** (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

- A) **C1C** (glass, chrome)  
B) **C1FWB** (wood, black)



B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

- C) **E1C** (glass, chrome)  
D) **E1FWB** (wood, black)

# Styles & Shapes

Available in Power 



## Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) C1W (white)
- C1WP (Powered)
- B) C1Y (black)
- C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

## Regis Tables

(brushed metal)

### I) REGBEN Bench Table

47"L 15.5"D 16"H

### J) REGOTT End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) E1E End Table

24" Round 22"H

### L) C1E Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) EOLI End Table

22" Round 22"H

### N) COLI Cocktail Table

47"L 27"D 19"H

## Rustic Tables

(wood)

### O) ETBL E-Table

21"L 15.5"D 27.5"H

### P) TMBTBL Timber Table

16" Round 17"H

## Aura Round Table

### Q) AURA

(white metal)

15" Round 22"H

## Edge LED Cube Table

### R) CUBTBL

(plexi top, white plastic)

19"L 19"D 19"H

A/C power only

## Wireless Charging Table, Powered

### S) CUBPOW

(white, AC plug-In)

20"L 20"D 18"H

# Café Tables



**A) 30BEHC Blue Hydraulic Café Table**  
(chrome base, blue top)  
30" RND 29"H

**B) MALGRY Malba Chair**  
(gray)  
20"L 20"D 32"H



**A) 30MAHC Madison Hydraulic Café Table**  
(chrome base, gray acajou top)  
30" RND 29"H

**B) MALGRN Malba Chair**  
(green)  
20"L 20"D 32"H



**LUCHCL Lucent Chair**  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H

**30" Round Café Tables  
Standard Black Base**  
30" RND 29"H  
**A) 30WDBC** (wood top)  
**B) ZTB** (red top)

**Hydraulic Chrome Base**  
30" RND 29"H  
**C) 30WHHC** (white top)  
**D) 30STHC** (silver textured)

**E) CS4 Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

**HDG7FT  
Boxwood Hedge, 7'**  
36.5"L 12"D 84"H

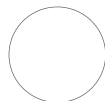


# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



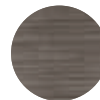
GRAPHITE NEBULA



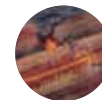
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A.



B. | I.



C. | J.



D. | H.



E.



F.



G.



K. | Q.



L. | R.



M.



N.



O.



P.

## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



# Bar Tables



**A) 30WHHB**  
**30" Round Bar Table**  
 (white top, chrome  
 hydraulic base)  
 30" RND 45"H

**B) APS12**  
**Apex Barstool**  
 (blue ultra suede)  
 21"L 21"D 33"H

**C) RSTSQT**  
**Rustique Square Metal Bar Table**  
 (gunmetal)  
 23.75"L 23.75"D 41.25"H

**D) RSTSTL**  
**Rustique Barstool**  
 (gunmetal)  
 13"L 13"D 30"H



**HDG4FT**  
**Boxwood Hedge, 4'**  
 46"L 9"D 47"H



**E) 30BEHB**  
**30" Round Bar Table**  
 (blue top, chrome  
 hydraulic base)  
 30" RND 45"H

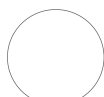
**F) LMBAR**  
**Laguna Barstool**  
 (maple, chrome)  
 18"L 20"D 47"H

# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



GRAPHITE NEBULA



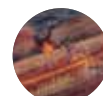
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

## Bar Tables

Standard Black Base  
30" RND 42"H

A) VTJ (graphite nebula)

B) VTK (maple)

C) VTG (silver textured)

D) VTB (red)

E) 30WH42 (white)

F) VTA (Madison/  
gray acajou)

G) 30BEBB (blue)

H) 30WDBB (wood)

36" RND 42"H

I) VTW (white)

J) VTN (graphite nebula)

K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

L) 30GRHB (graphite nebula)

M) 30MTHB (maple)

N) 30STHB (silver textured)

O) 30BRHB (red)

P) 30BEHB (blue)

Q) 30WDHB (wood)

36" RND 45"H

R) 36WTHB (white)

S) 36GRHB (graphite nebula)

T) 36MTHB (maple)

# Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base  
(Madison/gray acajou) 30" RND 45"H

V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



# Barstools



## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

## Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

## M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

## N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

# Conference Tables



## PWRUSB

### Powered Conference Table Module

(black) 5"L 2.25"D 2"H

Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



## 42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



## MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



# Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



## Atomic Round Tables

(glass, chrome)

**A) 42ATO** 42"RND 30"H

**B) 36ATO** 36"RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

**C) CE1** (glass, chrome)

**D) CF1** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

**E) CF2** (glass, black)

**F) CE2** (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

## H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

## Conference Tables

(graphite nebula)

**I) CB3 8'**

96"L 48"D 29"H

**J) CB2 6'**

72"L 42"D 29"H

## Conference Tables

(granite)

**K) C508GR 8'**

96"L 44"D 29"H

**L) CT10GR 10'**

120"L 46"D 29"H

**M) CT06GR 6'**

72"L 36"D 29"H

# Mix & Match

**N) PROEXB Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable.

**O) PROMID Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable.



# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H

**A) PROEXE** (white vinyl)

**B) PROEXB** (black vinyl)

Adjustable height



## Task Stool

**TASKST**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height

## Pro Executive Guest Chair

24"L 22"D 36"H

**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24"L 22"D 40"H

**A) PROMID** (white vinyl)

**B) PROMDB** (black vinyl)

Adjustable height



# Communal and Powered Tables

Denotes AC and USB  
charging outlets



## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.

### Ventura Powered Bar Tables



(silver frame)  
72.25"L 26.25"D 42"H

**A) VNTBLK** (black top)  
**VNTWHT** (white top)

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

Maple Top  
**B) VNTMNP** (solid)  
**VNTBMW** (grommets)

White Top  
**C) VNTBWW** (grommets)  
**VNTWNP** (solid)

Black Top  
**VNTBNP** (solid)

A.



POWERED  
DETAIL

B.

C.



BLACK



WHITE



MAPLE

## Table Top Options

Colors not available in all table options. Please check options listed to the right.

## Ventura CAFÉ TABLES

### Ventura Powered Café Tables



(silver frame)  
72.25"L 26.25"D 30"H

**A) VNTCBK** (black top)  
**B) VNTCWH** (white top)

**Ventura Communal  
Café Tables** (silver frame)  
72.25"L 26.25"D 30"H

Maple Top  
**C) VNTCMN** (solid)  
**VNTCMW** (grommets)

White Top  
**D) VNTCWW** (grommets)  
**VNTCWN** (solid)

Black Top  
**E) VNTCBN** (solid)

A.



POWERED  
DETAIL

C.

D.

E.

B.

# Office Essentials



## MADISON

**A) JD8 Madison Executive Desk**

(gray acajou) 60"L 30"D 29"H

**B) CR8 Madison Credenza**

(gray acajou) 60"L 20"D 29"H

**C) TASKST Task Stool**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

**D) PROEXE Pro Executive High Back Chair**

(white classic vinyl)

25"L 24"D 48"H Adjustable

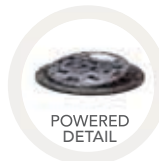


## TECH POWERED DESK



Denotes AC and USB charging outlets

A.



B.



C.



### A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

### B) TECH Tech Desk, Powered

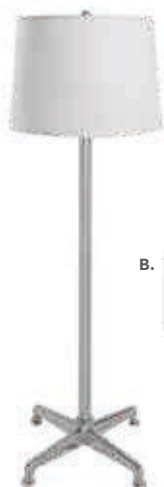
(black metal, laminate)  
60"L 30"D 30"H

### C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

Mason Lamps  
(brushed silver)

### A) LA15 Floor Lamp

18" RND 55"H

### B) LA14 Table Lamp

16" RND 26"H

## SHELVING

### C) PSHCCS

Posh Shelving

(chrome, acrylic)  
36"L 18"D 72"H

### D) BC8

Madison Bookcase

(gray acajou)  
36"L 12"D 72"H

# Show Essentials



Denotes AC and USB charging outlets



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

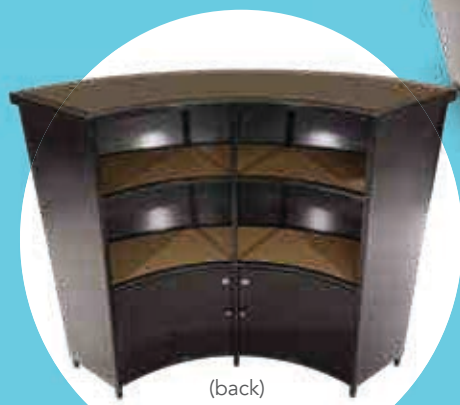
**HDG7FT**  
**Boxwood Hedge, 7'**  
36.5"L 12"D 84"H



**Midtown Powered Counter**  
60"L 18"D 42"H  
(pewter/glass)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)



**LMBAR**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



(back)

# Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



**Midtown Bar**  
60"L 18"D 42"H  
(pewter/glass)

**A) MTBUUL**  
(unlighted)

**B) MTBLPI**  
(lighted with plug-in)

**Apex Barstool**

**C) APS12**  
(blue ultra suede)  
21"L 21"D 33"H

## LIGHTED & GREENERY PRODUCTS



LED light available in white, red, green, blue and rolling color.



**A) CUBL20 Edge**  
**LED Cube Ottoman**

(white plastic)  
19"L 19"D 19"H

A/C power only

**B) CUBTBL Edge LED**  
**Cube Table**

(plexi top, white plastic)  
19"L 19"D 19"H

A/C power only

**C) HDG7FT**  
**Boxwood Hedge, 7'**

36.5"L 12"D 84"H

**D) HDG4FT**  
**Boxwood Hedge, 4'**

46"L 9"D 47"H



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## POWERED /SOFT SEATING COLLECTION

CODE	QTY	ITEM DESCRIPTION	PRICE
SFAPWR		Roma Sofa/White Vinyl/Powered	\$1048.00
CHRPWR		Roma Chair/White Vinyl/Powered	\$652.00
NPLCHP		Naples Chair/Black Vinyl/Powered	\$652.00
NPLCHR		Naples Chair/Black Vinyl	\$602.50
NPLSOP		Naples Sofa/Black Vinyl/Powered	\$1048.00
NPLLOP		Naples Loveseat/Black Vinyl/Powered	\$903.00
HOPCH		Hopi Chair/Gray Linen	\$238.00
HOPLV		Hopi Loveseat/Gray Linen	\$372.00
FAIRSW		Fairfax Sofa/White Vinyl/Brushed Metal	\$492.00
FAIRCW		Fairfax Chair/White Vinyl/Brushed Metal	\$355.00
BLVWHT		Baja Loveseat/White Vinyl	\$822.00
BCHWHT		Baja Chair/White Vinyl	\$561.00
NPLLOV		Naples Loveseat/Black Vinyl	\$723.00
NPLSOF		Naples Sofa/Black Vinyl	\$862.00
CHR002		Allegro Chair/Blue Fabric	\$445.00
SFA002		Allegro Sofa/Blue Fabric	\$670.00
TANSOF		Tangiers Sofa/Beige Textured	\$724.00
TANLOV		Tangiers Loveseat/Beige Textured	\$685.00
TANCHR		Tangiers Chair/Beige Textured	\$442.00
KEYCHR		Key Largo Chair/Black Fabric	\$323.00
KEYLOV		Key Largo Loveseat/Black Fabric	\$377.50
KEYSOF		Key Largo Sofa/Black Fabric	\$487.00
SO1		South Beach Sofa/Platinum Suede	\$641.00
OTS		South Beach Wedge Ottoman/Plat. Suede	\$247.00
SO2		South Beach 3 Piece Sectional/Plat. Suede	\$1396.00
MNCHSC		Munich Sectional/3 Piece/Gray Fabric	\$1857.00
MNCHLV		Munich Armless Loveseat/Gray Fabric	\$827.00
MNCHCC		Munich Corner Chair/Gray Fabric	\$564.00
MNCHCH		Munich Armless Chair/Gray Fabric	\$465.50
BSFWHT		Baja Sofa/ White	\$903.50

## ACCENT CHAIRS

OCB		Key West Tub Chair/Black	\$411.00
SWAN		Swanson Swivel Chair/White Vinyl	\$370.00
WENCH		Wentworth Chair/ Brown Vinyl	\$344.50
BCW		Madrid Chair/White Vinyl	\$771.00

## ACCENT CHAIRS (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
OCH		Madrid Chair/Black Vinyl	\$771.00
LABREA		La Brea Swivel Chair/Charcoal Gray Fabric	\$424.00
OCMESP		Espresso Meeting Chair	\$259.00
OCMTAU		Taupe Meeting Chair	\$259.00
OCMWHT		White Vinyl Meeting Chair	\$259.00

## GROUP SEATING

ZENCHR		Zenith Chair/White/Chrome	\$166.00
LMCHR		Laguna Chair/Maple/Chrome	\$147.00
MALGRY		Malba Chair /Gray	\$113.00
MALGRN		Malba Chair/Green	\$113.00
CS8		Berlin Chair/Black/White	\$111.75
BLDCRD		Blade Chair/Red	\$71.50
BLDCSB		Blade Chair/Sky Blue	\$71.50
MARCWH		Marina Chair/ White Vinyl	\$154.70
MARCB		Marina Chair/Ocean Blue Fabric	\$154.70
MARCBK		Marina Chair/Black Vinyl	\$154.70
MARCBR		Marina Chair/Brown Fabric	\$154.70
MARCRD		Marina Chair/Red Fabric	\$154.70
LUCHCL		Lucent Chair/Frosted Acrylic	\$188.50
CS4		Syntax Chair/Black/Chrome	\$206.00
XCHR		Christopher Chair/White Vinyl/Chrome	\$109.00
CH002		Wendy Chair/Clear Acrylic	\$119.00
SC10		Razor Armless Chair/White	\$80.00
SC3		Brewer Chair/Onyx/Black	\$170.00
XC6		Altura Guest Chair/Black Crepe	\$317.00
RSTDIN		Rustique Chair w/Arms/Gunmetal	\$150.00
DUET		Duet Chair/Black/Chrome	\$67.00

## OTTOMANS

BVLYBK		Beverly Bench Ottoman/Black Vinyl	\$403.00
BVLYBN		Beverly Bench Ottoman/Brown Fabric	\$403.00
BVLYGR		Beverly Bench Ottoman/Gray Fabric	\$403.00
BVLYLN		Beverly Bench Ottoman/Linen Fabric	\$403.00
BVLYOB		Beverly Bench Ottoman/Ocean Blue Fabric	\$403.00
BVLYRD		Beverly Bench Ottoman/Red Fabric	\$403.00
MAR011		Marche Swivel Ottoman/Orange Fabric	\$186.00
BVLYWH		Beverly Bench Ottoman/White Vinyl	\$403.00
VIB01		Vibe Cube Ottoman/Green Vinyl	\$139.50

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



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OTTOMANS (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
VIB02		Vibe Cube Ottoman/Blue Vinyl	\$139.50
VIB03		Vibe Cube Ottoman/Pink Vinyl	\$139.50
VIB04		Vibe Cube Ottoman/Red Vinyl	\$139.50
VIB05		Vibe Cube Ottoman/Yellow Vinyl	\$139.50
VIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	\$139.50
VIB07		Vibe Cube Ottoman/Beige Vinyl	\$139.50
VIB08		Vibe Cube Ottoman/Orange Vinyl	\$139.50
VIB09		Vibe Cube/White Vinyl	\$139.50
VIB10		Vibe Cube/Black Vinyl	\$139.50
VIB11		Vibe Cube/Steel Blue Vinyl	\$139.50
VIB12		Vibe Cube/Silver Vinyl	\$139.50
VIB13		Vibe Cube/Purple Vinyl	\$139.50
END02B		Endless Square Ottoman/Black	\$370.00
END02W		Endless Square Ottoman/White	\$370.00
END01B		Endless Curved Ottoman/Black	\$431.00
END01W		Endless Curved Ottoman/White	\$431.00
SAL		Sally Stool/White	\$96.00
CUBL20		Edge LED Cube Ottoman/White Plastic	\$198.00
BNQ7		Quarter Curve Ottoman/White Vinyl	\$492.00
BNQR17		Ottoman Ring /4 seats/White Vinyl	\$1762.00
MAR001		March Swivel/White Vinyl	\$186.00
MAR002		March Swivel/Gray Fabric	\$186.00
MAR003		March Swivel/Linen Fabric	\$186.00
MAR004		March Swivel/Raspberry Fabric	\$186.00
MAR005		March Swivel/Red Fabric	\$186.00
MAR006		March Swivel/Rose Quartz Fabric	\$186.00
MAR007		March Swivel/Plum Fabric	\$186.00
MAR008		March Swivel/Meadow Green Fabric	\$186.00
MAR009		March Swivel/Pear Yellow Fabric	\$186.00
MAR010		March Swivel/Blue Fabric	\$186.00
POWERED BANQUETTES			
BNQTL7		Center Cone/White Vinyl/w Charging Outlet	\$722.00
BNQ417		Full Banquette/White Vinyl/w Charging Outlet	\$2291.00

POWERED BANQUETTES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
BNQR17		Ottoman Ring/White Vinyl/4 Seats	\$1762.00
BNQ7		Quarter Curve Ottoman/White Vinyl	\$492.00
WHT12		Half Bench/White Vinyl	\$375.00
EXECUTIVE SEATING			
PROMDB		Pro Executive Mid Back Chair/Black Vinyl	\$243.00
PROMID		Pro Executive Mid Back Chair/White Vinyl	\$243.00
PROGB		Pro Executive Guest Chair/Black Vinyl	\$267.00
PROEXB		Pro Executive High Back Chair/Black Vinyl	\$383.00
PROEXE		Pro Executive High Back Chair/White Vinyl	\$383.00
TASKST		Task Stool/ Black Fabric	\$154.70
ACCENT TABLES			
ALC100		Alondra Cocktail Table/Glass/Chrome	\$333.00
ALC200		Alondra Cocktail Table/Wood/Chrome	\$333.00
ALE100		Alondra End Table/Glass/Chrome	\$240.00
ALE200		Alondra End Table/Wood/Chrome	\$240.00
C1C		Geo Rectangle Cocktail/Glass/Chrome	\$255.00
C1FWB		Geo Rectangle Cocktail Table/Wood/Black	\$292.00
E1C		Geo End Table/Glass/Chrome	\$239.00
E1FWB		Geo End Table/Wood/Black	\$254.00
C1W		Sydney Cocktail Table/White	\$291.00
C1WP		Sydney Cocktail Table/White/Powered	\$370.00
C1Y		Sydney Cocktail Table/Black	\$291.00
C1YP		Sydney Cocktail Table/Black/Powered	\$370.00
E1W		Sydney End Table/White	\$262.00
E1Y		Sydney End Table/Black	\$262.00
SYDBEE		Sydney End Table/Blue	\$266.50
STYWDE		Sydney End Table/Wood	\$266.50
REGBEN		Regis Bench/Cocktail Table/Brushed Metal	\$295.00
REGOTT		Regis End Table/Brushed Metal	\$218.00
E1E		Silverado End Table	\$255.00
C1E		Silverado Cocktail Table	\$270.00
EOL1		Oliver End Table	\$219.50
SYDBEC		Sydney Cocktail Table/Blue	\$305.50
SYDWDC		Sydney Cocktail Table/Wood	\$305.50

Company Name

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CODE	QTY	ITEM DESCRIPTION	PRICE
COLI		Oliver Cocktail Table	\$247.50
ETBL		Rustic E Table/Wood	\$183.00
TMBTBL		Rustic Timber Table/Wood	\$177.00
AURA		Aura Round Table/White Metal	\$150.00
CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	\$198.00

ZTB		Café Table/Brushed Red (30") Black Base	\$207.50
ZTG		Café Table/Silver Textured (30") Black Base	\$207.50
ZTJ		Café Table/Graphite Nebula (30") Black Base	\$207.50
ZTK		Café Table/Maple (30") Black Base	\$207.50
ZTA		Café Table/Madison/Gray Acajou (30") Black Base	\$231.00
ZTQ		Café Table/White Laminate (36") Black Base	\$230.00
ZTN		Café Table/Graphite Nebula (36") Black Base	\$230.00
ZTP		Café Table/Maple (36") Black Base	\$230.00
30MAHC		Café Table/Madison Gray Top (30") Hydraulic Chrome Base	\$299.00
30STHC		Café Table/Silver Textured (30") Hydraulic Chrome Base	\$308.00
30GRHC		Café Table/Graphite Nebula (30") Hydraulic Chrome Base	\$308.00
30MTHC		Café Table/Maple (30") Hydraulic Chrome Base	\$308.00
30BRHC		Café Table/Brushed Red (30") Hydraulic Chrome Base	\$308.00
30BEHC		Café Table/Round Blue Top (30") Hydraulic Base	\$325.00
30WDHC		Café Table/Round Wood Top (30") Hydraulic Base	\$325.00
30BEBC		Café Table/Round Blue Top (30") Standard Black Base	\$240.50
30WDBC		Café Table/Round Wood Top (30") Standard Black Base	\$240.50
30WHHC		Café Table/(30") Round/White Laminate Top/Hydraulic Base	\$308.00
30WH29		Café Table/(30") Round/White Laminate Top/Standard Black Base	\$207.50
36WTHC		Café Table/White Laminate (36") Hydraulic Chrome Base	\$340.00
36GRHC		Café Table/Graphite Nebula (36") Hydraulic Chrome Base	\$340.00
36MTHC		Café Table/Maple (36") Hydraulic Chrome Base	\$340.00

CODE	QTY	ITEM DESCRIPTION	PRICE
VTJ		Graphite Nebula Bar Table (30") Black Base	\$239.50
VTK		Maple Bar Table (30") Black Base	\$239.50
VTG		Silver Textured Bar Table (30") Black Base	\$239.50
VTB		Brushed Red Bar Table (30") Black Base	\$239.50
VT A		Madison Gray Bar Table (30") Black Base	\$246.00
VTW		White Laminate Bar Table (36") Black Base	\$247.50
VTN		Graphite Nebula Bar Table (36") Black Base	\$247.50
VTP		Maple Bar Table (36") Black Base	\$247.50
RSTSQT		Rustique Square Metal Bar Table (23.75"x23.75"x25"h)	\$274.00
30BEHB		Round Bar Table (30") Blue/ Hydraulic Chrome Base (45"h)	\$325.00
30WDHB		Round Bar Table (30") Wood/ Hydraulic Chrome Base (45"h)	\$325.00
30MAHB		Madison Gray Bar Table (30") Hydraulic Chrome Base (45"h)	\$299.25
30GRHB		Graphite Nebula Bar Table (30") Hydraulic Chrome Base (45"h)	\$308.00
30MTHB		Maple Bar Table (30") Hydraulic Chrome Base (45"h)	\$308.00
30STHB		Silver Textured Bar Table (30") Hydraulic Chrome Base (45"h)	\$308.00
30BRHB		Brushed Red Bar Table (30") Hydraulic Chrome Base (45"h)	\$308.00
36WTHB		White Laminate Bar Table (36") Hydraulic Chrome Base (45"h)	\$336.50
36GRHB		Graphite Nebula Bar Table (36") Hydraulic Chrome Base	\$336.50
36MTHB		Maple Bar Table (36") Hydraulic Chrome Base (45"h)	\$336.50
30WHHB		Round Bar Table (30") White Laminate Top/ Hydraulic Base (45"h)	\$308.00
30WH42		Round Bar Table (30") White Laminate Top/ Standard Black Base (45"h)	\$240.00
30BEBB		Round Bar Table (30") Blue Top/Standard Black Base (45"h)	\$266.50
30WDBB		Round Bar Table (30") Wood Top/Standard Black Base (45"h)	\$266.50

Company Name		Booth Number	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name		Email Address	
<input type="text"/>		<input type="text"/>	
Telephone Number		Fax Number	
<input type="text"/>		<input type="text"/>	



# CUSTOM FURNITURE

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## BARSTOOLS

CODE	QTY	ITEM DESCRIPTION	PRICE
ROLLWH		Lift Barstool/White Vinyl	\$218.00
ROLLRD		Lift Barstool/Red Vinyl	\$218.00
ROLLBL		Lift Barstool/Black Vinyl	\$218.00
ROLLGY		Lift Barstool/Gray Vinyl	\$218.00
APS08		Apex Barstool/Black Vinyl	\$231.00
APS59		Apex Barstool/Red Vinyl	\$231.00
APS75		Apex Barstool/White Vinyl	\$231.00
APS12		Apex Barstool/Blue Ultra Suede	\$231.00
BS002		Zoey Barstool/White/Chrome	\$290.00
BS003		Zoey Barstool/Black/Chrome	\$290.00
BSS		Banana Barstool/Black/Chrome	\$244.00
BST		Banana Barstool/White	\$244.00
BSC		Oslo Barstool/White	\$255.00
XBAR		Christopher Barstool/White Vinyl/Chrome	\$186.00
BS001		Shark Barstool/White/Chrome	\$318.00
BSR		Syntax Barstool/Black/Chrome	\$225.00
ZENBAR		Zenith Barstool/White/Chrome	\$166.00
RSTSTL		Rustique Barstool/Gunmetal	\$136.00
LMBAR		Laguna Barstool/Maple/Chrome	\$186.00
BLDBRD		Blade Barstool/Red	\$136.50
BLDBSB		Blade Barstool/Sky Blue	\$136.50
LUBSCL		Lucent Barstool/Frosted Acrylic	\$271.70

## CONFERENCE TABLES

CONF42		Table/White Laminate	\$366.00
CB1		Conference Table/42" Round/Graphite	\$366.00
CB8		Conference Table/42" Round/Madison Gray	\$366.00
MADC05		5' Madison Gray Table	\$480.00
MADC08		8' Madison Gray Table	\$958.00

## CONFERENCE TABLES (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
MADC10		10' Madison Gray Table	\$958.00
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	\$355.00
36ATO		Atomic (36") Round Table/Glass (30"h)	\$318.00
CE1		Geo Square Rounded Conference Table/ Glass/Chrome	\$285.00
CF1		Geo Square Rounded Conference Table/ Glass/Black	\$270.00
CF2		Geo Rectangle Conference Table/Glass/Black	\$399.00
CE2		Geo Rectangle Conference Table/Glass/Chrome	\$413.00
CB3		Conference Table/8' Graphite Nebula	\$540.00
CB2		Conference Table/6' Graphite Nebula	\$444.00
C508GR		8' Granite Conference Table	\$390.00
CT10GR		10' Granite Conference Table	\$585.00
CT06GR		6' Granite Conference Table	\$320.50
WD3		Work Table/White Laminate/White	\$340.00
PWRUSB		Powered Conference Table Module/Black	\$78.00
42ATO		Atomic (42") Round Table/Glass (30"h)	\$318.00

## COMMUNAL TABLES

VNTCBN		Ventura Communal Café Table /Black Top/Silver Frame (30"h)	\$544.70
VNTCMN		Ventura Communal Café Table /Maple Top/Silver Frame (30"h)	\$544.70
VNTCWN		Ventura Communal Café Table /White Top/ Silver Frame (30"h)	\$544.70
VNTCMW		Ventura Communal Café Table w/Grommet Holes /Maple Top/Silver Frame (30"h)	\$544.70
VNTCWW		Ventura Communal Café Table w/Grommet Holes /White Top/Silver Frame (30"h)	\$544.70
VNTCBK		Ventura Communal Café Table/Black Top/ Silver Frame (30"h)/ Powered	\$617.50
VNTCWH		Ventura Communal Café Table/White Top/ Silver Frame (30"h)/ Powered	\$617.50
VNTWNP		Ventura Communal Bar Table/White Top/Silver Frame (42"h)	\$684.00

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# CUSTOM FURNITURE

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibitor is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders.

## COMMUNAL TABLES (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
VNTBMW		Ventura Communal Bar Table with Grommet Holes/Maple Top/Silver Frame (42"h)	\$684.00
VNTBNP		Ventura Communal Bar Table/Black Top/Silver Frame (42"h)	\$684.00
VNTMNP		Ventura Communal Bar Table/Maple Top/Silver Frame (42"h)	\$684.00
VNTBWW		Ventura Communal Bar Table with Grommet Holes/White Top/Silver Frame (42"h)	\$684.00
VNTBLK		Ventura Communal Bar Table/Black Top/Silver Frame/Powered (42"h)	\$792.00
VNTWHT		Ventura Communal Bar Table/White Top/Silver Frame/Powered (42"h)	\$792.00

## OFFICE ESSENTIALS

JD8		Madison Executive Desk/Gray	\$592.00
CR8		Madison Credenza/Gray	\$512.00
BC8		Madison Bookcase/Gray	\$437.00
PSHCCS		Posh Shelving/Chrome/Acrylic	\$515.00
PDL36W		Powered Locking Pedestal/White (36"h)	\$492.00
PDL36B		Powered Locking Pedestal/Black (36"h)	\$492.00
PDL42W		Powered Locking Pedestal/White (42"h)	\$588.00

## OFFICE ESSENTIALS (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
PDL42B		Powered Locking Pedestal/Black (42"h)	\$588.00
LA15		Mason Floor Lamp/Brushed Silver	\$219.00
LA14		Mason Table Lamp/Brushed Silver	\$149.00
TECH3B		Tech Desk/Black Metal/Powered/w 3 Drawer File Cabinet	\$574.00
TECH		Tech Desk/Black Metal/Powered	\$465.00
TECH3		3 Drawer File Cabinet on Castors/Black Metal	\$154.00

## SHOW ESSENTIALS

MTBLPI		Midtown Bar, Lighted w/ Plug in/Pewter	\$1579.50
MTBUUL		Midtown Bar, Unlighted/ Pewter	\$1480.70
CUBL20		Edge LED Cube Ottoman/White Plastic	\$198.00
CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	\$198.00
MTCLPI		Midtown Powered Counter, Lighted w/ Plug in	\$1579.50
MTCPUL		Midtown Powered Counter, Unlighted	\$1488.50
HDG4FT		Boxwood Hedge, 4' Green/ 46"L 9"D 47"H	\$475.70
HDG7FT		Boxwood Hedge, 7' Green/ 36.5L 9"D 84"H	\$765.70
CUBPOW		Wireless Charging Table/ Powered/White/ AC Plug in	\$461.50

**Add 30% to orders not received by the discount deadline date. Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability. A delivery fee of \$50.00 will be added to each order.**

Discount Deadline: **November 1, 2019**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

**Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use. All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibiting company is responsible for these items and for their condition at close of show.**

Custom Furniture Total \_\_\_\_\_  
 Add 30% after Nov. 1, 2019 \_\_\_\_\_  
 7.95% Tax \_\_\_\_\_  
 Delivery Fee \$50.00 \_\_\_\_\_  
 TOTAL \_\_\_\_\_

Company Name		Booth Number	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name	Email Address		
<input type="text"/>	<input type="text"/>		
Telephone Number	Fax Number		
<input type="text"/>	<input type="text"/>		

**ATTENTION:** Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **BLEED**.

# A

## Package A

10' x 10' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
2 Shelves

### Actual Panel Sizes

- A** (3) 38.125"W x 92.875"H
- B** (2) 18.5"W x 92.875"H
- C** (2) 38.125"W x 38.875"H

### Header

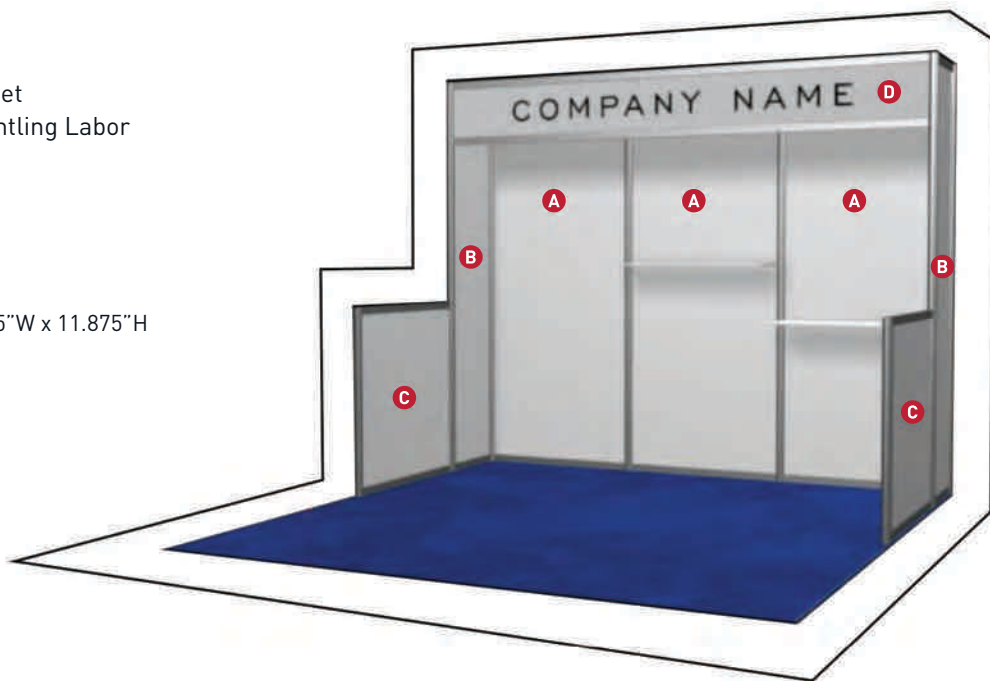
- D** (1) 116.875"W x 11.875"H

### DISCOUNT

**\$2,820.00**

### STANDARD

**\$4,230.00**



# B

## Package B

10' x 10' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
1 Credenzas  
2 Pedestals

### Actual Panel Sizes

- A** (3) 38.125"W x 92.875"H
- B** (2) 18.5"W x 92.875"H
- C** (2) 38.125"W x 38.875"H
- D** (10) 18.5"W x 38.875"H
- E** (2) 20"W x 27.5"H (doors)
- F** (1) 38.125"W x 9.25"H

### Header

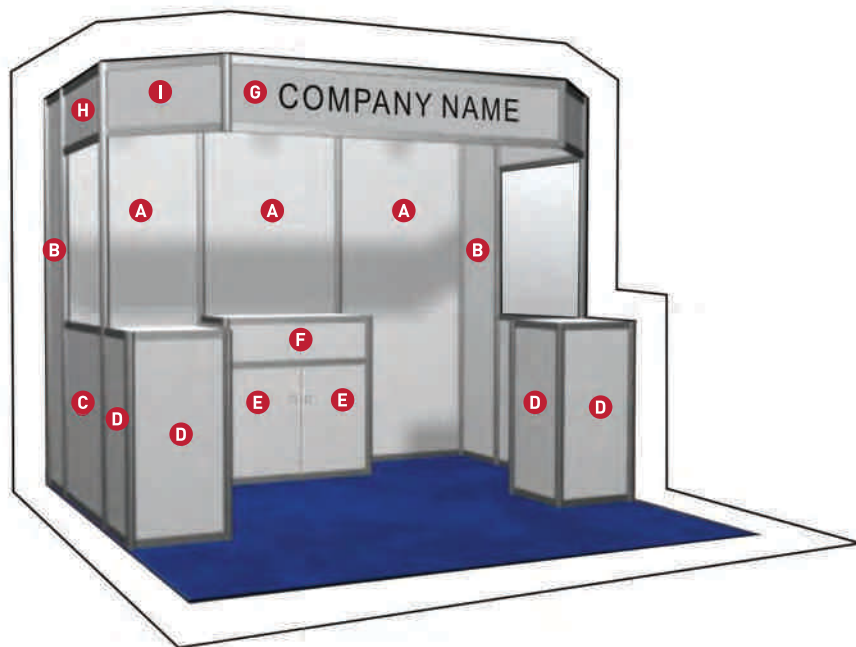
- G** (1) 77.625"W x 11.875"H
- H** (2) 38.125"W x 11.875"H
- I** (2) 26.625"W x 11.875"H

### DISCOUNT

**\$3,555.00**

### STANDARD

**\$5,332.50**



**ORDER EARLY** Discount Deadline: **November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.95%. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

**IMPORTANT:** Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **BLEED**.

# C

## Package C

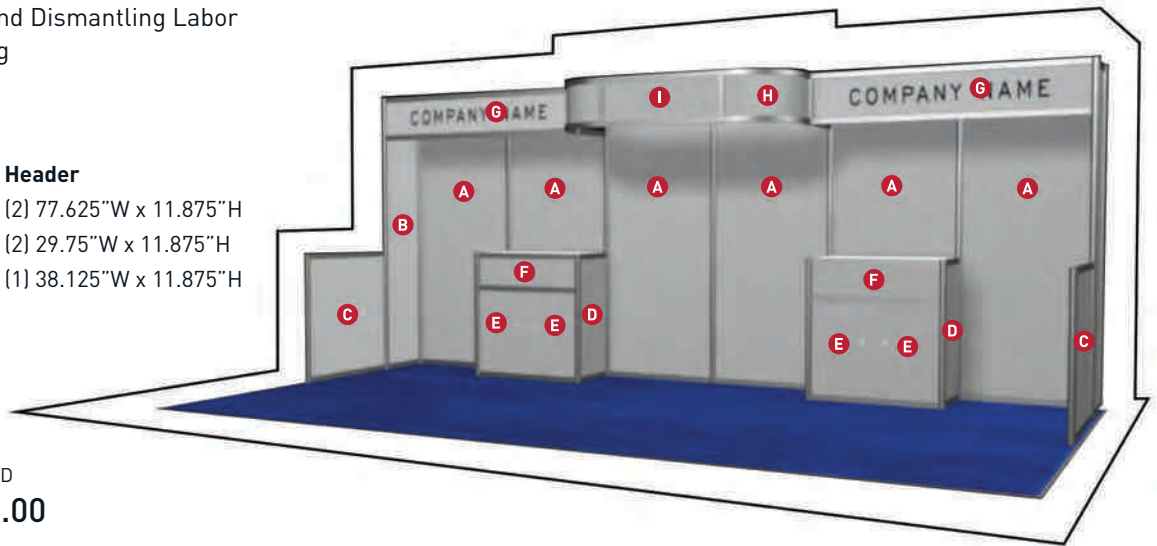
10' x 20' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
2 Credenzas

### Actual Panel Sizes

- A** (6) 38.125"W x 92.875"H
- B** (2) 18.5"W x 92.875"H
- C** (2) 38.125"W x 38.875"H
- D** (4) 18.5"W x 38.875"H
- E** (4) 20"W x 27.5"H
- F** (2) 38.125"W x 9.25"H

### Header

- G** (2) 77.625"W x 11.875"H
- H** (2) 29.75"W x 11.875"H
- I** (1) 38.125"W x 11.875"H



DISCOUNT  
**\$6,670.00**

STANDARD  
**\$10,005.00**

# D

## Package D

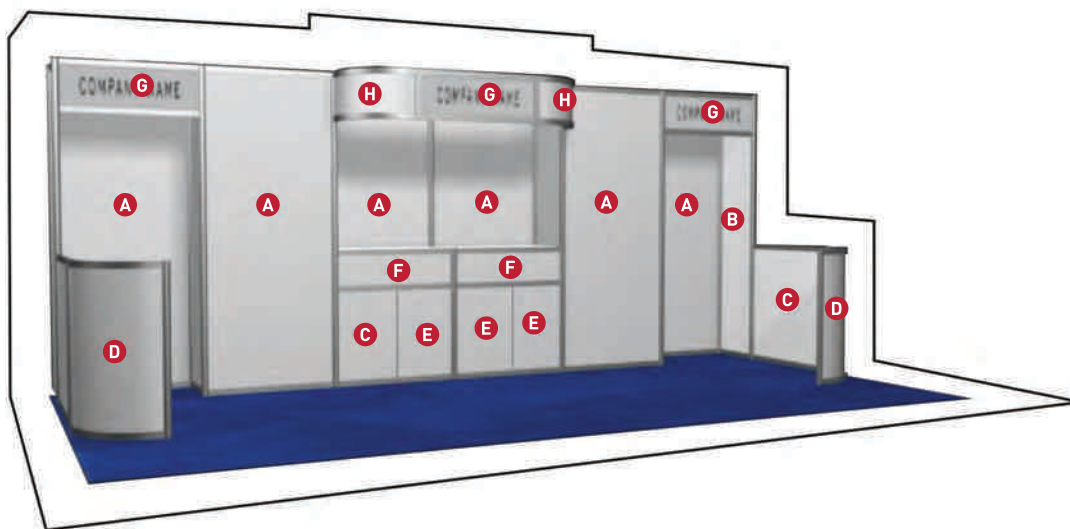
10' x 20' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
2 Credenzas

### Actual Panel Sizes

- A** (6) 38.125"W x 92.875"H
- B** (2) 18.5"W x 92.875"H
- C** (2) 38.125"W x 38.875"H
- D** (2) 29.75"W x 38.875"H
- E** (4) 38.125"W x 27.5"H (doors)
- F** (2) 38.125"W x 9.25"H

### Header

- G** (3) 38.125"W x 11.875"H
- H** (2) 29.75"W x 11.875"H



DISCOUNT  
**\$7,680.00**

STANDARD  
**\$11,520.00**

**ORDER EARLY** Discount Deadline: **November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.95% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

**IMPORTANT:** Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **BLEED**.

# E

## Package E

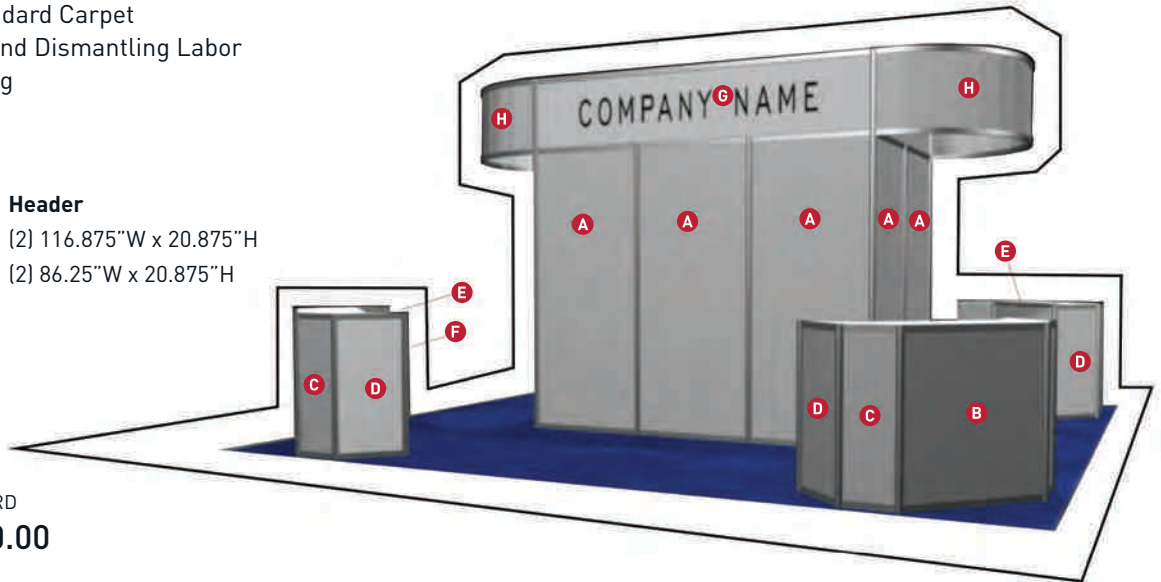
20' x 20' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
4 Counters

### Actual Panel Sizes

- A** (9) 38.125"W x 92.875"H
- B** (4) 38.125"W x 38.875"H
- C** (8) 12.625"W x 38.875"H
- D** (8) 18.5"W x 38.875"H
- E** (4) 38.125"W x 19.25"H
- F** (8) 20"W x 27.5"H (doors)

### Header

- G** (2) 116.875"W x 20.875"H
- H** (2) 86.25"W x 20.875"H



DISCOUNT  
**\$11,600.00**

STANDARD  
**\$17,400.00**

# F

## Package F

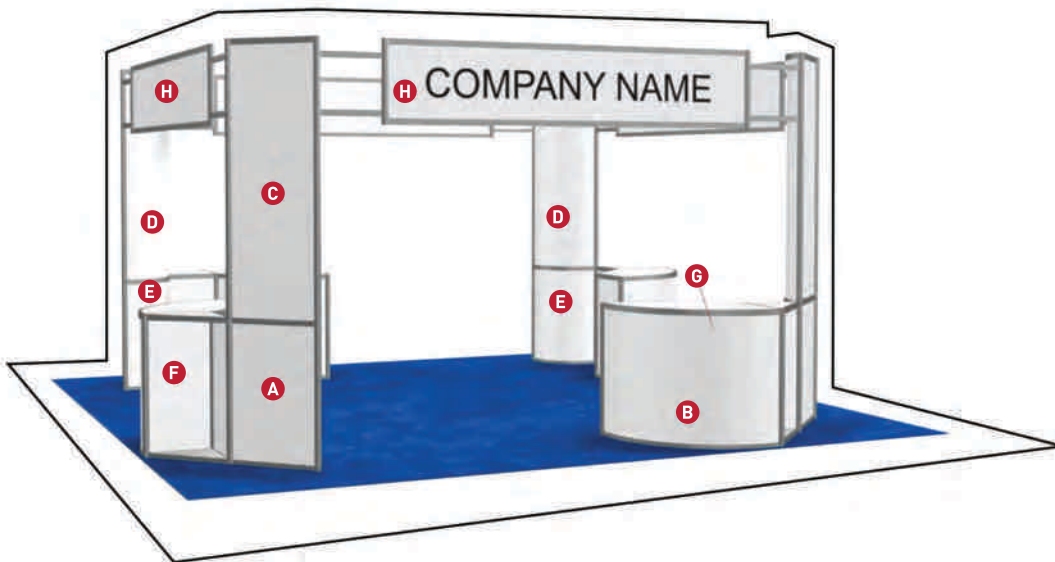
20' x 20' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
4 Counters

### Actual Panel Sizes

- A** (4) 26.625"W x 38.875"H
- B** (4) 60.625"W x 38.875"H
- C** (4) 26.625"W x 76.75"H
- D** (4) 29.75"W x 76.75"H
- E** (4) 29.75"W x 38.875"H
- F** (12) 18.5"W x 38.875"H
- G** (8) 20"W x 27.5"H (doors)

### Header

- H** (4) 116.875"W x 20.875"H



DISCOUNT  
**\$12,640.00**

STANDARD  
**\$18,960.00**

**ORDER EARLY** Discount Deadline: **November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.95% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

# RENTAL BOOTHS

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## CUSTOM RENTAL PACKAGES

### Please Select Rental Package:

Package A ☐ Package B ☐ Package C ☐ Package D ☐ Package E ☐ Package F ☐

### Select Standard Carpet Color:

Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐  
Burgundy ☐ Purple ☐ Hunter Green ☐

Header Copy = **BLACK BOLD LETTERS**

### Select Panel Color:

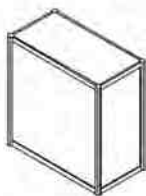
Black ☐ White ☐

### Please contact us for additional information and pricing on:

Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐ Other: \_\_\_\_\_

## RENTAL PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:



**Credenza** (36"L x 18"D x 42"H)

Discount \$375.00 each  
Standard \$562.50 each

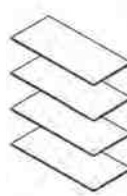
Qty \_\_\_\_\_ \$ \_\_\_\_\_  
total



**Pedestal** (18"L x 18"D x 42"H)

Discount \$325.00 each  
Standard \$487.50 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
total



**Shelves** (36"L x 12"D)

Discount \$65.00 each  
Standard \$97.50 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
total



**Clip-On Lights**

Discount \$38.00 each  
Standard \$57.00 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
total

**Discount Deadline: November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

**Electrical requirements:** Package rental price does not include electrical hook-up or labor to install clip-on lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.

**Rental Package Total** \_\_\_\_\_

**Accessories Total** \_\_\_\_\_

**50% after Nov. 1, 2019** \_\_\_\_\_

**7.95% Tax** \_\_\_\_\_

**Total** \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# BOOTH CLEANING

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibitor is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. NOTE: All rental carpets are delivered clean to your booth space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.  
**NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.**

## BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

					Discount Price	Standard Price	Extended Price
Pre Show							
Cleaning	_____	X	_____	=	_____ sq. ft. X \$ .62 per sq. ft.	\$ .80 per sq. ft.	= \$ _____
Daily Booth							
Cleaning	_____	X	_____	=	_____ sq. ft. X \$ 1.24 per sq. ft.	\$ 1.61 per sq. ft.	= \$ _____

The square footage is based on the overall size of the space occupied.

## PORTER SERVICE

Emptying of wastebaskets once every two hours, show hours only. Rates are based on booth size.

Booth Size	Cost per Day	Number of Show Days	Extended Price
Up to 500 sq. ft.	\$110.00	x _____	= _____
501 to 1000 sq. ft.	\$120.00	x _____	= _____
1001 to 2500 sq. ft.	\$130.00	x _____	= _____
Greater than 2500 sq. ft.	\$140.00	x _____	= _____

The square footage is based on the overall size of the space occupied.

**Discount Deadline: November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing. All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total \_\_\_\_\_  
7.95% Tax \_\_\_\_\_  
TOTAL \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# SPECIAL SIGNS

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders.

## CUSTOM SIGNS/SERVICES

This order for custom signs should accompany a printed version of each sign requested including exact copy, dimensions, orientation (horizontal or vertical) and easel back if desired.

### DIGITAL SHOWCARD SIGNS

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE
	7" x 11"	\$42.00	\$82.00
	7" x 44"	\$51.00	\$102.00
	11" x 14"	\$56.00	\$112.00
	14" x 22"	\$65.00	\$130.00
	22" x 28"	\$95.00	\$190.00
	28" x 44"	\$120.00	\$240.00
	Easel back	\$10.00	\$20.00

Horizontal

Vertical

Special Instructions/Copy:

There will be an additional charge to prices listed for sign design labor or necessary labor to prepare logos for reproduction.

**Discount Deadline: November 1, 2019** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing. Company Name

### LARGE FORMAT GRAPHICS

QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL

### MATERIAL

Material	Discount Price	Standard Price
Foam core	\$18.25	\$36.50
Sintra	\$18.75	\$37.50
Masonite	\$20.00	\$40.00
Gator Foam	\$24.00	\$48.00
Plexi	Call for Quote	Call for Quote

Special Signs Total \_\_\_\_\_

7.95% Tax \_\_\_\_\_

TOTAL \_\_\_\_\_

<input type="text"/>		Booth Number <input type="text"/>
Street Address <input type="text"/>		City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>	Country <input type="text"/>
Contact Name <input type="text"/>	Email Address <input type="text"/>	
Telephone Number <input type="text"/>	Fax Number <input type="text"/>	

# FILE PREPARATION



## FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application with a maximum resolution of 100dpi at 100% full scale. If submitting at 50% scale, maximum resolution would be 200dpi and 25% scale = 300dpi. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

### FILES WE ACCEPT

**PDF** (Preferred)    **TIFF** (w/LZW Compression)    **Illustrator** (.ai)    **CorelDraw**    **EPS**

Do not submit InDesign (.indd), Word (.doc), PowerPoint (.ppt.), GIF (.gif), or any file formatted for, or taken from, a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

#### FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

#### PROOFING

We will supply you with a digital proof of your graphics for approval.

**FTP INSTRUCTIONS:** Using Browser or FTP Client:

**Step 1.** Contact Roberta Bourque (rbourque@arataexpo.com) for an username in order to access the FTP site.

**Step 2.** Type ftp://ftp.aratafiles.com

**Step 3.** Enter Password: **Welcome22@a**

**All submitted files must be under 500MB.**

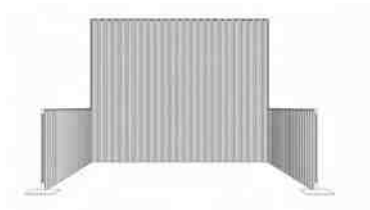
**We do not receive alerts as to when files have been uploaded to our FTP site.**

**Please notify us upon submission of files.**



# STANDARD SIGN REQUEST

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibitor is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders.



## STANDARD BOOTH EQUIPMENT

Standard Booth Equipment with 8' high draped back wall and 3' high side rail, as shown in illustration, will be provided without charge. Equipment consists of aluminum frames supported by case metal bases plus drapery.

## STANDARD BOOTH EQUIPMENT/SIGN DOES NOT APPLY TO ISLANDS

A standard Company I.D. sign measuring 7' x 44" will be supplied if desired.  
Please print copy as you wish it to read in space provided below.

44"	
<div>COMPANY NAME</div> <div>BOOTH NUMBER (s)</div>	
7"	

We ☐ will/ ☐ will not require Company I.D. sign.

**NOTE: This form must be completed and returned before November 1, 2019**  
**Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.**

Company Name		Booth Number	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name		Email Address	
<input type="text"/>		<input type="text"/>	
Telephone Number		Fax Number	
<input type="text"/>		<input type="text"/>	



# LABOR REGULATIONS

## LABOR/UNION REGULATIONS

We have provided the following information to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review this information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Arata Expositions, Inc.

## GENERAL INFORMATION

All necessary union labor is available to the exhibitor on advance order by use of the forms provided in this kit. Union labor is also available at the Exhibitor Service Center during installation, show hours and dismantle.

## INSTALLATION AND DISMANTLE LABOR

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature within their booth for as long as necessary.

Full-time employees of the exhibiting company may set their exhibit. If full-time company personnel are utilized to set an exhibit, they must carry positive identification, such as medical ID card or payroll stub. You may not utilize workers hired from a non-union agency or company. Any labor services that may be required beyond what your full-time employees can provide must be rendered by union labor. Your labor requirements can be ordered on the enclosed Display Labor Order Form.

## FREIGHT HANDLING

Arata Expositions, Inc. will be responsible for the loading and unloading of all trucks, trailers, common and contract carriers as well as the handling of empty crates and the operation of handling equipment. Exhibitors may hand carry their own material from POV's (privately owned vehicles) EXCEPT THROUGH THE LOADING DOCK. Exhibitors are limited to items which can be carried without the use of carts, dollies, etc. Only full-time employees of the exhibiting company will be allowed to hand carry items.

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading areas at all times.

## SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the installation or dismantle of your booth, please order labor on the Display Labor Order Form.

## GRATUITIES

Arata Expositions, Inc. requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to an Arata Expositions, Inc. supervisor. Employees of Arata Expositions, Inc. are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Arata Expositions, Inc. employees.

# MECHANICAL LIFTS



## OPERATION OF ALL MECHANICAL LIFTS

**ALL MECHANICAL EQUIPMENT ON THE TRADE SHOW FLOOR AND DOCK AREAS MUST BE UNDER THE CARE, CUSTODY, AND CONTROL OF ARATA EXPOSITIONS, INC. THIS INCLUDES FORKLIFTS, PALLET JACKS, AS WELL AS ANY OTHER MECHANICAL EQUIPMENT. GENIE LIFTS ARE PROHIBITED.**

- The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors. Genie lifts are prohibited.
- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes mechanical scooters and carts. Genie lifts are prohibited.
- Arata Expositions, Inc. equipment is for use by AEI employees only. Please do not take it for your use.

**ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES, AND MANPOWER MUST BE SUPPLIED BY ARATA EXPOSTIONS, INC.**

Customer acknowledges that the show site and surrounding areas are **active work zones**. Customer, its agents, employees and representatives are present at their **own risk**.

Thank you for your cooperation.





As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All exhibitors must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing.

**ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO NOVEMBER 1, 2019**

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
<b>STRAIGHT TIME:</b> 8:00am to 4:30pm weekdays	\$101.00 PER MAN PER HOUR	\$141.40 PER MAN PER HOUR
<b>OVERTIME:</b> 7:00am to 8:00am & 4:30pm to midnight weekdays all day Saturday & Sunday	\$155.00 PER MAN PER HOUR	\$217.00 PER MAN PER HOUR
<b>DOUBLE TIME:</b> 12midnight to 7:00am all days & holidays	\$202.00 PER MAN PER HOUR	\$282.80 PER MAN PER HOUR

#### INSTALLATION OF DISPLAY

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X	_____	=	_____	@ \$ _____	= \$ _____
_____	_____	_____	X	_____	=	_____	@ \$ _____	= \$ _____

AEI Supervision (30%/\$45.00) \_\_\_\_\_

Total Estimated Labor Costs \_\_\_\_\_

- ☐ Request AEI to proceed, at earliest hour, to install our display without our supervision. The charge for this service is 30% of the total bill (\$45.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT AN EXHIBITOR REPRESENTATIVE PRESENT, THE AEI SUPERVISED LABOR FORM MUST BE COMPLETED.

- ☐ Request AEI to wait for an exhibitor representative before installing display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

#### DISMANTLING OF DISPLAY

Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.

DATE	TIME	NO. OF PEOPLE		APPROX. HOURS		TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X	_____	=	_____	@ \$ _____	= \$ _____
_____	_____	_____	X	_____	=	_____	@ \$ _____	= \$ _____

AEI Supervision (30%/\$45.00) \_\_\_\_\_

Total Estimated Labor Costs \_\_\_\_\_

- ☐ Request AEI to proceed, at earliest hour, to dismantle our display without our supervision. The charge for this service is 30% of the total bill (\$45.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT AN EXHIBITOR REPRESENTATIVE PRESENT, THE AEI SUPERVISED LABOR FORM MUST BE COMPLETED.

- ☐ Request you to wait for our representative before dismantling our display. Time will commence upon assignment of men in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and return men ordered. If exhibitor fails to pick up worker(s) at time ordered, a one hour per worker no-show charge will be applied.

**DISMANTLE LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE**

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# AEI SUPERVISED LABOR

This form must be completed by all exhibitors wishing to use AEI supervised labor.

## INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ☐ Showsite ☐

Date Shipped: \_\_\_\_\_ Date to arrive: \_\_\_\_\_ Carrier: \_\_\_\_\_

Shipped from: City: \_\_\_\_\_ State: \_\_\_\_\_ Tracking/Pro#: \_\_\_\_\_

Total number of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Other (please specify) \_\_\_\_\_

## SET UP INFORMATION

Display Carpet: Shipped with exhibit: \_\_\_\_\_ Rented from AEI: \_\_\_\_\_ Color: \_\_\_\_\_ Size: \_\_\_\_\_

Electrical Placement: Electrical under carpet: \_\_\_\_\_ Booth Grid (required): \_\_\_\_\_ Drawing with exhibit: \_\_\_\_\_

Special Electrical Instructions: \_\_\_\_\_

Set up instructions: Attached: \_\_\_\_\_ Shipped with display: \_\_\_\_\_ Special tools/hardware: \_\_\_\_\_

Special set up or dismantle instructions: \_\_\_\_\_

Graphics: Shipped with display: \_\_\_\_\_ Shipped separately: \_\_\_\_\_ Carrier: \_\_\_\_\_ Date to arrive: \_\_\_\_\_

Special instructions for graphics: \_\_\_\_\_

## OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

Carrier: \_\_\_\_\_

☐ T3 Logistics ☐ Common Carrier ☐ Van Line

☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

If your designated carrier fails to pick up or refuses to accept your shipment your freight will be shipped by one of the official show carriers. It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date.

Emergency contact at show site: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

Hotel: \_\_\_\_\_ Hotel phone #: \_\_\_\_\_ Arrival date: \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# EXHIBITOR APPOINTED CONTRACTOR

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing.

<b>DEADLINE:</b> Friday, October 18, 2019	<b>RETURN TO:</b> Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, Maryland 20877 Fax: 301.990.1717
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If the exhibitor plans to utilize a firm other than the Arata Expositions, Inc., the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received by the above deadline date. If notification is not received by the deadline date, Arata Expositions, Inc. labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of Arizona, must be provided with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., American Headache Society, and facility as additional insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Arata Expositions, Inc. The Exhibitor Appointed Contractor must coordinate all his activities with Arata Expositions, Inc. and abide by all rules and regulations of the show.

**ARATA EXPOSITIONS, INC. WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY. NOTIFICATION FROM THE DISPLAY HOUSE WILL NOT BE ACCEPTED. PLEASE MAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.**

Company Name		Booth Number
<input type="text"/>		<input type="text"/>
Exhibitor Contact (Please Print)		Email Address
<input type="text"/>		<input type="text"/>
Exhibitor Authorized Signature	Phone Number	Type of work being performed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Exhibitor Appointed Contractor/Display House		Email Address
<input type="text"/>		<input type="text"/>
Contact Name	Phone Number	
<input type="text"/>	<input type="text"/>	



# CERTIFICATE OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

ARATA-1

OP ID: JAR

DATE (MM/DD/YYYY)

05/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Jacobs Company, Inc. 7164 Columbia Gateway Drive Columbia, MD 21046-1448		<b>CONTACT NAME</b> Janet Russo <b>PHONE (A/C, No, Ext):</b> 410-910-8315 <b>FAX (A/C, No):</b> 410-381-2105 <b>E-MAIL</b> JRusso@jacobscompany.com <b>ADDRESS:</b> JRusso@jacobscompany.com		
<b>INSURED</b> Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: Continental Indemnity Company		28258
		INSURER B: Massachusetts Bay Ins. Co.		22306
		INSURER C: Hanover American		36064
		INSURER D: Hanover Insurance Company		22292
		INSURER E:		
INSURER F:				

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXPI (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per Location Aggre GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		ZDQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AZQA865901 01	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$		UHQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	82-889154-0103	05/01/2018	05/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<b>Leased/ Rented</b>		IHQ308002 03	05/01/2018	05/01/2019	1,000 Ded 1,000,000
C	<b>Hired Auto Phy Dam</b>		AZQA865901 01	05/01/2018	05/01/2019	1,000 Ded 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Arata Expositions Inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD



# TIPS FOR MATERIAL HANDLING

## HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.
2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.
4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.
5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**
6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

## THE EXPENSIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
11/8/19	80 Lbs.	200 Lbs. Min.	\$95.00	\$190.00
11/8/19	50 Lbs.	200 Lbs. Min.	\$95.00	\$190.00
11/8/19	70 Lbs.	200 Lbs. Min.	\$95.00	\$190.00
<b>200 Lbs. Total</b>		<b>Material Handling Charges</b>		<b>\$570.00</b>

## THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
11/8/19	200 Lbs.	200 Lbs. Min.	\$95.00	\$190.00
<b>200 Lbs. Total</b>		<b>Material Handling Charges</b>		<b>\$190.00</b>



# MATERIAL HANDLING

## LIMITS OF LIABILITY

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
  - The Exhibit Shipping Information & Material Handling Rate Schedule is signed; or
  - Exhibitor's materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
  - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI
2. **AEI'S RESPONSIBILITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping, and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind, nor for other causes beyond AEI's reasonable control.
3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors, or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery, or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS, AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**
5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.
6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.

# MATERIAL HANDLING



## LIMITS OF LIABILITY

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.
8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.
9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.
11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. AEI will count and ship pieces AEI finds the shipment when AEI removes them from the booth to load out. All Material Handling Agreement-submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE:** Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to the AEI warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.
12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.
13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.
14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers, and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



# SHIPPING INFORMATION

## SHIPPING INFORMATION:

### ADVANCE WAREHOUSE

Shipments should be **PREPAID**, addressed as follows:

To: **Exhibiting Company and booth number**

For: AHS-SHS 2019

c/o: Arata Expositions, Inc.

c/o: YRC

2021 S. 51st Avenue

Phoenix, AZ 85043

### SHOWSITE

Shipments should be **PREPAID**, addressed as follows:

To: **Exhibiting Company and booth number**

For: AHS-SHS 2019

c/o: Arata Expositions, Inc.

c/o: JW Marriott Scottsdale Camelback Inn

Paradise Ballroom

5402 East Lincoln Drive

Scottsdale, AZ 85253

To avoid confusion, remove all expired shipping labels before shipment.

Material Handling fees include receiving your material at our warehouse and/or show site, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock, and reloading onto a carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES, OVERSIZED CRATES AND/OR FLATBED SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on November 8, 2019. Any material received at the warehouse after this date and time will be subject to a late surcharge.

Warehouse shipments will be delivered to your booth by 1:00pm Wednesday, November 20, 2019.

All shipments **MUST BE PREPAID**. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the venue. **Under no circumstances should any shipment be consigned to the venue prior to move-in dates. The venue will refuse and return all such shipments direct to consignee without notification.**

Exhibitors may hand carry their own material from POV's (privately owned vehicles) EXCEPT THROUGH THE LOADING DOCK. Exhibitors are limited to items which can be carried without the use of carts, dollies, etc. Only full-time employees of the exhibiting company will be allowed to hand carry items.

**TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL MATERIAL HANDLING CONTRACTOR. THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected in this service manual.**

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Customer Service Center to assist you.

**If your designated carrier fails to pick up or refuses to accept your shipment by Saturday, November 17 by 5:00pm, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor. The exhibitor will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.**

Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Arata Expositions, Inc. cannot be responsible for delivery time or damage or loss to property.



# GLOSSARY OF SHIPPING TERMS

## GLOSSARY OF SHIPPING TERMS

This glossary is intended to help understand the process of moving your exhibition materials to and from show site as well as charges associated with that movement.

**Air Waybill:**

Document, which contains all pertinent information, used by an air freight company to transport shipment.

**Bill of Lading:**

Written receipt from a carrier for goods accepted for transportation. Serves as a receipt, contract and operation paperwork and is most important document in the shipping process.

**Classification:**

Commodity tariff used to classify shipments. Shipments are evaluated by their density, sensitivity, packaging and other criteria. Rates are assessed on a shipment after a commodity classification is established.

**CWT:**

Hundred weight (100 lbs).

**Dock:**

Area where goods are received.

**Drayage or Material Handling Contractor:**

Handler who moves exhibit materials from the dock to the exhibit booth or from the drayer's warehouse to the exhibit booth. This party is responsible for all material handling activities at a show.

**Rerouted Freight:**

Routing of freight not picked up by an exhibitor's carrier or shipments left behind at the booth without an outbound bill of lading at the close of the show.

**Freight Forwarder:**

Transportation company that arranges and manages all aspects of shipping, but does not own vehicles.

**Marshalling Yard:**

Area designated to stage or check trucks for delivery and pick up from/to a show.

**Material Handling:**

Handling of exhibit properties between the loading dock and the booth area. Also includes handling of goods from advanced receiving, and the removal and return of empty containers.

**Material Handling Form:**

Form completed by the exhibitor requesting material handling to advance warehouse and/or show site.

**Official Contractor:**

Organization appointed by show management to provide services such as set up and tear down of exhibit booths, and to oversee labor, material handling and loading dock procedures.

**Pro-Number:**

Progressive numbering system used by the trucking industry for tracking, billing and identifying freight.

**Shipper:**

Individual or company whose goods are being shipped.

**Shipping Outbound Material Handling Form:**

Form completed by the exhibitor requesting material handling/shipping of exhibit materials from the show site.

**Tariff:**

Schedule of published rates and charges on file with the Interstate Commerce Commission (ICC) or Public Utilities Commission (PUC). Also referred to as a Schedule of Rates.

**Waybill:**

Document that contains the address of the shipper and recipient and other pertinent information. Used by air freight companies to transport and route shipments. Contains a number used in tracking shipments.



# MATERIAL HANDLING RATE SCHEDULE

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing.

**WAREHOUSE SHIPMENTS:** This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock, and reloading onto carrier. Uncrated, pad wrapped, oversized crates and/or flatbed shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a roundtrip, per shipment basis.

**SITE SHIPMENTS:** This rate includes receiving at the EXHIBIT HALL on scheduled move in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock, and reloading onto your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a roundtrip, per shipment basis.

**OVERTIME SURCHARGE:** Overtime is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. You will be charged an overtime fee (in addition to the rates above) for each occurrence of the following:

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention venue on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention venue on overtime due to scheduling conflicts beyond our control.

## RATES ARE BASED PER CWT (with a 200 pound minimum)

### WAREHOUSE SHIPMENTS

Crated Shipment	\$95.00 per CWT
Special Handling Shipment	\$123.50 per CWT
Carpet and/or Padding Only Shipment	\$142.50 per CWT

### SITE SHIPMENTS

Crated Shipment	\$95.00 per CWT
Special Handling Shipment	\$123.50 per CWT
Uncrated/Pad Wrapped Shipment	\$142.50 per CWT
Carpet and/or Padding Only Shipment	\$142.50 per CWT

### OVERTIME SURCHARGE

Crated Shipment	\$23.75 per CWT
Special Handling Shipment	\$30.88 per CWT
Uncrated/Pad Wrapped Shipment	\$35.63 per CWT
Carpet and/or Padding Only Shipment	\$35.63 per CWT

### LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER NOVEMBER 8, 2019

Crated Shipment	\$23.75 per CWT	Special Handling Shipment	\$30.88 per CWT	Carpet and/orPadding Only Shipment	\$35.63 per CWT
-----------------	-----------------	---------------------------	-----------------	------------------------------------	-----------------

**SMALL PACKAGE SHIPMENTS (FEDEX & UPS only):** Direct shipments to show site will be received at a rate of \$55.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier. Small package rates do not apply to warehouse shipments.

**WEIGHT TICKET FEE:** A \$25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

**SPECIAL SERVICES:** A cost quotation will be provided for local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# SPECIAL HANDLING

**Special handling** applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

## SPECIAL HANDLING DEFINITIONS

### Ground Unloading/Loading:

Vehicles that are not dock height, preventing the use of loading docks, such as personal owned vehicles, U-hauls, vans, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### Stacked Shipments:

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

### Constricted Space Unloading/Loading:

Trailer loaded “high and tight” shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

### Designated Piece Unloading/Loading:

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### Mixed Loads:

Shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

### Crated vs. Uncrated:

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

### Multiple Shipments:

Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a booth.

### Alternate Delivery Location:

Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same venue.

### Carpet /Padding Only Shipments:

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

### Improper Paperwork / No Documentation:

Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

### Improper Weight:

Shipments that come in and are re-weighed due to incorrect documentation. These shipments get charged special handling plus a weight ticket charge.



# MATERIAL HANDLING RATE CALCULATION

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.

## WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
<b>Example: Warehouse Crated</b>	<b>250 lbs (300) Divided by 100 =</b>	<b>3</b>	<b>X</b>	<b>\$95.00</b>	<b>=</b>	<b>\$285.00</b>
Warehouse Crated			X	\$95.00	=	
Warehouse Special Handling			X	\$123.50	=	
Warehouse Carpet/Padding Only			X	\$142.50	=	

**NOTE:** Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions, Inc. Material Handling Rate Schedule form for surcharges.

## SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
<b>Example: Showsite Crated</b>	<b>250 lbs (300) Divided by 100 =</b>	<b>3</b>	<b>X</b>	<b>\$95.00</b>	<b>=</b>	<b>\$285.00</b>
Showsite Crated			X	\$95.00	=	
Showsite Special Handling			X	\$123.50	=	
Showsite Uncrated/Pad-Wrapped			X	\$142.50	=	
Showsite Carpet/Padding Only			X	\$142.50	=	

**NOTE:** Overtime charges may be applicable. Please refer to the Arata Expositions, Inc. Material Handling Rate Schedule form for surcharges.

## SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that requires additional handling. Refer to the Special Handling Definitions outlined in the manual.

**CARPET/PADDING ONLY:** Shipments that consist of carpet and/or padding only.

**UNCRATED/PAD-WRAPPED:** Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Total Warehouse Shipments \$ \_\_\_\_\_

Total Show Site Shipments \$ \_\_\_\_\_

Material Handling Total \$ \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# FREIGHT ROUTING

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing.

**INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW**☐ warehouse ☐ site

Origin of Shipment \_\_\_\_\_ Booth Number \_\_\_\_\_  
Shipping Date \_\_\_\_\_ Carrier \_\_\_\_\_  
Approximate Number of Containers \_\_\_\_\_ Approximate Arrival Date \_\_\_\_\_  
Weight of Largest Container \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_

To enable our tracking delayed shipments, please mail duplicate bill of lading to: Arata Expositions, Inc., 15928 Tournament Drive Gaithersburg, Maryland 20877

Phone: 301.921.0800

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

**INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW**

Ship To (Company Name) \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Carrier \_\_\_\_\_ ☐ PREPAID ☐ Collect  
Approximate Number of Containers \_\_\_\_\_ Approximate Weight of Shipment \_\_\_\_\_  
Description \_\_\_\_\_

**FOR SPLIT SHIPMENTS, USE SPACE BELOW**

Ship To (Company Name) \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Carrier \_\_\_\_\_ ☐ PREPAID ☐ Collect  
Approximate Number of Containers \_\_\_\_\_ Approximate Weight of Shipment \_\_\_\_\_  
Description \_\_\_\_\_

Company Name		Booth Number	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name		Email Address	
<input type="text"/>		<input type="text"/>	
Telephone Number		Fax Number	
<input type="text"/>		<input type="text"/>	

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store, ship, and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for reforwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE CUSTOMER SERVICE DESK PRIOR TO LEAVING THE SHOW.**

AUTHORIZED SIGNATURE  \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# INBOUND FREIGHT PROCEDURES

ALL FREIGHT MUST BE ACCOMPANIED BY A **CERTIFIED WEIGHT TICKET**

**ALL DRIVERS MUST PROVIDE THE FOLLOWING  
INFORMATION ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITING COMPANY NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS, AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE  
FOLLOWING CATEGORIES:**

1. CRATES (WOODEN BOXES)
2. CARTONS (CARDBOARD BOXES)
3. CARPETS (RUGS AND PADS)
4. SKIDS (PALLETS)
5. MACHINES
6. MISCELLANEOUS (LOOSE OR UNPACKAGED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT  
CLERK CAN ACCEPT THEM.

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION,  
PLEASE CONTACT YOUR DISPATCH OR FREIGHT CLERK.



# OUTBOUND FREIGHT PROCEDURES

**ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO  
PICK UP FREIGHT FROM A SHOW:**

1. BOOTH NUMBER
2. EXHIBITING COMPANY NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)

IF THE LOAD HAS BEEN BROKERED OUT TO YOUR COMPANY, YOU  
MUST HAVE THE EXHIBITOR OR THE BROKER EMAIL ARATA  
EXPOSITIONS. INC. A RELEASE ON THEIR LETTERHEAD.

ARATA EXPOSITIONS. INC. MUST RECEIVE THE RELEASE BEFORE WE  
CAN ISSUE THE HARD CARD TO PICK UP THE FREIGHT.

THERE MAY BE A WAITING PERIOD BEFORE THE FREIGHT IS READY TO  
BE PICKED UP.

IF YOU DO NOT HAVE ANY OF THE REQUESTED INFORMATION, PLEASE  
CONTACT YOUR DISPATCH FOR ASSISTANCE.



OFFICIAL CARRIER FOR:

## AHS-SHS 2019

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### SERVICES OFFERED

Next Day	Same Day /Expedite Services
Second Day	Van Lines
Deferred (3-5 day)	Customs Brokerage
International Services	Warehousing

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For rates and scheduling, please contact us at:

E-mail: [operations@t3logistics.com](mailto:operations@t3logistics.com)

or call **1.866.920.4228**



Around The Clock **Service.**





# T3 LOGISTICS, LLC

## T3 Logistics, LLC OFFICIAL SHOW CARRIER

Schedule your Quote/Pick Up using any of these options:

**FAX:** 1.410.799.0118

**E-MAIL:** operations@t3logistics.com

**PHONE:** 1.866.920.4228

## Quote / Shipping Request

**Shipper Contact:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

FROM			TO		
Company:			Company:		
Event Name:			Event Name:		
Facility Name:			Facility Name:		
Booth #:			Booth #:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Contact:			Contact:		
Phone:	Fax:		Phone:	Fax:	
Pick Date:	Time:		Pick Date:	Time:	
Special Instructions:					

Pieces	Description of Articles, Special Marks and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			

### Important Insurance Information **PLEASE READ NOW!**

Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.

### Service Requested

#### Check One:

- |   |  |
|---|--|
| <input type="checkbox"/> Next Day         | <input type="checkbox"/> Request pre-printed address |
| <input type="checkbox"/> Second Day       | <input type="checkbox"/> Labels and shipping form    |
| <input type="checkbox"/> 3-5 Day Deferred | <input type="checkbox"/> Schedule return shipment    |
| <input type="checkbox"/> Van Line Service |  |
| <input type="checkbox"/> Other:           |  |

#### Comments:

**FOR ADVANCE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

AHS-SHS 2019  
c/o: Arata Expositions, Inc.  
c/o: YRC  
2021 S. 51st Avenue  
Phoenix, AZ 85043

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**HOLD FOR STORAGE**

DELIVER PRIOR TO NOVEMBER 8, 2019

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR ADVANCE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

AHS-SHS 2019  
c/o: Arata Expositions, Inc.  
c/o: YRC  
2021 S. 51st Avenue  
Phoenix, AZ 85043

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**HOLD FOR STORAGE**

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Phoenix, AZ 85043

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

AHS-SHS 2019  
c/o: Arata Expositions, Inc.  
c/o: YRC  
2021 S. 51st Avenue  
Phoenix, AZ 85043

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**HOLD FOR STORAGE**

DELIVER PRIOR TO NOVEMBER 8, 2019

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

AHS-SHS 2019

c/o: Arata Expositions, Inc.

c/o: JW Marriott Scottsdale Camelback Inn

Paradise Ballroom

5402 East Lincoln Drive

Scottsdale, AZ 85253

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

---

NAME OF EXHIBITING COMPANY

---

BOOTH NUMBER

AHS-SHS 2019

c/o: Arata Expositions, Inc.

c/o: JW Marriott Scottsdale Camelback Inn

Paradise Ballroom

5402 East Lincoln Drive

Scottsdale, AZ 85253

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

AHS-SHS 2019

c/o: Arata Expositions, Inc.

c/o: JW Marriott Scottsdale Camelback Inn

Paradise Ballroom

5402 East Lincoln Drive

Scottsdale, AZ 85253

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

---

NAME OF EXHIBITING COMPANY

---

BOOTH NUMBER

AHS-SHS 2019

c/o: Arata Expositions, Inc.

c/o: JW Marriott Scottsdale Camelback Inn

Paradise Ballroom

5402 East Lincoln Drive

Scottsdale, AZ 85253

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**



flawless performance. dramatic results.

**AUDIOVISUAL EXHIBIT ORDER FORM**  
**JW Marriott Camelback Inn Resort & Spa 5402 East**  
**Lincoln Drive Paradise Valley, AZ**

**85253**

PLEASE PRINT LEGIBLY



Please return completed order forms via SCAN to: **Camelbackaudiovisuals@psav.com**

COMPANY NAME		CONVENTION NAME:	
SETUP DATE & TIME:	REMOVAL DATE & TIME:	BOOTH/ SUITE/ ROOM:	
BILLING ADDRESS:	CITY:	STATE & POSTAL CODE:	
CONTACT NAME:	PHONE:	FAX:	
EMAIL ADDRESS:	ON-SITE CONTACT:		

AUDIO VISUAL PACKAGES:	DAILY RATE:	QTY:	DAYS OF USE:	TOTAL:
PROJECTION PACKAGE: TRIPOD SCREEN, CART,CABLING, AND PROJECTOR	\$700	0		\$0
PROJECTION SUPPORT PACKAGE: TRIPOD SCREEN, CART, AND CABLING	\$200			
32" LCD & MOBILE STAND PACKAGE:	\$375			
42" LCD & MOBILE STAND PACKAGE:	\$500			
<b>AUDIO VISUAL EQUIPMENT:</b>				
LAPTOP COMPUTER:	\$270			
65" MONITOR WITH STAND	\$980			
55" MONITOR WITH STAND	\$810			
WIRELESS PRESENTER/ LASER POINTER:	\$50			
19" FLAT PANEL COMPUTER MONITOR: INCLUDES CABLES	\$150			
<b>INTERNET ACCESS:</b>				
WIRELESS INTERNET ACCESS:	\$40			
WIRED INTERNET ACCESS:	\$200			
<b>Exhibit Booth Power:</b>				
5 Amp Circuit	\$100			
20 Amp Circuit	\$145			
			<b>SUBTOTAL:</b>	<b>\$0.00</b>

\*The rental rates listed are subject to labor charge, 25% hotel service charge, and sales tax. You will receive a confirmation email with an order listing the itemized equipment reserved for your event. Building utility outlets are not part of the booth space and are not to be used by Exhibitor unless otherwise specified. All equipment must be properly tagged and wired with the complete information as to the type of current, voltage, phase, cycle, horse power, etc., and must comply with all Federal, State and City regulations. Claims will not be considered unless filed by Exhibitor prior to the close of exposition. Only Camelback Inn house electricians shall make special or direct wiring connections. Exhibitor's cords must be of the 3-wire grounded type (open clips, sockets, latex and lamp cord wire are not permitted). The Camelback Inn will not be responsible for voltage fluctuation or power failure due to temporary conditions. Credit will not be given for outlets installed and not used.

NAME ON CARD:	Card Type
CREDIT CARD NUMBER:	
EXPIRATION DATE:	SECURITY CODE:
AUTHORIZED SIGNATURE:	DATE:
* I understand that I will be held fully liable for any damage to or loss of the above listed equipment.	

Orders and payments must be received (2) week before delivery/setup to qualify for the listed pricing above. LAST MINUTE REQUESTS ARE SUBJECT TO AVAILABILITY and receive an additional fee. Basic Power is required for any Exhibitor in need of electricity. Proper voltage & amperage requirements remain the exhibitors responsibility. All orders are subject to 8.8% sales tax. Please scan this form to the above listed or email.



For all rigging  
information,  
please go to:

<http://www.psav.com/RiggingForm/>

Please submit your rigging information 21  
days prior to the event move in.



[arataexpo.com](http://arataexpo.com)