



EXHIBITOR MANUAL

AIAA AVIATION Forum
15-19 June 2020

Reno-Sparks Convention Center
Reno, Nevada



IMPORTANT: If this manual has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY

IMPORTANT: If this manual has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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Dear Exhibitor,

On behalf of AIAA, we would like to say thank you for your participation in and support of the **AIAA Aviation Forum**. This event would not be a success without the support of organizations like yours and we at AIAA would like you to know how much we appreciate your support.

This exhibitor service manual contains all the information your organization will need regarding the logistics of this event. Please take special note of the list of deadlines.

Your booth confirmation letter has been sent via email. The letter contains your password to the AIAA Exhibitor Portal. Please fill out the company description by using the Exhibitor Portal and email your company logo to my attention by 15 May 2020. It is important to check your descriptions for accuracy and email your company logo in .eps or .ai format particularly if there have been changes from the last time you exhibited. The AIAA Exhibitor Portal also contains the link for exhibit badges. If you have any questions on using this system, please feel free to contact Paul doCarmo at pauld@aiaa.org.

A block of rooms has been reserved at the Atlantis Resort, Peppermill Resort and the Circus Circus at the Row. You can book your room on line through our web site at www.aiaa-aviation.org. The link is located under the "Travel" tab.

Your exhibitor badge allows access to all events held in the Exposition Hall. In addition, an Exhibitor Lounge is provided for your use during the event, drinks are available. You are allowed 4 exhibit badges per 10X10 booth space. Details on the limited number of lunch and drink tickets will come in a welcome packet on site.

AIAA strives to make our events the very best they can be. To that end, once the event has concluded we will be distributing an event survey to all exhibiting organizations. We ask that you please take a few moments to complete the survey and provide us with your feedback. Your constructive criticism is welcome and encouraged.

If we can be of assistance in preparing for this event, while onsite, or after the event has concluded, please feel free to contact us. Once again, thank you for supporting this event and we will see you on the show floor!

Regards,

Paul

Strategic Relationship & Operations Manager

703-264-7576

pauld@aiaa.org

Item	Deadline
Exhibit Guide Listing Form (on-line)	15 May 2020
Company Logo emailed to pauld@aiaa.org	15 May 2020
Decorator Non-Official Contractor	15 May 2020
Decorator Furniture Discount Deadline	29 May 2020
Decorator Freight Discount Deadline	5 June 2020

Exposition Hours

Tuesday, 16 June
1300-1630 hrs
1730-1930 hrs

Exposition Hall Open
Reception in Exposition Hall*

Wednesday, 17 June
0845-1630 hrs

Exposition Hall Open

Thursday, 18 June
0845-1400 hrs
1230-1400 hrs

Exposition Hall Open
Lunch with the Exhibitors*

*During these hours a ticket is required for attendees. Exhibit Booth staff will have access to the hall at all times, with an exhibitor ribbon. AIAA sales staff provide a welcome packet with allotted number of tickets per booth.

AIAA RULES AND REGULATIONS

Aviation 2020

NON OFFICIAL CONTRACTOR

If an exhibitor requires a service-contracting firm other than the designated contractor to install, dismantle, or work on their booth, notification must be provided to Arata by 15 May 2020. If credentials are not on file, contractors may be prohibited from entering the show floor. **AIAA will not supply information to display houses who are “bidding” for your business. The exhibitor must make any request for information required in writing to Arata.**

An exhibitor may employ the services of an exhibitor-appointed contractor to install and dismantle the display, providing the exhibitor and the independent installation and dismantling contractor comply with the following requirements:

The exhibitor-appointed contractor must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE ARATA HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL AND SENT TO THE EXHIBITOR.**

- 1) The exhibitor must notify ARATA of the intention to use an independent contractor by 15 May 2020, furnishing the name, address, and telephone number of the firm as well as the name(s) of the onsite appointed contractor(s).
- 2) The exhibitor-appointed contract must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE THE NON OFFICIAL CONTRACTOR HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL.**
- 3) The nonofficial contractor must have all licenses, permits, or bonding required by the federal, state, county or municipal governments, and the exposition hall management prior to commencing work, and shall provide Arata with evidence of compliance.
- 4) **The nonofficial contractor must have purchased, and have in effect, insurance, and have provided Arata with a copy of a valid insurance certificate within 30 days of the event. AIAA must be named as additional insured.** This insurance must be maintained in a financially sound insurance company admitted and licensed to provide insurance in the state where the exhibitor-appointed contractor is domiciled for the following coverage:
 - a. **An active worker's compensation insurance policy covering all permanent employees and all temporary labor hired to perform work on this event.**
 - b. **Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1,000,000.00 each occurrence.**
 - c. **Automobile liability insurance of not less than \$500,000.00 for bodily injury and property damage, each occurrence.**
- 5) The nonofficial contractor must follow the scheduled work times or pay any additional cost incurred because of extended hours.
- 6) The nonofficial contractor must furnish Arata with a list of employees, who will be working on the exposition floor, and see that they have and wear at all times the temporary set-up and tear-down badges that will be provided by AIAA.
- 7) The nonofficial contractor must not solicit business on the show floor.
- 8) The nonofficial contractor must confine their operation to the exhibit area of their client(s). No service desk, storage areas, or other work facilities will be located elsewhere at the exhibition site.
- 9) The nonofficial contractor must comply with labor agreements and practices, and must not commit or allow to be committed by persons in their employment, any acts that could lead to work stoppages, strikes, or labor problems.

- 10) The exposition floor, aisles, loading docks, service, and storage areas will be under the control of AIAA's official service contractor. The nonofficial contractor must coordinate activities with the official service contractor. Appeals of the decisions of the show manager will be made to AIAA, who will render the final and binding determinations.
- 11) Violation of above stated rules will lead to expulsion from the exhibit hall.

GENERAL RULES

International Traffic in Arms Regulations

AIAA exhibitors are reminded that their exhibits at the conference could be controlled by the International Traffic in Arms Regulations (ITAR). U.S. Organizations are responsible for ensuring that technical data they display via their exhibits in open forums to non-U.S. Nationals in attendance should be compliant with the ITAR export restrictions. U.S. Nationals are likewise responsible for ensuring that they do not discuss ITAR export-restricted information with non-U.S. Nationals in attendance.

Booth Staffing

Exhibitors agree to abide by the installation and dismantling times set by AIAA and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show manager may be subject to penalties applied at the discretion of AIAA. The penalties can range from loss of priority status to exclusion from any and all AIAA events.

Operating Area

AIAA reserves the right to impose limitation on noise levels and any other method of operation, which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth.

Carpet/ Floor Covering

Floor covering is required for all exhibits at all AIAA events. The Exhibit hall at the Reno-Sparks Convention Center is **NOT** carpeted.

Children

For safety reasons, no persons under the age of 18 are allowed in the exhibit hall without parental supervision at any time.

Shoes

For your own safety, **no open toe shoes or sandals of any kind are permitted in the exhibit hall during move-in or move-out.**

DISPLAY RULES

In-line Booths

In-line booths are generally arranged in succession and exposed to an aisle on one side. In-line booths are sometimes referred to as “Linear Booths”.

Size

The standard In-line booth size in the US is 10'x10' (3.05m x 3.05m) although there are exceptions where the depth of the booth will vary and the space offered is 9'x10', 8'x10' and in some extreme cases even 5'x10'. These variations are usually as a result of trying to maximize a small space.

Rules Applying to In-line Booths

Without concern for the number of In-line Booths used (i.e. 10x20, 10x40), booth displays should be set up in such a way so as to not obstruct the sight lines of other booths. The maximum height of 8 feet is allowed in the rear ½ of the space, and a maximum height of 4 feet in the front ½ of the space to the aisle. Note: when three or more In-line booths are utilized in combination of a single space, the 4 foot height limitation only applies to that portion of the booth within 10' of an adjoining booth. In other words for any In-line booth space longer than 30', the 4 foot restriction is only applied to the 10' booth sections on the left and right extremes of the space.

Variations to In-line Booths

There are two variations to In-line booths and they are the Corner Booth and the Perimeter Booth. A Corner Booth is defined as an In-line booth that is exposed to aisles on two sides. All rules that apply to standard In-line booths apply to Corner Booths without exception. A Perimeter Booth is an In-line Booth that backs to a wall or otherwise has no other booths behind it. A Perimeter Booth may deviate from standard In-line Booth rules only to the extent that the maximum back wall height may go as high as 12'.

Hanging Signs

Hanging signs of any type are not permitted for In-line booths in any configuration.

End-cap Booths

An End-cap booth is defined as two In-line booths that are exposed to aisles on three sides.

Rules Applying to End-cap Booths

While some events do allow the use of End-cap booths, the rules that are generally applied in order to maintain sight-lines tend to be quite confusing and are extremely limiting to the point where the usable space is only 50% of the total. To eliminate the issues that come with them, End-cap booths are not permitted.

Peninsula Booths

A Peninsula Booth is composed of at least 4 contiguous booths and is exposed to aisles on three sides. There are two variations to the Peninsula Booth; a) one which backs up to In-line booths and b) one which backs up to another Peninsula Booth and are sometimes referred to as a "Split-Island Booth".

Size

Peninsula Booths are generally 20'x 20' or larger but can vary in one dimension depending on the standard booth established for the event, i.e. if the standard In-line booth is 8'x10' then a Peninsula Booth would be 16' x 20' or larger.

Rules Applying to Peninsula Booths

In-line - When a Peninsula Booth backs to two In-line booths, back wall height is restricted to 4 feet within 5 feet of each aisle to allow for reasonable sight-lines for the adjacent In-line booths. The maximum height is 12' including signage for all other parts of the space.

Split-island – When a Peninsula Booth shares a common back wall with another Peninsula Booth, the entire cubic content of the space may be used without any back wall sight-line restrictions up to a maximum height of 12'.

HANGING SIGNS

Hanging signs are permitted to a maximum height of 12' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

Island Booths

An Island booth is any size booth that is exposed to aisles on all sides.

Size

Island Booths are generally 20'x20' or larger.

Rules Applying to Island Booths

The entire cubic content of the space may be used up to the maximum height of 12'.

Hanging Signs

Hanging signs are permitted to a maximum height of 12' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

OTHER THINGS TO CONSIDER

More on Hanging Signs

PLEASE NOTE: Hanging points for signs may differ from actual ceiling heights and may depend on the weight of the sign. This information must be requested of the general service contractor/ decorator BEFORE asking for approval by show management. As a general rule, AIAA allows the top of the hanging sign to be no more than 12 feet from the floor when being hung over an island or peninsula booth. This is a *general rule* and varies depending on ceiling height and other factors. Please get the appropriate approvals before designing your display and hanging signs!!

Structural Integrity

Displays should be designed, constructed and erected in such a way that will withstand normal contact caused by neighboring exhibitors, hall laborers or vibration caused by equipment such as forklifts and boom lifts. Exhibit structures should also be able to tolerate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Multi-story Exhibits

A Multi-story Exhibit is a display where the structure is in excess of 12 feet, and includes double and triple-decker booths. Some venues require prior approval of multi-story exhibits by the facility and/or applicable local government authorities because it is deemed to be a “structure” for building purposes. A building permit based on an application and drawings prepared and submitted by a licensed architect or engineer may need to be obtained. It is the exhibitor’s responsibility to make sure that they are in compliance with local building regulations and as this can be a lengthy process to start early on to ensure that all time constraints are met.

Towers

A tower is a freestanding exhibit component. Towers taller than 8 feet should have drawings available for inspection. As with multi-story exhibits local regulations in many facilities strictly govern the use of towers. A building permit may be required.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA). Information regarding ADA compliance is available online from the US Department of Justice at www.usdoj.gov/crt/ada/infoline.htm

Code of Ethics and Anti-Harassment Policy

AIAA strives to promote a safe and professional environment and as such exhibitor personnel, agents, and representatives will be subject to and abide by the [AIAA Code of Ethics](#) and [Anti-Harassment Policy](#).

Flammable and Toxic Materials

All materials used in the construction of displays should be made of fire retardant materials and be certified as flame retardant. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. It is the exhibitor's responsibility to dispose of any waste products they generate during the event in accordance with guidelines established by the US EPA and local authorities.

Electrical

Every exhibit facility has different electrical requirements and many require exhibitors to obtain all electrical connections (extension cords, power strips etc.) from them. In addition to reviewing the buildings requirements, it is suggested that these minimum guidelines be followed:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage".
- Cord wiring above floor level can be "SJ" which is rated for "hard usage".
- Using cords normally made for use in homes are not recommended and are often prohibited. Cube taps are also not recommended and frequently no permitted.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting

The following guidelines should be considered when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Potentially harmful lighting elements, such as ultraviolet lighting or lasers, must comply with facility rules and must be approved in writing by AIAA.
- Lighting effects should be tasteful and not interfere with other exhibitors or otherwise detract from the general atmosphere of the event.

Should you have questions about sales or sponsorship below are the contact:

AIAA Strategic Relationship Team, including Exhibit and Sponsor Sales		
Chris Semon ChrisS@aiaa.org 703-264-7510	Vickie Singer VickieS@aiaa.org 703-264-7509	Paul doCarmo PaulD@aiaa.org 703-264-7576



EXHIBITOR SERVICE MANUAL

**2020 AVIATION FORUM
June 16-18, 2020
Reno-Sparks Convention Center
Reno, NV**

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Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming 2020 AVIATION Forum scheduled for June 16-18, 2020 at the Reno-Sparks Convention Center in Reno, Nevada.

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 8.265% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the 2020 AVIATION Forum. 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	May 29, 2020
Furniture	May 29, 2020
Display Tables	May 29, 2020
Custom Furniture	May 29, 2020
Rental Booths	May 29, 2020
Special Signs	May 29, 2020
Cleaning	May 29, 2020
Labor Installation/Dismantle	May 29, 2020
Forklift Installation/Dismantle	May 29, 2020
Snorkel Installation/Dismantle	May 29, 2020
Exhibitor Appointed Contractor.	May 15, 2020
Warehouse Advance Shipment	June 5, 2020
Freight Routing	May 29, 2020
Electrical	21 days prior to event
AV & Computer	21 days prior to event
Internet/Telephone.	21 days prior to event



SHOW FACTS

BOOTH EQUIPMENT:

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

BOOTH CARPET:

The facility is NOT carpeted. Carpeting or flooring is **REQUIRED** in all booth spaces. If you wish to have a specific color of carpet, please find the order forms in the service manual.

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive between
May 8, 2020 and June 5, 2020

To: Exhibiting Company and Booth Number
For: 2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: YRC
1650 Kleppe Lane
Sparks, NV 89431

DIRECT SHOWSITE SHIPMENTS

Shipments will be received on
Sunday and Monday, June 14-15, 2020

To: Exhibiting Company and Booth Number
For: 2020 Aviation Forum
c/o: Arata Expositions, Inc.
c/o: Reno-Sparks Convention Center
4590 S. Virginia Street
Reno, NV 89502

SHOW SCHEDULE



2020 AVIATION Forum

June 16-18, 2020

Hall 3

Reno-Sparks Convention Center

Reno, NV

SET UP HOURS:

Sunday, June 14, 2020	1200-1700
Monday, June 15, 2020	0800-1700
Tuesday, June 16, 2020	0800-1100

SHOW HOURS:

Tuesday, June 16, 2020	1300 - 1630 1730 - 1930 (Reception)
Wednesday, June 17, 2020	0845 - 1630
Thursday, June 18, 2020	0845 - 1400 1230 - 1400 (Lunch)

MOVE OUT HOURS:

Thursday, June 18, 2020	1400 - 2000
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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.



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.
 2501 Investors Row
 Suite 1000
 Orlando, FL 32837
Fax: 407.856.7444
Email: rleholm@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	
<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"/>		



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)
Street Address			City
State	Zip Code	Country	
Contact Name		Email Address	
Telephone Number		Fax Number	

CREDIT CARD AUTHORIZATION

American Express Visa MasterCard

Account#	Exp. Date
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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 _____

SIGN HERE Exhibitor Signature _____

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) _____

SIGN HERE Cardholders Signature _____

EXHIBITING COMPANY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

SIGN HERE Exhibitor Signature _____

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) _____

SIGN HERE Cardholders Signature _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF MAY 29, 2020.

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 /Display Cases _____
- 6. Cleaning _____
- 7. Signs _____
- 8. Forklift Installation _____
- 9. Forklift Dismantle _____
- 10. Labor Installation _____
- 11. Labor Dismantling _____
- 12. Sign Hanging..... _____
- 13. Snorkel Install Estimate..... _____
- 14. Snorkel Dismantle Estimate..... _____
- 15. Material Handling Estimate _____
- 16. **TOTAL LINES 1-15** \$ _____
- 17. Add 7% Tax \$ _____
- 18. **BALANCE DUE*** \$ _____

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

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"/>		



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



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	\$240.00	\$336.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$480.00	\$672.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$720.00	\$1,008.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$960.00	\$1,344.00	\$

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 \$5.25 per sq. ft.	\$7.35 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: **May 29, 2020**. 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 _____
 8.265% Tax _____
TOTAL _____

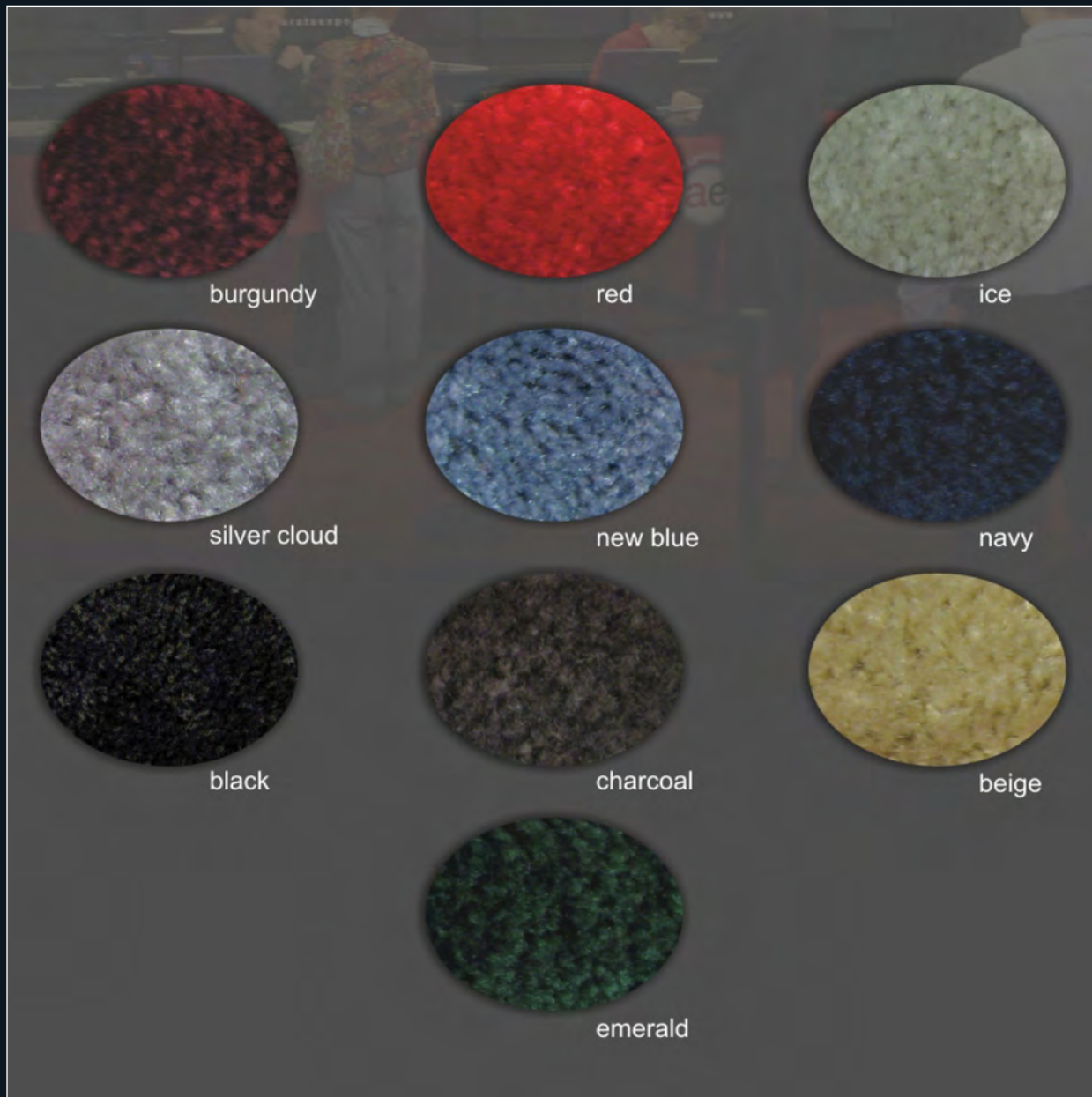
Company Name		Booth Number	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name	Email Address		
<input type="text"/>	<input type="text"/>		
Telephone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



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.





PLUSH 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
_____	\$7.00 per sq. ft.	\$9.80 per sq. ft.	= \$ _____

STANDARD CARPET COLORS	
SELECT COLOR BELOW	
<input type="checkbox"/> Black <input type="checkbox"/> Navy <input type="checkbox"/> Red <input type="checkbox"/> New Blue <input type="checkbox"/> Beige <input type="checkbox"/> Emerald <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Burgundy <input type="checkbox"/> Ice**	
If item colors are not selected in advance, AEI will choose the color. **Purchase only @ \$9.75 per sq. ft. discount or \$11.65 standard	

CARPET PADDING			
Single	_____	X	_____ = _____ sq. ft.
Padding	_____	X	\$2.00 per sq. ft. = \$2.80 per sq. ft. = \$ _____
Double	_____	X	_____ = _____ sq. ft.
Padding	_____	X	\$4.00 per sq. ft. = \$5.60 per sq. ft. = \$ _____

Discount Deadline: **May 29, 2020**. 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.

Plush Booth Carpet Total _____
8.265% Tax _____
TOTAL _____

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.

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	\$125.00	\$175.00	\$
	Side Chair	\$120.00	\$168.00	\$
	Counter Stool	\$155.00	\$217.00	\$
ACCESSORIES				
	Wastebasket	\$26.00	\$36.40	\$
	Literature Rack	\$150.00	\$210.00	\$
	Bag Holder	\$99.00	\$138.60	\$
	Easel (Tripod)	\$60.00	\$84.00	\$
	Chrome Sign Holder (22"W x 28"H)	\$110.00	\$154.00	\$
	Fishbowl	\$40.00	\$56.00	\$
	Posterboard, 4'W x 8'H, Vertical	\$175.00	\$245.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$175.00	\$245.00	\$
	Tensa Barriers	\$65.00	\$91.00	\$
	Credenza (36"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$450.00	\$675.00	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$375.00	\$562.50	\$
				\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$20.00	\$28.00	\$
	3' High (per lin. foot) (\$55 min)	\$15.00	\$21.00	\$
	Special Skirting (per lin. foot)	\$15.00	\$21.00	\$
	8' High End Cap / Close Off	\$55.00	\$77.00	\$

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: **May 29, 2020**. 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 _____
 8.265% Tax _____
TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



DISPLAY TABLES

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	\$150.00	\$210.00	\$
	6'L x 2'D x 30"H	\$175.00	\$245.00	\$
	8'L x 2'D x 30"H	\$200.00	\$280.00	\$
	4th Side Drapes for 30" Tables	\$50.00	\$70.00	\$
DRAPED DISPLAY TABLES 42" HIGH				
	4'L x 2'D x 42"H	\$175.00	\$245.00	\$
	6'L x 2'D x 42"H	\$200.00	\$280.00	\$
	8'L x 2'D x 42"H	\$225.00	\$315.00	\$
	4th Side Drapes for 42" Tables	\$70.00	\$98.00	\$
(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	\$85.00	\$119.00	\$
	6'L x 2'D x 30"H	\$100.00	\$140.00	\$
	8'L x 2'D x 30"H	\$115.00	\$161.00	\$
UNDRAPED DISPLAY TABLES 42" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 42"H	\$100.00	\$140.00	\$
	6'L x 2'D x 42"H	\$120.00	\$168.00	\$
	8'L x 2'D x 42"H	\$140.00	\$196.00	\$
DRAPED TABLE RISERS 12" HIGH				
	4 ft. Riser (white vinyl)	\$70.00	\$198.00	\$
	6 ft. Riser (white vinyl)	\$80.00	\$112.00	\$

Discount Deadline: **May 29, 2020**. 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 _____
 8.265% Tax _____
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"/>	

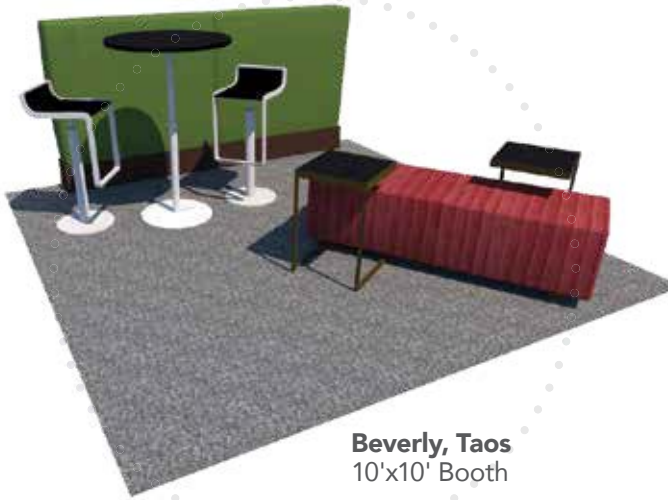
CUSTOM ²⁰²⁰ FURNITURE



FEATURING

- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools





Beverly, Taos
10'x10' Booth



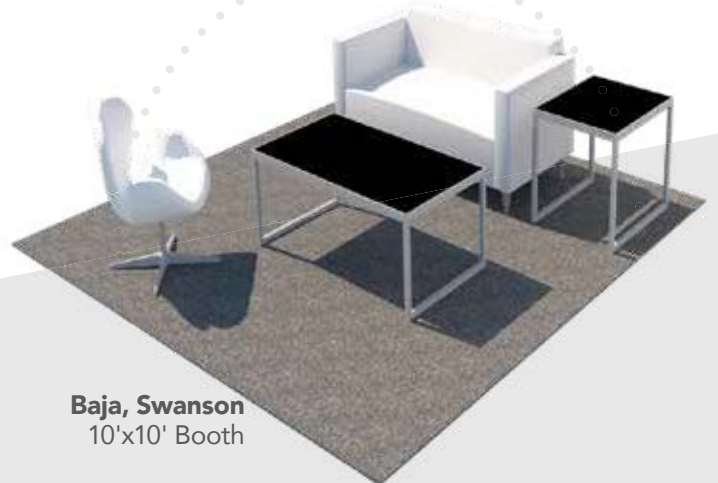
Malba, Beverly
10'x10' Booth



Vibe, Christopher
10'x20' Booth



Blade, Marche
10'x10' Booth



Baja, Swanson
10'x10' Booth

Top 10 Booth Design Tips

Attract, Engage and Inspire.

10.

Provide a Pop!
Colorful furnishings attract attention and help reinforce brand themes.



1.

Spin Around.
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



2.

Get Connected.
Communal tables help facilitate networking opportunities and build connections.



9.

Charge it!
Powered tables or seating encourages clients to linger in the booth and recharge.



3.

Creature Comforts.
Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.



8.

Gather Round!
Ottomans styled around a side table create an informal camp fire setting for small group discussions.



4.

Keep it Green.
Don't forget the greenery to warm up your booth environment by bringing nature indoors.



7.

Stay Social.
Stylize furnishings to create shareable moments worthy of Instagram.



6.

Level the field!
Low and casual seating makes clients more comfortable and open to learning.

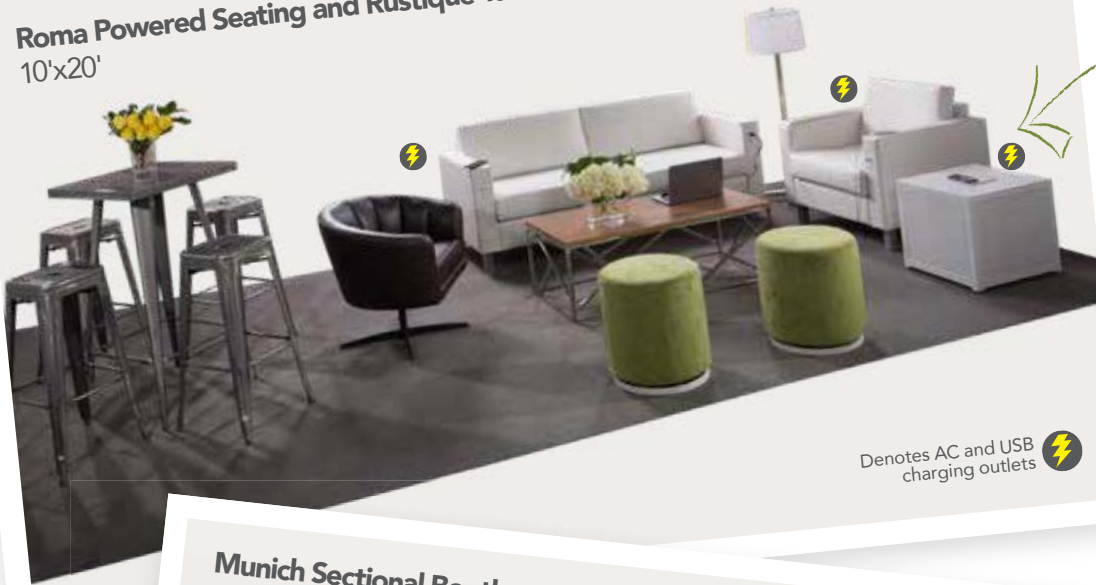


5.

Demo Down.
Square or circular ottomans are a great way to design small theaters for quick demonstrations.



Roma Powered Seating and Rustique Table Booth
10'x20'



Denotes AC and USB charging outlets

Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Munich Sectional Booth
10'x10'



Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.

Malba Conference and Beverly Demonstration Booth
10'x20'



Design multi-functional booths with areas for demonstrations and a place for conferencing.

Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you **Power Up the Possibilities.**

Charge it!

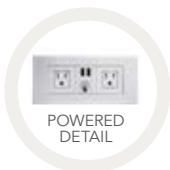
Powered tables or seating encourages clients to linger in the booth and recharge!



CUBPOW
Wireless Charging Table, Powered
(white, AC plug-in) 20"L 20"D 18"H

Roma Powered Chair & Sofa
10'x20'

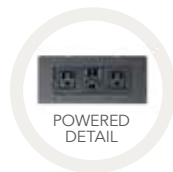
Roma Collection



SFAPWR Roma Sofa, Powered
(white vinyl) 78"L 31"D 33"H
CHRPWR Roma Chair, Powered
(white vinyl) 37"L 31"D 33"H

Naples Collection

NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H



Banquettes

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



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 (BNQTL7).

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 Tables



A.



POWERED
DETAIL



B.



C.



D.

Get Connected.
Use communal tables
in your design to facilitate
networking.

E.



POWERED
DETAIL

(Mobile devices must have Qi wireless charging capability.)



POWERED
DETAIL

F.



G.

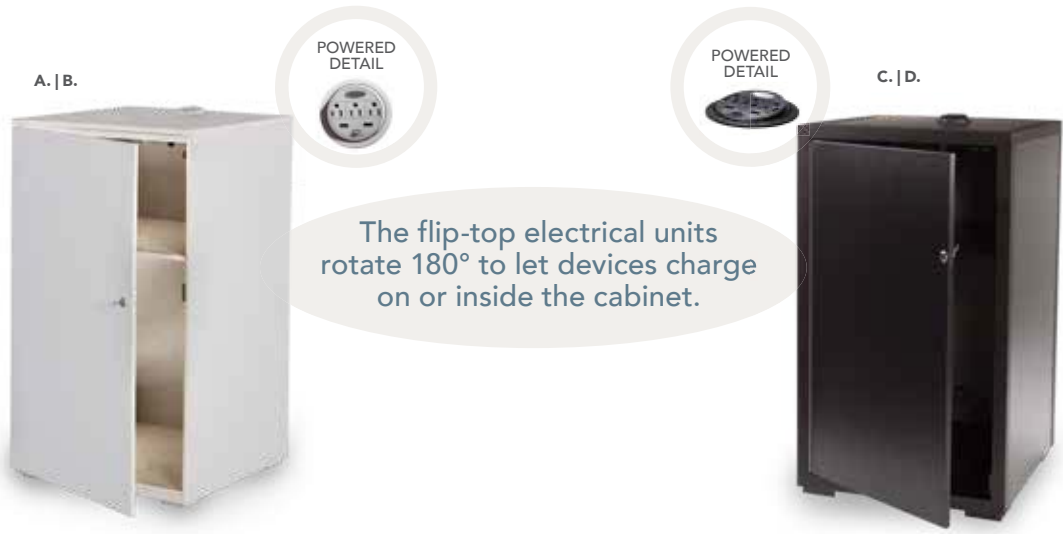
Ventura Bar Tables, Powered (silver frame) 72.25"L 26.25"D 42"H
A) VNTWHT (white top) B) VNTBLK (black top)

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

E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H

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

Powered Pedestals



The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

- Powered Locking Pedestals**
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

Powered Desk



- 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

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.

Soft Seating Collections



Valencia

VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H
VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H




Fairfax

FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H
FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H



Allegro CHR002 Chair (blue fabric) 36"L 34.5"D 30"H
SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



Roma  SFAPWR Sofa, Powered (white vinyl) 78"L 31"D 33"H
CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H

Palm Beach
PALSOF Sofa (white vinyl) 69"L 29"D 33"H



Soft Seating



Munich Booth 10'x20'

MNCHSC
Munich Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

CUBPOW ⚡
Wireless Charging Table, Powered
(white, AC plug-in) 20"L 20"D 18"H



Munich



MNCHLV Armless Loveseat
(gray fabric) 45"L 27"D 28.5"H



MNCHCC Corner Chair
(gray fabric) 26"L 27"D 28.5"H



MNCHCH Armless Chair
(gray fabric) 22.5"L 27"D 28.5"H

Creature Comforts.

Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.



Baja Booth 10'x20'

Baja



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



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



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

Soft Seating Collections



Tangiers

TANCHR Chair (beige textured) 34"L 37"D 36"H

TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H

TANSOF Sofa (beige textured) 78"L 37"D 36"H



Key Largo

KEYCHR Chair (black fabric) 35"L 35"D 34"H

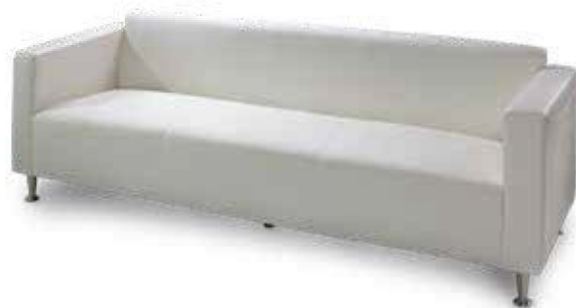
KEYLOV Loveseat (black fabric) 57"L 35"D 34"H

KEYSOF Sofa (black fabric) 79"L 35"D 34"H



Munich

MNCHCH Armless Chair (gray fabric) 22.5"L 27"D 28.5"H
MNCHCC Corner Chair (gray fabric) 26"L 27"D 28.5"H
MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H



Baja

BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H
BLVWHT Loveseat (white vinyl) 61"L 30.5"D 28"H
BSFWHT Sofa (white vinyl) 86"L 30"D 28"H



Naples 

NPLCHP Chair, Powered (black vinyl) 36"L 30"D 33.25"H
 Also available with standard arm (NPLCHR).
NPLLOP Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
 Also available with standard arms (NPLLOV).
NPLSOP Sofa, Powered (black vinyl) 87"L 30"D 33.25"H
 Also available with standard arms (NPLSOF).



Accent Chairs



A.

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H



B.

Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



C.



D.



E.

C) OCB Key West Chair
(black fabric, wood) 31"L 31"D 31"H
D) BCW Madrid Chair
(white vinyl, chrome) 30"L 30"D 31"H
E) PROGB Pro Executive Guest Chair
(black vinyl, chrome) 24"L 22"D 36"H

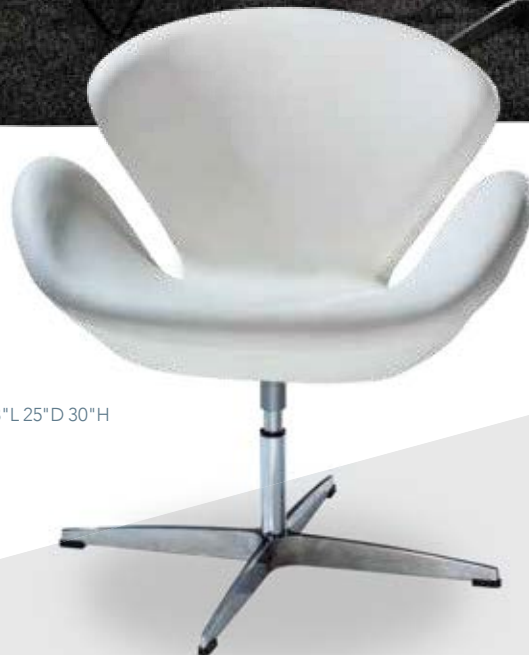
Palm Beach Sofa & Swanson Chairs

10'x10' Booth



Swanson

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



Group Seating

Meeting Chairs

25.5"L 23.5"D 34"H

- A) **OCMTAU** (taupe fabric, wenge)
- B) **OCMWHT** (white vinyl, wenge)
- C) **OCMESP** (espresso vinyl, wenge)



Marina Chairs

17.5"L 19.5"D 35"H

- A) **MARCWH** (white vinyl, brushed metal)
- B) **MARCBK** (black vinyl, brushed metal)
- C) **MARCBR** (brown fabric, brushed metal)
- D) **MARCBE** (ocean blue fabric, brushed metal)
- E) **MARCRD** (red fabric, brushed metal)



A) CS8 Berlin Chair (black, white, chrome) 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) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H

H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H



Cafe Seating & Tables



- A) XCHR Christopher Chair**
(white vinyl, chrome) 17"L 19"D 35"H
- B) 30BRHC Hydraulic Cafe Table**
(red top, chrome) 30"RND 29"H
- C) BLDCSB Blade Chair**
(sky blue) 20.5"L 19"D 30.5"H
- D) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- E) DUET Duet Stack Chair**
(black, chrome) 21"L 23"D 33"H
- F) 30GSHC Hydraulic Cafe Table**
(green top, chrome) 30"RND 29"H
- G) MALGRN Malba Chair**
(green, chrome) 20"L 20"D 32"H
- H) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H

Style

your exhibit
with cafe sets that
create inviting conference
and meeting areas for
your guests.



- A) MARCBR Marina Chair**
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**
(orange top, chrome) 30"RND 29"H

Ottomans

Vibe Cubes

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) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)



Squares

Endless Square

34"L 34"D 15"H

- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)



A.



B.

Benches

C) WHT12 Half

(white vinyl)

39"L 22"D 18"H

D) REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



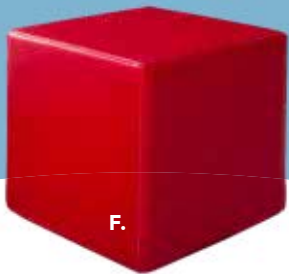
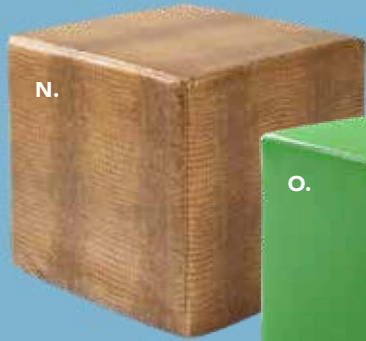
C.



D.

Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



Curves

Endless Curved

60.5"L 37.5"D 15"H

A) END01B

(black vinyl, chrome)

B) END01W

(white vinyl, chrome)



C) BNQ7

Quarter Curve

(white vinyl)

53"L 22"D 18"H

D) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H



Beverly

Beverly Bench Ottoman
10'x20' Booth



Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.



A.



B.



C.



D.



E.



F.



G.

Bench Ottomans

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)

Marche

A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



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) MAR003 (linen fabric)
- H) MAR004 (raspberry fabric)
- I) MAR008 (meadow green fabric)
- J) MAR011 (orange fabric)
- K) MAR015 (black vinyl)
- L) MAR012 (forest green vinyl)
- M) MAR013 (teal velvet)
- N) MAR014 (distressed brown vinyl)
- O) MAR006 (rose quartz fabric)



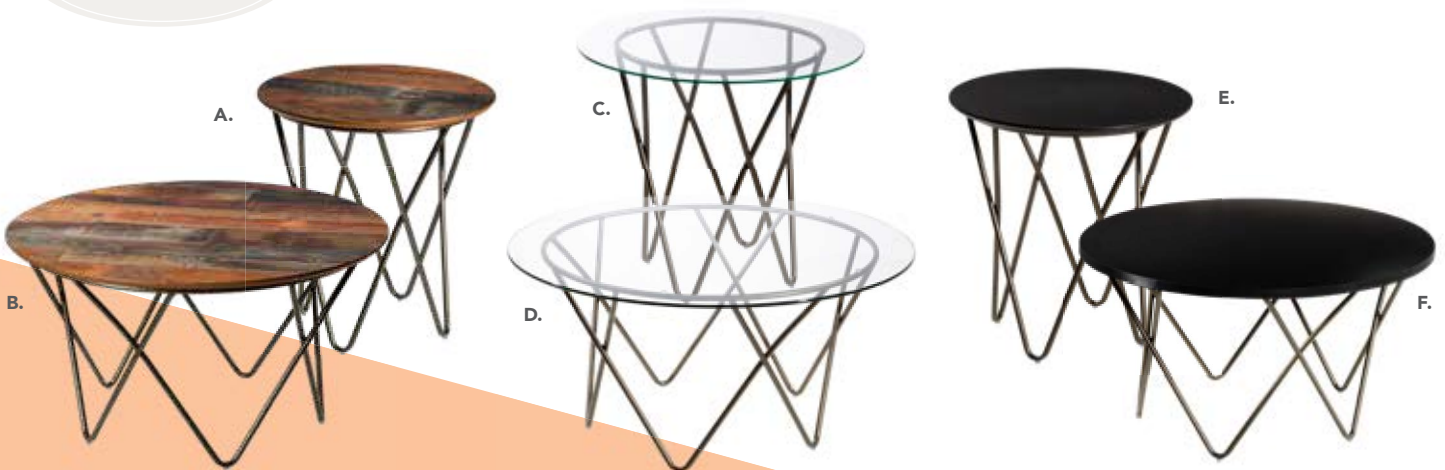
Accent Table Collections

Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.



Mesa



A) MESETW End Table
20.5"RND 21.25"H (wood top, bronze)
B) MESCTW Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) MESETG End Table
24"RND 21.25"H (glass top, bronze)
D) MESCTG Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) MESETB End Table
20.5"RND 21.25"H (black top, bronze)
F) MESCTB Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Alondra

Cocktail Table

47" L 24" D 16" H

A) ALC100 (glass top, chrome)

B) ALC200 (wood top, chrome)

End Table

20" L 20" D 20" H

C) ALE100 (glass top, chrome)

D) ALE200 (wood top, chrome)



Geo

Cocktail Table

50" L 22" D 16" H / 47" L 24" D 17" H

A) C1C (glass top, chrome)

B) C1FWB (wood top, black)

End Table

26" L 26" D 20" H / 20" L 20" D 21" H

C) E1C (glass top, chrome)

D) E1FWB (wood top, black)



Accent Tables



Taos

Side Tables

15.75"L 15.75"D 24"H

A) TAOBWH (white top, bronze)

B) TAOSBK (black top, bronze)

C) TAOSWD (wood top, bronze)



Sedona

Side Tables

15.75"L 15.75"D 24"H

A) SEDBWH (white top, bronze)

B) SEDBBK (black top, bronze)

C) SEDBWD (wood top, bronze)

Sydney

Cocktail Tables

48"L 26"D 18"H

A) C1W (white top, brushed steel)

C1WP (powered)

B) C1Y (black top, brushed steel)

C1YP (powered)

C) SYDBEC (blue top, brushed steel)

D) SYDWDC (wood top, brushed steel)

End Tables

27"L 23"D 22"H

E) E1W (white top, brushed steel)

F) E1Y (black top, brushed steel)

G) SYDBEE (blue top, brushed steel)

H) SYDWDE (wood top, brushed steel)





Regis

A) REGBEN Bench Table
(brushed metal) 47" L 15.5" D 16" H
B) REGOTT End Table
(brushed metal) 16" L 15.5" D 16.5" H



Silverado

C) E1E End Table
(glass top, chrome) 24" RND 22" H
D) C1E Cocktail Table
(glass top, chrome) 36" RND 17" H

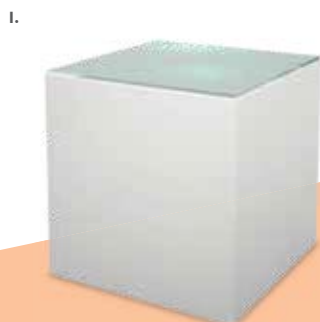


Rustic

E) ETBL E-Table
(wood) 21" L 15.5" D 27.5" H
F) TMBTBL Timber Table
(wood) 16" RND 17" H

Aura

G) AURA Round Table
(white metal) 15" RND 22" H



Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered
(white, AC plug-in)
20" L 20" D 18" H

Edge

I) CUBTBL LED Cube Table
(plexi top, white plastic)
20" L 20" D 20" H (AC power only)

Bar & Cafe Tables

Style
your exhibit
with **bar and cafe** sets
that create inviting
conference and meeting
areas for your
guests.

1. Choose Your
Base: Black
or Chrome...



Bar Tables

- Standard Black Base
30" RND 42"H
- VTJ** (graphite nebula top)
- VTK** (maple top)
- VTB** (red top)
- 30WH42** (white top)
- VTA** (Madison/gray acajou top)
- 30BEBB** (blue top)
- 30WDDB** (wood top)
- 30BKSB** (black top)
- 30AGBB** (brushed gunmetal top)
- 30OSBB** (orange top)
- 30YBBB** (brushed yellow top)
- 30GSBB** (green top)

- 36" RND 42"H
- VTW** (white top)
- VTN** (graphite nebula top)
- VTP** (maple top)
- 36BKSB** (black top)

Bar Tables

- Hydraulic Chrome Base
30" RND 45"H
- 30GRHB** (graphite nebula top)
- 30MTHB** (maple top)
- 30BRHB** (red top)
- 30WHHB** (white top)
- 30MAHB** (Madison/gray acajou top)
- 30BEHB** (blue top)
- 30WDHB** (wood top)
- 30BKHB** (black top)
- 30AGHB** (brushed gunmetal top)
- 30OSHB** (orange top)
- 30YSHB** (brushed yellow top)
- 30GSHB** (green top)

- 36" RND 45"H
- 36WTHB** (white)
- 36GRHB** (graphite nebula)
- 36MTHB** (maple top)
- 36BKHB** (black top)

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

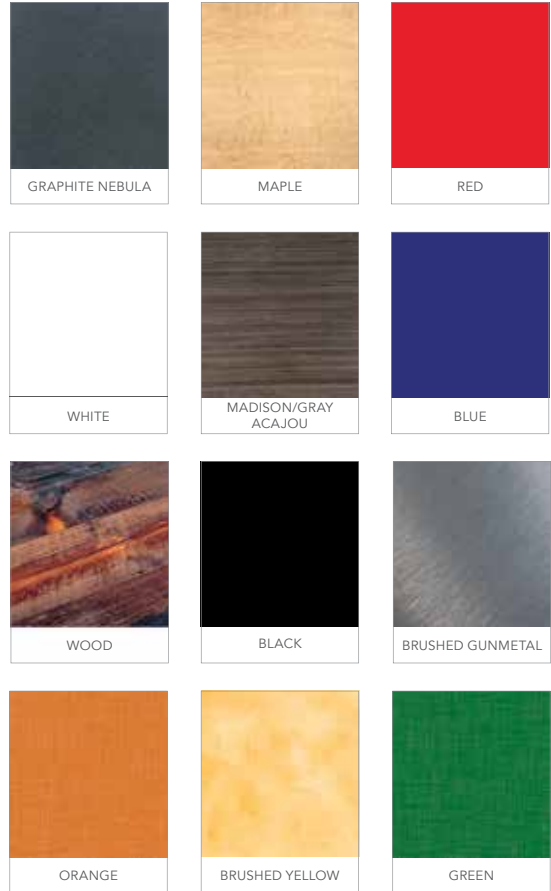


RSTSQT
Rustique Square
Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

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



2. Then pick a color that suits your design.



Cafe Tables

- Standard Black Base
30" RND 29"H
- ZTJ** (graphite nebula top)
- ZTK** (maple top)
- 30WH29** (white top)
- ZTB** (red top)
- ZTA** (Madison/gray acajou top)
- 30BEBC** (blue top)
- 30WDBC** (wood top)
- 30AGBC** (brushed gunmetal top)
- 30BKSC** (black top)
- 30OSBC** (orange top)
- 30YSBC** (brushed yellow top)
- 30GSBC** (green top)

- 36" RND 29"H
- ZTQ** (white top)
- ZTN** (graphite nebula top)
- ZTP** (maple top)
- 36BKSC** (black top)

Cafe Tables

- Hydraulic Chrome Base
30" RND 29"H
- 30GRHC** (graphite nebula top)
- 30MTHC** (maple top)
- 30BRHC** (red top)
- 30MAHC** (Madison/gray acajou top)
- 30WHHC** (white top)
- 30BEHC** (blue top)
- 30WDHC** (wood top)
- 30AGHC** (brushed gunmetal top)
- 30BKHC** (black top)
- 30OSHC** (orange top)
- 30YSHC** (brushed yellow top)
- 30GSHC** (green top)

- 36" RND 29"H
- 36WTHC** (white top)
- 36GRHC** (graphite nebula top)
- 36MTHC** (maple top)
- 36BKHC** (black top)

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



Barstool Collection

Spin 360°

Use barstools
to maximize client
engagement with those
all around you.

Zoey

15"L 16"D 30-34.75"H
A) BS003 (black, chrome)
B) BS002 (white, chrome)



Lift

15"RND 23-33.5"H

A) ROLLWH (white vinyl, chrome)

B) ROLLRD (red vinyl, chrome)

C) ROLLBL (black vinyl, chrome)

D) ROLLGY (gray vinyl, chrome)



Barstool Collection



Banana

21"L 22"D 41"H

- A) BSS Barstool (black, chrome)
- B) BST Barstool (white, chrome)

Zenith

ZENBAR Barstool

(white, chrome) 19"L 20"D 44"H



Apex

21"L 21"D 33"H

- A) APS08 Barstool (black vinyl, silver)
- B) APS59 Barstool (red vinyl, silver)
- C) APS75 Barstool (white vinyl, silver)
- D) APS12 Barstool (blue ultra suede, silver)





A.



B.



C.

A) BSC Oslo Barstool

(white, chrome) 17"L 20"D 45"H

B) XBAR Christopher Barstool

(white vinyl, chrome) 19"L 15"D 41"H

C) BS001 Shark Barstool

(white, chrome) 22"L 19"D 34-44"H

D) BSR Syntax Barstool

(black, chrome) 23"L 19"D 43.25"H

E) RSTSTL Rustique Barstool

(gunmetal) 13"L 13"D 30"H

F) LUBSCL Lucent Barstool

(frosted acrylic, chrome)

22"L 22.5"D 45.5"H

G) LMBAR Laguna Barstool

(maple, chrome) 18"L 20"D 47"H



D.



E.



F.



G.

Blade

20.5"L 20"D 40.5"H

H) BLDBRD Barstool (red)

I) BLDBSB Barstool (sky blue)



H.



I.

Office Essentials





Create

comfortable
productive environments
in your booth or temporary
show office with on-trend
furnishings that reflect
your sense of
style.

Conference Tables

42" Round Conference Table 42" RND 29"H

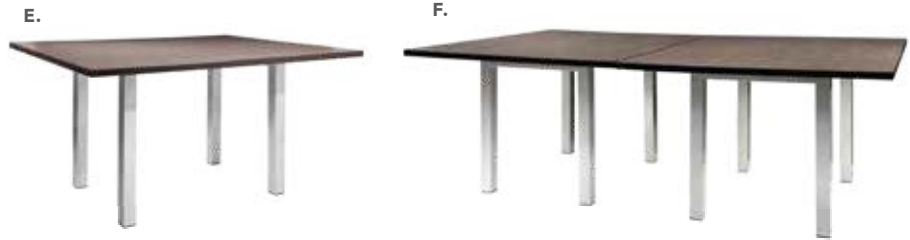
- A) CONF42** (white top, black)
- B) CB1** (graphite nebula top, black)
- C) CB8** (Madison/gray acajou top, black)
- D) 42BKCT** (black top, black)



Madison

(gray acajou top, chrome)

- E) MADC05 5' Table** 60"L 48"D 29"H
- F) MADC08 8' Table** 96"L 60"D 29"H
- G) MADC10 10' Table** 120"L 48"D 29"H



H.



G.

I.

H) CUPCHA Cupertino Mid Back Chair
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.

I) GENCHA Genesis Chair
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Table Side.

Incorporate conference tables to facilitate booth meetings and new connections.

Atomic Round Tables (glass, chrome)
42ATO 42"RND 30"H
36ATO 36"RND 30"H



PROGB
Pro Guest Chair
 (black vinyl)
 24"L 22"D 36"H

A.



B.



C.



D.



Geo Rounded Square Tables
 42"L 42"D 29"H
A) CE1 (glass top, chrome)
B) CF1 (glass top, black)

Geo Rectangular Tables
 60"L 36"D 29"H
C) CF2 (glass top, black)
D) CE2 (glass top, chrome)

E.



F.



G.



H.



E) MERLIN Merlin Multi Use Table
 (gray top, black)
 46"L 29"D 30"H
F) WD3 Work Table
 (white top, white)
 48"L 24"D 30"H

Conference Tables
 (graphite nebula top, black)
G) CB3 8'
 96"L 48"D 29"H
H) CB2 6'
 72"L 42"D 29"H

I. J.



K.



Conference Tables
 (granite top, black)
I) C508GR 8'
 96"L 44"D 29"H
J) CT10GR 10'
 120"L 46"D 29"H
K) CT06GR 6'
 72"L 36"D 29"H

Executive Seating & Desks

Cupertino



CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height

Pro High Back



Executive Chairs
25"L 24"D 45-48"H
Adjustable height
A) PROEXE (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)

Pro Mid Back



Executive Chairs
24"L 22"D 36.75-39.75"H
Adjustable height
C) PROMID (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)

Pro Guest



PROGB Executive Chair
(black vinyl, chrome)
24"L 26"D 36"H

Task



TASKST Stool
(black fabric, black)
27.5"L 27.5"D 32.75"-40.25"H
Adjustable height

Genesis



GENCHA Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H
Adjustable height

Madison

- A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
- B) CR8 Credenza (gray acajou) 60"L 20"D 29"H
- C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

A. DESK FRONT



DESK BACK



C.



B. CREDENZA FRONT



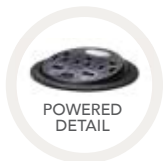
CREDENZA BACK



Tech Desk

- A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H
- B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H
- C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H

A. 



B. 



C.



Ventura

Powered & Communal Tables



Table Top Options
Colors not available in all table options. Please check options listed.

Powered Bar Tables
72.25"L 26.25"D 42"H
(silver frame)

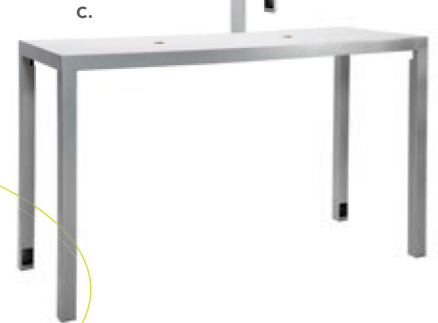
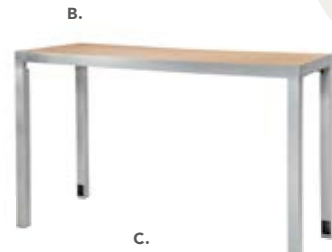
A) VNTBLK (black top)
VNTWHT (white top)

Communal Bar Tables
72.25"L 26.25"D 42"H
(silver frame)

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

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

Black Top
VNTBNP (solid)



Draw A Crowd.
Communal tables keep attendees charged while encouraging networking and genuine connections.

Powered Cafe Tables
72.25"L 26.25"D 30"H
(silver frame)

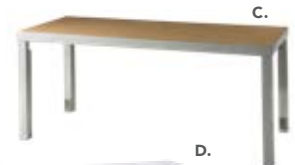
A) VNTCBK (black top)
B) VNTCWH (white top)

Communal Cafe Tables
72.25"L 26.25"D 30"H
(silver frame)

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

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

Black Top
E) VNTCBN (solid)





A.



B.



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



C.



D.

Mason Lamps

(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

C) CUBL20

Edge LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

(AC power only)

D) CUBTBL

Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

(AC power only)

Go Biophilic

It's easy to be green.
Just add greenery to your booth environment
for a warm and natural feel.



A.



B.



C.

A) PSHCCS

Posh Shelving

(chrome, acrylic)

36"L 18"D 72"H

B) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

C) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

Midtown Counter & Bar

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



POWERED
DETAIL



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

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



BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)



Midtown Bar
60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

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



(back)



CUSTOM FURNITURE



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POWERED /SOFT SEATING COLLECTION			
CODE	QTY	ITEM DESCRIPTION	PRICE
SFAPWR		Roma Sofa/White Vinyl/Powered	\$1100.00
CHRPWR		Roma Chair/White Vinyl/Powered	\$685.00
NPLCHP		Naples Chair/Black Vinyl/Powered	\$685.00
NPLSOP		Naples Sofa/Black Vinyl/Powered	\$1100.00
NPLLOP		Naples Loveseat/Black Vinyl/Powered	\$948.00
FAIRSW		Fairfax Sofa/White Vinyl/Brushed Metal	\$517.00
FAIRCW		Fairfax Chair/White Vinyl/Brushed Metal	\$373.00
BLVWHT		Baja Loveseat/White Vinyl	\$863.00
BCHWHT		Baja Chair/White Vinyl	\$589.00
BSFWHT		Baja Sofa/ White Vinyl	\$949.00
CHR002		Allegro Chair/Blue Fabric	\$467.00
SFA002		Allegro Sofa/Blue Fabric	\$703.00
TANSOF		Tangiers Sofa/Beige Textured	\$760.00
TANLOV		Tangiers Loveseat/Beige Textured	\$719.00
TANCHR		Tangiers Chair/Beige Textured	\$464.00
KEYCHR		Key Largo Chair/Black Fabric	\$339.00
KEYLOV		Key Largo Loveseat/Black Fabric	\$396.00
KEYSOF		Key Largo Sofa/Black Fabric	\$511.00
MNCHSC		Munich Sectional/3 Piece/Gray Fabric	\$1950.00
MNCHLA		Munich Loveseat/Gray Fabric	\$1950.00
MNCHLV		Munich Armless Loveseat/Gray Fabric	\$868.00
MNCHCC		Munich Corner Chair/Gray Fabric	\$592.00
MNCHCH		Munich Armless Chair/Gray Fabric	\$489.00
VALSOF		Valencia Sofa/ Coffee Brown Velvet	\$493.00
VALCHA		Valencia Chair/ Spice Orange Velvet	\$332.00
PALSOF		Palm Beach Sofa/ White Vinyl	\$735.00
ACCENT CHAIRS			
OCB		Key West Tub Chair/Black	\$432.00
SWAN		Swanson Swivel Chair/White Vinyl	\$389.00
WENCH		Wentworth Chair/ Brown Vinyl	\$362.00
BCW		Madrid Chair/White Vinyl	\$810.00
LABREA		La Brea Swivel Chair/Charcoal Gray Fabric	\$445.00
OCMESP		Espresso Meeting Chair	\$272.00
OCMTAU		Taupe Meeting Chair	\$272.00
OCMWHT		White Vinyl Meeting Chair	\$272.00

GROUP SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
ZENCHR		Zenith Chair/White/Chrome	\$174.00
LMCHR		Laguna Chair/Maple/Chrome	\$154.00
MALGRY		Malba Chair /Gray	\$119.00
MALGRN		Malba Chair/Green	\$119.00
CS8		Berlin Chair/Black/White	\$118.00
BLDCRD		Blade Chair/Red	\$76.00
BLDCSB		Blade Chair/Sky Blue	\$76.00
MARCWH		Marina Chair/ White Vinyl	\$162.00
MARCBE		Marina Chair/Ocean Blue Fabric	\$162.00
MARCBK		Marina Chair/Black Vinyl	\$162.00
MARCBR		Marina Chair/Brown Fabric	\$162.00
MARCRD		Marina Chair/Red Fabric	\$162.00
LUCHCL		Lucent Chair/Frosted Acrylic	\$198.00
CS4		Syntax Chair/Black/Chrome	\$216.00
XCHR		Christopher Chair/White Vinyl/Chrome	\$114.00
SC10		Razor Armless Chair/White	\$84.00
SC3		Brewer Chair/Onyx/Black	\$179.00
RSTDIN		Rustique Chair w/Arms/Gunmetal	\$158.00
DUET		Duet Chair/Black/Chrome	\$70.00
OTTOMANS			
BVLYBK		Beverly Bench Ottoman/Black Vinyl	\$423.00
BVLYBN		Beverly Bench Ottoman/Brown Fabric	\$423.00
BVLYGR		Beverly Bench Ottoman/Gray Fabric	\$423.00
BVLYLN		Beverly Bench Ottoman/Linen Fabric	\$423.00
BVLYOB		Beverly Bench Ottoman/Ocean Blue Fabric	\$423.00
BVLYRD		Beverly Bench Ottoman/Red Fabric	\$423.00
BVLYWH		Beverly Bench Ottoman/White Vinyl	\$423.00
VIB01		Vibe Cube Ottoman/Green Vinyl	\$146.00
VIB02		Vibe Cube Ottoman/Blue Vinyl	\$146.00
VIB04		Vibe Cube Ottoman/Red Vinyl	\$146.00
VIB05		Vibe Cube Ottoman/Yellow Vinyl	\$146.00
VIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	\$146.00
VIB08		Vibe Cube Ottoman/Orange Vinyl	\$146.00
VIB09		Vibe Cube/White Vinyl	\$146.00
VIB10		Vibe Cube/Black Vinyl	\$146.00
VIB11		Vibe Cube/Steel Blue Vinyl	\$146.00
VIB12		Vibe Cube/Silver Vinyl	\$146.00

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OTTOMANS (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
VIB13		Vibe Cube/Purple Vinyl	\$146.00
VIB14		Vibe Cube/Citrus Green Vinyl	\$146.00
VIB15		Vibe Cube/Taupe Vinyl	\$146.00
VIB16		Vibe Cube/ Spice Orange Vinyl	\$146.00
VIB17		Vibe Cube/Desert Rose Vinyl	\$146.00
END02B		Endless Square Ottoman/Black	\$389.00
END02W		Endless Square Ottoman/White	\$389.00
END01B		Endless Curved Ottoman/Black Vinyl	\$453.00
END01W		Endless Curved Ottoman/White Vinyl	\$453.00
CUBL20		Edge LED Cube Ottoman/White Plastic	\$208.00
BNQ7		Quarter Curve Ottoman/White Vinyl	\$517.00
BNQR17		Ottoman Ring /4 seats/White Vinyl	\$1850.00
MAR001		Marche Swivel/White Vinyl	\$195.00
MAR002		Marche Swivel/Gray Fabric	\$195.00
MAR003		Marche Swivel/Linen Fabric	\$195.00
MAR004		Marche Swivel/Raspberry Fabric	\$195.00
MAR005		Marche Swivel/Red Fabric	\$195.00
MAR006		Marche Swivel/Rose Quartz Fabric	\$195.00
MAR007		Marche Swivel/Plum Fabric	\$195.00
MAR008		Marche Swivel/Meadow Green Fabric	\$195.00
MAR009		Marche Swivel/Pear Yellow Fabric	\$195.00
MAR010		Marche Swivel/Blue Fabric	\$195.00
MAR011		Marche Swivel Ottoman/Orange Fabric	\$195.00
MAR012		Marche Swivel/Forest Green Vinyl	\$195.00
MAR013		Marche Swivel/Teal Velvet	\$195.00
MAR014		Marche Swivel/Distressed Brown Vinyl	\$195.00
MAR015		Marche Swivel/Black Vinyl	\$195.00
POWERED BANQUETTES			
BNQ417		Full Banquette/White Vinyl/w Charging Outlet	\$2406.00
BNQR17		Ottoman Ring/White Vinyl/4 Seats	\$1850.00
BNQ7		Quarter Curve Ottoman/White Vinyl	\$517.00
WHT12		Half Bench/White Vinyl	\$394.00

EXECUTIVE SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
CUPCHA		Cupertino Mid Black Chair/Black Vinyl	\$306.00
GENCHA		Genesis Chair/Black Fabric	\$267.00
PROMDB		Pro Executive Mid Back Chair/Black Vinyl	\$255.00
PROMID		Pro Executive Mid Back Chair/White Vinyl	\$255.00
PROGB		Pro Executive Guest Chair/Black Vinyl	\$280.00
PROEXB		Pro Executive High Back Chair/Black Vinyl	\$402.00
PROEXE		Pro Executive High Back Chair/White Vinyl	\$402.00
ACCENT TABLES			
ALC100		Alondra Cocktail Table/Glass/Chrome	\$350.00
ALC200		Alondra Cocktail Table/Wood/Chrome	\$350.00
ALE100		Alondra End Table/Glass/Chrome	\$252.00
ALE200		Alondra End Table/Wood/Chrome	\$252.00
C1C		Geo Rectangle Cocktail/Glass/Chrome	\$268.00
C1FWB		Geo Rectangle Cocktail Table/Wood/Black	\$307.00
E1C		Geo End Table/Glass/Chrome	\$251.00
E1FWB		Geo End Table/Wood/Black	\$267.00
C1W		Sydney Cocktail Table/White	\$306.00
C1WP		Sydney Cocktail Table/White/Powered	\$389.00
C1Y		Sydney Cocktail Table/Black Top	\$306.00
C1YP		Sydney Cocktail Table/Black/Powered	\$389.00
E1W		Sydney End Table/White Top/ Brushed Steel	\$275.00
E1Y		Sydney End Table/BlackTop/ Brushed Steel	\$275.00
SYDBEE		Sydney End Table/Blue Top/ Brushed Steel	\$280.00
STYWDE		Sydney End Table/Wood Top/ Brushed Steel	\$280.00
REGBEN		Regis Bench/Cocktail Table/Brushed Metal	\$310.00
REGOTT		Regis End Table/Brushed Metal	\$229.00
E1E		Silverado End Table/ Glass Top	\$268.00
C1E		Silverado Cocktail Table/ Glass Top	\$284.00
SYDBEC		Sydney Cocktail Table/Blue Top	\$321.00
SYDWDC		Silverado Cocktail Table/Wood	\$321.00
MESCTB		Mesa Cocktail Table/Black Top/Bronze	\$215.00
MESCTG		Mesa Cocktail Table/Glass Top/Bronze	\$215.00
MESCTW		Mesa Cocktail Table/Wood Top/Bronze	\$215.00

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ACCENT TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
MESETB		Mesa End Table/Black Top/Bronze	\$142.00
MESETG		Mesa Cocktail Table/Glass Top/Bronze	\$142.00
MESETW		Mesa Cocktail Table/Wood Top/Bronze	\$142.00
ETBL		Rustic E Table/Wood	\$192.00
TMBTBL		Rustic Timber Table/Wood	\$186.00
AURA		Aura Round Table/White Metal	\$158.00
CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	\$208.00
SEDBBK		Sedona Side Table/ Black Top/Bronze (42"h)	\$143.00
SEDBWH		Sedona Side Table/ White Top/Bronze (42"h)	\$143.00
SEDBWD		Sedona Side Table/ Wood Top/Bronze (42"h)	\$143.00
TAOBBK		Taos Side Table/ Black Top/Bronze (42"h)	\$143.00
TAOBWH		Taos Side Table/ White Top/Bronze (42"h)	\$143.00
TAOBWD		Taos Side Table/ Wood Top/Bronze (42"h)	\$143.00
CAFÉ TABLES			
ZTB		Café Table/Brushed Red (30") Black Base	\$218.00
ZTJ		Café Table/Graphite Nebula (30") Black Base	\$218.00
ZTK		Café Table/Maple (30") Black Base	\$218.00
ZTA		Café Table/Madison/Gray Acajou (30") Black Base	\$243.00
ZTQ		Café Table/White Laminate (36") Black Base	\$242.00
ZTN		Café Table/Graphite Nebula (36") Black Base	\$242.00
ZTP		Café Table/Maple (36") Black Base	\$242.00
30MAHC		Café Table/Madison Gray Top (30") Hydraulic Chrome Base	\$314.00
30GRHC		Café Table/Graphite Nebula Top (30") Hydraulic Chrome Base	\$323.00
30MTHC		Café Table/Maple (30") Hydraulic Chrome Base	\$323.00
30BRHC		Café Table/Brushed Red (30") Hydraulic Chrome Base	\$323.00
30BEHC		Café Table/Round Blue Top (30") Hydraulic Base	\$341.00

CAFÉ TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
30WDHC		Café Table/Round Wood Top (30") Hydraulic Base	\$341.00
30BEBC		Café Table/Round Blue Top (30") Standard Black Base	\$253.00
30WDBC		Café Table/Round Wood Top (30") Standard Black Base	\$253.00
30WHHC		Café Table/Round/White Laminate Top (36") Hydraulic Base	\$323.00
30WH29		Café Table/ Round/White Laminate Top (36") Standard Black Base	\$218.00
36WTHC		Café Table/White Laminate (36") Hydraulic Chrome Base	\$357.00
36GRHC		Café Table/Graphite Nebula (36") Hydraulic Chrome Base	\$357.00
36MTHC		Café Table/Maple (36") Hydraulic Chrome Base	\$357.00
30BKHC		Café Table/Black Top (30") Hydraulic Chrome Base	\$336.00
30AGHC		Café Table/Bushed Gunmetal Top (30") Hydraulic Chrome Base	\$336.00
30YSHC		Café Table/Burshed Yellow Top (30") Hydraulic Chrome Base	\$336.00
30GSHC		Café Table/Green Top (30") Hydraulic Chrome Base	\$336.00
300SHC		Café Table/Orange Top (30") Hydraulic Chrome Base	\$336.00
30BKSC		Café Table/Black Top (30") Standard Black Base	\$248.00
30AGBC		Café Table/Brushed Gunmetal Top (30") Standard Black Base	\$248.00
30YSBC		Café Table/ Brushed Yellow Top (30") Standard Black Base	\$248.00
30GSBC		Café Table/ Green Top (30") Standard Black Base	\$248.00
300SBC		Café Table/ Orange Top (30") Standard Black Base	\$248.00
36BKHC		Café Table/ Black Top (36") Standard Black Base	\$339.00
36BKSC		Café Table/ Black Top (36") Standard Black Base	\$231.00

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BAR TABLES			
CODE	QTY	ITEM DESCRIPTION	PRICE
VTJ		Graphite Nebula Bar Table (30") Black Base	\$251.00
VTK		Maple Bar Table (30") Black Base	\$251.00
VTP		Maple Bar Table (36") Black Base	\$260.00
VTB		Brushed Red Bar Table (30") Black Base	\$251.00
VTA		Madison Gray Bar Table (30") Black Base	\$258.00
VTW		White Laminate Bar Table (36") Black Base	\$260.00
VTN		Graphite Nebula Bar Table (36") Black Base	\$260.00
RSTSQT		Rustique Square Metal Bar Table (23.75"x23.75"x25"h)	\$288.00
30BEHB		Round Bar Table (30") Blue/Hydraulic Chrome Base (45"h)	\$341.00
30WDHB		Round Bar Table (30") Wood/Hydraulic Chrome Base (45"h)	\$341.00
30MAHB		Madison Gray Bar Table (30") Hydraulic Chrome Base (45"h)	\$314.00
30GRHB		Graphite Nebula Bar Table (30") Hydraulic Chrome Base (45"h)	\$323.00
30MTHB		Maple Bar Table (30") Hydraulic Chrome Base (45"h)	\$323.00
30BRHB		Brushed Red Bar Table (30") Hydraulic Chrome Base (45"h)	\$323.00
36WTHB		White Laminate Bar Table (36") Hydraulic Chrome Base (45"h)	\$353.00
36GRHB		Graphite Nebula Bar Table (36") Hydraulic Chrome Base	\$353.00
36MTHB		Maple Bar Table (36") Hydraulic Chrome Base (45"h)	\$353.00
30WHHB		Round Bar Table (30") White Laminate Top/Hydraulic Base (45"h)	\$323.00
30BKHB		Round Bar Table (30") Black Top/Hydraulic Base (45"h)	\$341.00
30AGHB		Round Bar Table (30") Brushed Gunmetal Top/Hydraulic Base (45"h)	\$341.00
30YSHB		Round Bar Table (30") Brushed Yellow Top/Hydraulic Base (45"h)	\$341.00

BAR TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
30GSHB		Round Bar Table (30") Green Top/Hydraulic Base (45"h)	\$341.00
300SHB		Round Bar Table (30") Orange Top/Hydraulic Base (45"h)	\$341.00
30WH42		Round Bar Table (30") White Top/Standard Black Base (42"h)	\$341.00
30BEBB		Round Bar Table (30") Blue Top/Standard Black Base (42"h)	\$341.00
30WDBB		Round Bar Table (30") Wood Top/Standard Black Base (42"h)	\$341.00
30BKSB		Round Bar Table (30") Black Top/Standard Black Base (42"h)	\$274.00
30AGBB		Round Bar Table (30") Brushed Gunmetal Top/Standard Black Base (42"h)	\$274.00
30YBBB		Round Bar Table (30") Brushed Yellow Top/Standard Black Base (42"h)	\$274.00
30GSBB		Round Bar Table (30") Green Top/Standard Black Base (42"h)	\$274.00
300SBB		Round Bar Table (30") Orange Top/Standard Black Base (42"h)	\$274.00
36BKHB		Round Bar Table (30") Black Top/Hydraulic Chrome Base (45"h)	\$341.00
36BKSB		Round Bar Table (36") Black Top/Standard Black Base (42"h)	\$260.00
BARSTOOLS			
ROLLWH		Lift Barstool/White Vinyl	\$229.00
ROLLRD		Lift Barstool/Red Vinyl	\$229.00
ROLLBL		Lift Barstool/Black Vinyl	\$229.00
ROLLGY		Lift Barstool/Gray Vinyl	\$229.00
APS08		Apex Barstool/Black Vinyl	\$243.00
APS12		Apex Barstool/Blue Ultra Suede	\$243.00
APS59		Apex Barstool/Red Vinyl	\$243.00

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BARSTOOLS (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
APS75		Apex Barstool/White Vinyl	\$243.00
BSC		Oslo Barstool/White	\$268.00
BSS		Banana Barstool/Black/Chrome	\$256.00
BST		Banana Barstool/White	\$256.00
XBAR		Christopher Barstool/White Vinyl/Chrome	\$195.00
BS001		Shark Barstool/White/Chrome	\$334.00
BS002		Zoey Barstool/White/Chrome	\$334.00
BS003		Zoey Barstool/Black/Chrome	\$334.00
BSR		Syntax Barstool/Black/Chrome	\$236.00
ZENBAR		Zenith Barstool/White/Chrome	\$174.00
RSTSTL		Rustique Barstool/Gunmetal	\$143.00
LMBAR		Laguna Barstool/Maple/Chrome	\$195.00
BLDBRD		Blade Barstool/Red	\$143.00
BLDBSB		Blade Barstool/Sky Blue	\$143.00
LUBSCL		Lucent Barstool/Frosted Acrylic	\$285.00
TASKST		Task Stool/ Black Fabric	\$162.00

CONFERENCE TABLES

CONF42		Table/White Laminate	\$384.00
CB1		Conference Table/42" Round/Graphite	\$384.00
CB8		Conference Table/42" Round/Madison Gray	\$384.00
MADC05		5' Madison Gray Table	\$504.00
MADC08		8' Madison Gray Table	\$1006.00
MADC10		10' Madison Gray Table	\$1006.00
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	\$373.00
36ATO		Atomic (36") Round Table/Glass (30"h)	\$334.00
CE1		Geo Square Rounded Conference Table/ Glass/Chrome	\$299.00
CF1		Geo Square Rounded Conference Table/ Glass/Black	\$284.00
CF2		Geo Rectangle Conference Table/ Glass/Black	\$419.00
CE2		Geo Rectangle Conference Table/ Glass/Chrome	\$434.00

CONFERENCE TABLES (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
CB2		Conference Table/6' Graphite Nebula	\$466.00
CB3		Conference Table/8' Graphite Nebula	\$567.00
C508GR		8' Granite Conference Table	\$410.00
CT10GR		10' Granite Conference Table	\$614.00
CT06GR		6' Granite Conference Table	\$337.00
WD3		Work Table/White Laminate/White	\$357.00
42ATO		Atomic (42") Round Table/Glass (30"h)	\$334.00
42BKCT		Round Table (42")/ Black Top/ Black (29"h)	\$368.00

COMMUNAL TABLES

VNTCBN		Ventura Communal Café Table /Black Top/Silver Frame (30"h)	\$572.00
VNTCMN		Ventura Communal Café Table /Maple Top/Silver Frame (30"h)	\$572.00
VNTCWN		Ventura Communal Café Table /White Top/ Silver Frame (30"h)	\$572.00
VNTCMW		Ventura Communal Café Table w/Grommet Holes /Maple Top/Silver Frame (30"h)	\$572.00
VNTCWW		Ventura Communal Café Table w/Grommet Holes /White Top/Silver Frame (30"h)	\$572.00
VNTCBK		Ventura Communal Café Table/Black Top/ Silver Frame (30"h)/ Powered	\$648.00
VNTCWH		Ventura Communal Café Table/White Top/ Silver Frame (30"h)/ Powered	\$648.00
VNTWNP		Ventura Communal Bar Table/White Top/Silver Frame (42"h)	\$718.00
VNTBMW		Ventura Communal Bar Table with Grommet Holes/Maple Top/Silver Frame (42"h)	\$718.00
VNTBNP		Ventura Communal Bar Table/Black Top/ Silver Frame (42"h)	\$718.00
VNTMNP		Ventura Communal Bar Table/Maple Top/ Silver Frame (42"h)	\$718.00
VNTBWW		Ventura Communal Bar Table with Grommet Holes/White Top/Silver Frame (42"h)	\$718.00
VNTBLK		Ventura Communal Bar Table/Black Top/ Silver Frame/Powered (42"h)	\$832.00

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COMMUNAL TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
VNTWHT		Ventura Communal Bar Table/White Top/ Silver Frame/Powered (42" h)	\$832.00
OFFICE ESSENTIALS			
JD8		Madison Executive Desk/Gray	\$622.00
CR8		Madison Credenza/Gray	\$538.00
BC8		Madison Bookcase/Gray	\$459.00
PSHCCS		Posh Shelving/Chrome/Acrylic	\$541.00
PDL36W		Powered Locking Pedestal/White (36" h)	\$517.00
PDL36B		Powered Locking Pedestal/Black (36" h)	\$517.00
PDL42W		Powered Locking Pedestal/White (42" h)	\$617.00
PDL42B		Powered Locking Pedestal/Black (42" h)	\$617.00
LA15		Mason Floor Lamp/Brushed Silver	\$230.00
LA14		Mason Table Lamp/Brushed Silver	\$156.00
TECH3B		Tech Desk/Black Metal/Powered/w 3 Drawer File Cabinet	\$603.00

OFFICE ESSENTIALS			
CODE	QTY	ITEM DESCRIPTION	PRICE
TECH		Tech Desk/Black Metal/Powered	\$488.00
TECH3		3 Drawer File Cabinet on Castors/ Black Metal	\$162.00
SHOW ESSENTIALS			
CODE	QTY	ITEM DESCRIPTION	PRICE
MTBLPI		Midtown Bar, Lighted w/ Plug in/Pewter	\$1658.00
MTBUUL		Midtown Bar, Unlighted/ Pewter	\$1555.00
CUBL20		Edge LED Cube Ottoman/White Plastic	\$208.00
CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	\$208.00
MTCLPI		Midtown Powered Counter, Lighted w/ Plug in	\$1658.00
MTCPUL		Midtown Powered Counter, Unlighted	\$1563.00
HDG4FT		Boxwood Hedge, 4' Green/ 46"L 9"D 47"H	\$499.00
HDG7FT		Boxwood Hedge, 7' Green/ 36.5L 9"D 84"H	\$804.00
CUBPOW		Wireless Charging Table/ Powered/White/ AC Plug in	\$485.00

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: **May 29, 2020**. 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 May 29, 2020 _____
 8.265% Tax _____
 Delivery Fee \$50.00 _____
 TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



RENTAL BOOTHS

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
- 2 Shelves
- Daily Cleaning

Actual Panel Sizes

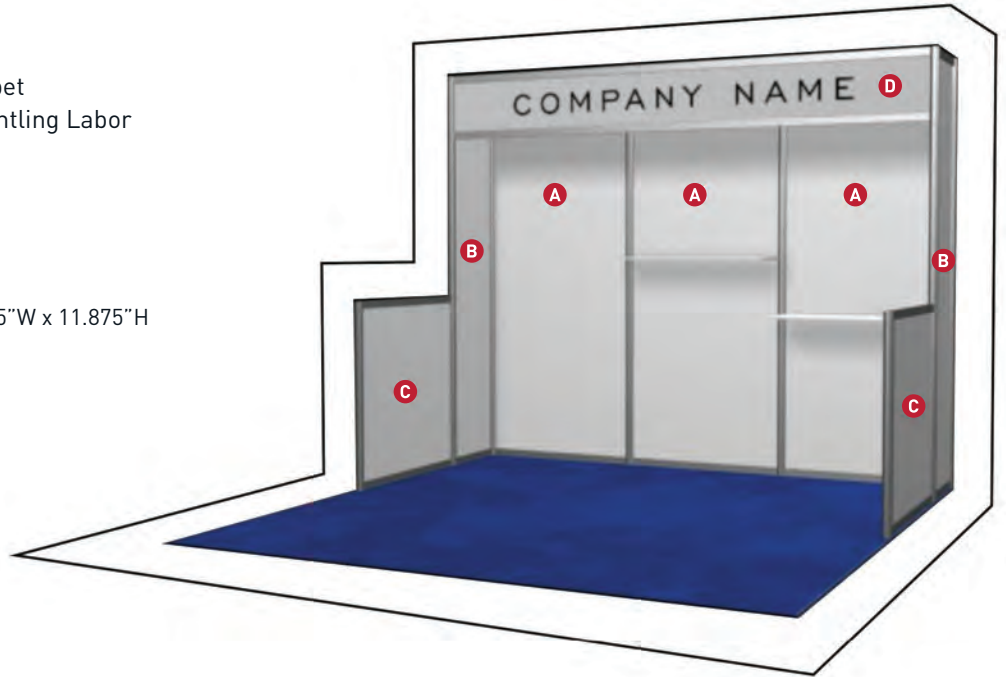
- A** (3) 38.125"W x 92.875"H
- B** (2) 18.5"W x 92.875"H
- C** (2) 38.125"W x 38.875"H

Header

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

DISCOUNT
\$2,650.00

STANDARD
\$3,975.00



B

Package B

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

Actual Panel Sizes

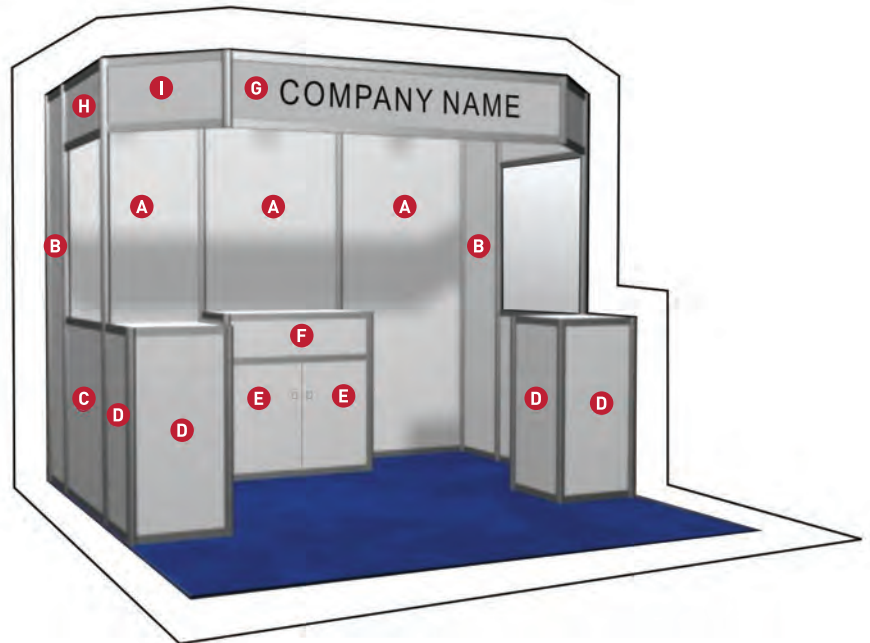
- A** (3) 38.125"W x 92.875"H
- B** (2) 18.5"W x 92.875"H
- C** (2) 38.125"W x 38.875"H
- D** (10) 18.5"W x 38.875"H
- E** (2) 20"W x 27.5"H (doors)
- F** (1) 38.125"W x 9.25"H

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
\$3,350.00

STANDARD
\$5,025.00



ORDER EARLY Discount Deadline: **May 29, 2020**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.265% 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

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

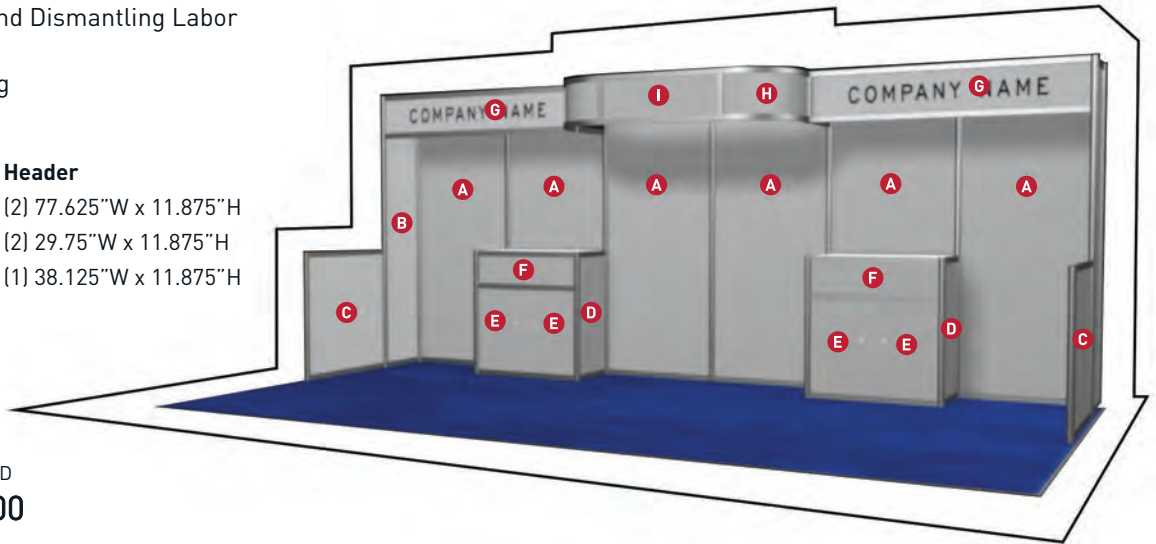
10' x 20' Standard Carpet
 Installation and Dismantling Labor
 2 Credenzas
 Daily Cleaning

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
\$6,200.00

STANDARD
\$9,300.00

D

Package D

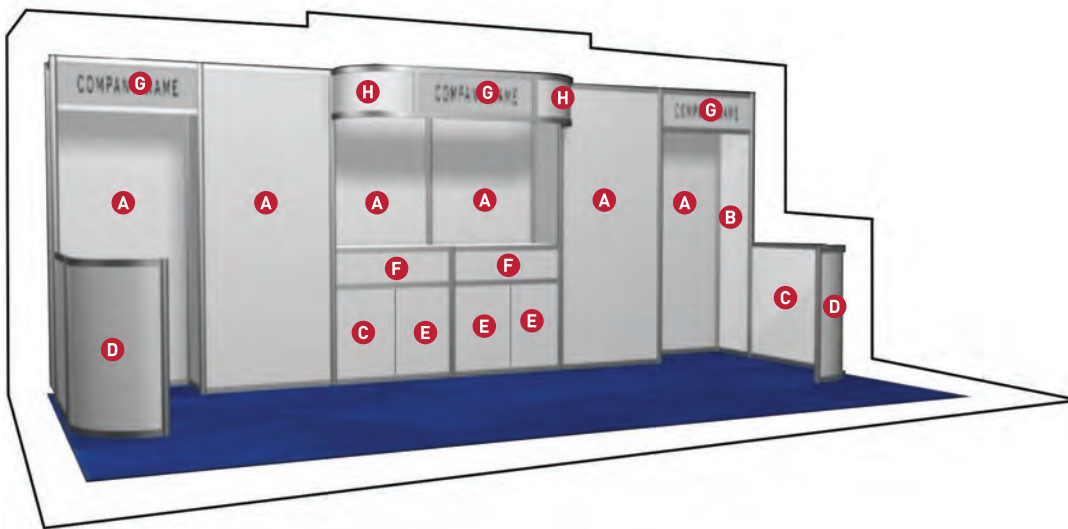
10' x 20' Standard Carpet
 Installation and Dismantling Labor
 2 Credenzas
 Daily Cleaning

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
\$6,400.00

STANDARD
\$9,600.00

ORDER EARLY Discount Deadline: **May 29, 2020**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.265% 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

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

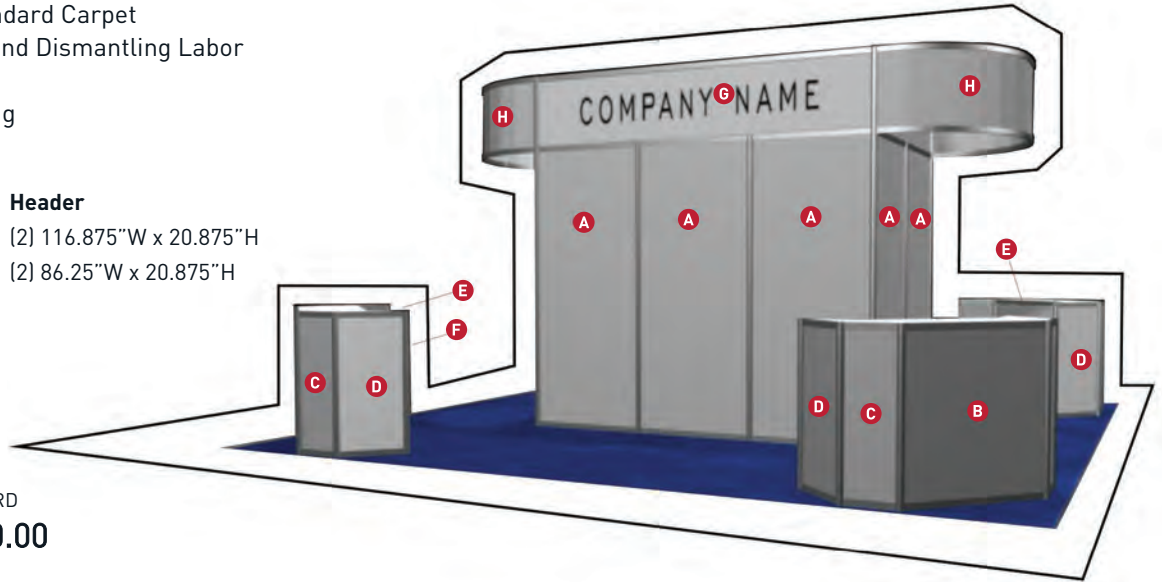
- 20' x 20' Standard Carpet
- Installation and Dismantling Labor
- 4 Counters
- Daily Cleaning

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	STANDARD
\$10,800.00	\$16,200.00

F

Package F

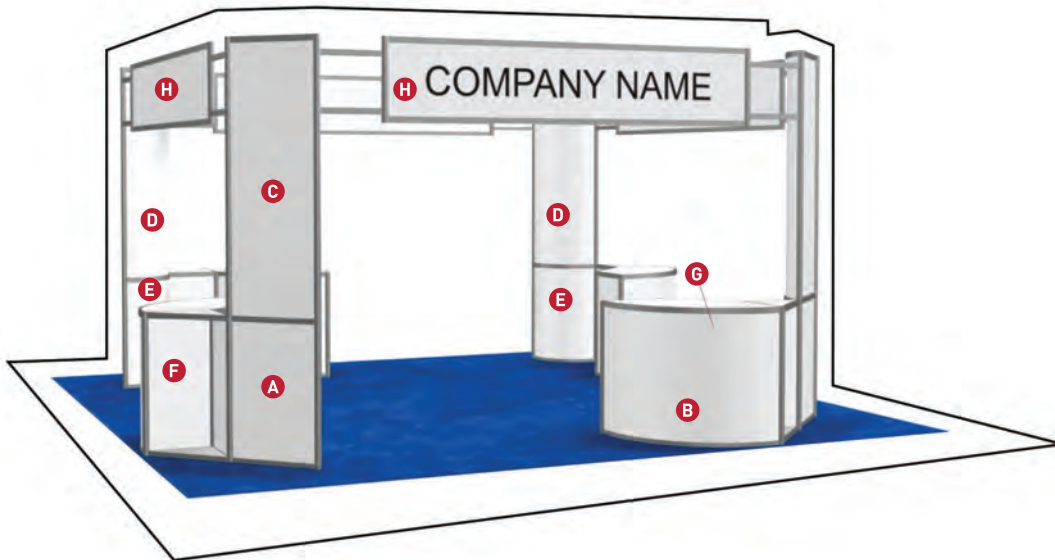
- 20' x 20' Standard Carpet
- Installation and Dismantling Labor
- 4 Counters
- Daily Cleaning

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	STANDARD
\$11,700.00	\$17,550.00

ORDER EARLY Discount Deadline: **May 29, 2020**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.265% 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

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned 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.

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:

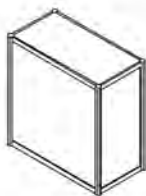
Black White

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 \$450.00 each
 Standard \$675.00 each

Qty _____ \$ _____
total



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

Discount \$375.00 each
 Standard \$562.50 each

Qty _____ \$ _____
total



Shelves (36" L x 12" D)

Discount \$60.00 each
 Standard \$90.00 each

Qty _____ \$ _____
total



Clip-On Lights

Discount \$45.00 each
 Standard \$67.50 each

Qty _____ \$ _____
total

Discount Deadline: May 29, 2020. 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 May 29, 2020 _____
8.265% Tax _____
Total _____

Company Name <input style="width: 90%;" type="text"/>		Booth Number <input style="width: 50%;" type="text"/>
Street Address <input style="width: 90%;" type="text"/>		City <input style="width: 50%;" type="text"/>
State <input style="width: 20%;" type="text"/>	Zip Code <input style="width: 20%;" type="text"/>	Country <input style="width: 50%;" type="text"/>
Contact Name <input style="width: 90%;" type="text"/>	Email Address <input style="width: 90%;" type="text"/>	
Telephone Number <input style="width: 90%;" type="text"/>	Fax Number <input style="width: 90%;" type="text"/>	



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"	\$45.00	\$90.00
	7" x 44"	\$50.00	\$100.00
	11" x 14"	\$65.00	\$130.00
	14" x 22"	\$70.00	\$140.00
	22" x 28"	\$95.00	\$190.00
	28" x 44"	\$140.00	\$280.00
	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: May 29, 2020. 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.** Canceled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

LARGE FORMAT GRAPHICS				
QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL

MATERIAL		
Material	Discount Price	Standard Price
Foam core	\$24.00	\$48.00
Sintra	\$24.00	\$48.00
Masonite	\$20.00	\$40.00
Gator Foam	\$24.00	\$48.00
Plexi	Call for Quote	Call for Quote

Special Signs Total _____
 8.265% Tax _____
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"/>	

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 style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> COMPANY NAME BOOTH NUMBER (s) </div>		7"

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

NOTE: This form must be completed and returned before May 29, 2020.

Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.

Company Name		Booth Number	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Street Address		City	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
State	Zip Code	Country	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Contact Name		Email Address	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Telephone Number		Fax Number	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	



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	\$.65 per sq. ft.		\$.85 per sq. ft.	=	\$ _____
Daily Booth							
Cleaning	_____ X _____ = _____ sq. ft.	X	\$ 1.95 per sq. ft.		\$ 2.54 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: May 29, 2020. 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 _____
8.265% Tax _____
TOTAL _____

Company Name _____		Booth Number _____	
Street Address _____		City _____	
State _____	Zip Code _____	Country _____	
Contact Name _____		Email Address _____	
Telephone Number _____		Fax Number _____	

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). They are not permitted to use any material handling equipment. This includes dollies, carts or other mechanical equipment. 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.





DISPLAY LABOR

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 MAY 29, 2020.

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00AM- 4:30PM WEEKDAYS	\$150.00 PER MAN PER HOUR	\$195.00 PER MAN PER HOUR
OVERTIME: 6:00AM TO 8:00AM AND 4:30PM TO 11:59PM AND ALL DAY SATURDAY	\$225.00 PER MAN PER HOUR	\$292.50 PER MAN PER HOUR
DOUBLE TIME: 12:00 MIDNIGHT TO 6:00AM EVERYDAY AND ALL DAY SUNDAY AND HOLIDAYS.	\$300.00 PER MAN PER HOUR	\$390.00 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



FORKLIFT LABOR

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.

Forklifts must be ordered for header or booth construction exceeding 8' in height.

There is a 1 hour minimum for installation and a 1 hour minimum for dismantle.

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.

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

GENIE LIFTS ARE PROHIBITED.

Additional crew and/or equipment will be used if AEI deems it necessary to safely complete the installation and/or dismantling of a job. The exhibitor will be charged accordingly.

FORKLIFT & OPERATOR RATES per hour			
Description	Straight Time	Over-Time	Double Time
5,000 lb. forklift & operator	\$425.00	\$595.00	\$850.00
4 stage forklift & operator	\$525.00	\$735.00	\$1,050.00
Additional riggers per man	\$150.00	\$225.00	\$300.00
Cage (per hour)	\$70.00	\$70.00	\$70.00
Straight Time: 8:00am to 4:30pm weekdays Overtime: 6:00am to 8:00am and 4:30pm to 11:59pm and all day Saturday Double Time: 12:00Midnight to 6:00am everyday and all day Sunday and Holidays.			

ORDER: (Equipment and crew)

An exhibitor representative must be present to supervise the work being done. Exhibitor representative will return the crew to the **Arata Expositions, Inc. Exhibitor Service Center** upon completion of the work, check the work order and approve the work by signing work ticket.

INSTALLATION REQUEST
 (Dates and time are not guaranteed)

Date _____ Time _____

5,000 lb. forklift crew with cage
 4 stage forklift crew with cage

DISMANTLE REQUEST
 (Dates and time are not guaranteed)

Date _____ Time _____

5,000 lb. forklift crew with cage
 4 stage forklift crew with cage

Forklift times cannot be guaranteed. Arata Expositions, Inc. will make every effort to meet specified request when possible. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to pick up crew at time confirmed, or order is not cancelled 24 hours prior to start time, a one hour charge per crew, "No Show Charge", will be applicable.

**FORKLIFT ORDERS RECEIVED AFTER MAY 29, 2020 WILL BE ASSESSED A 40% SURCHARGE.
 FORKLIFT LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE.**

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



HANGING 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. Absolutely no credits will be issued after show closing.

SNORKEL CREW & LABOR RATES PER HOUR

Description	Advance Rates	Standard Rates
Snorkel and Crew	\$750.00	\$1,050.00
Additional Riggers	\$318.75	\$414.38
Assembly Crew per man	\$187.50	\$243.75

The hanging sign crew consists of a snorkel operator and rigger. Additional crew or equipment will be used if AEI deems it necessary to safely install or remove the sign and will charge accordingly. Assembly crew consists of 2 men.

Flat rate includes any overtime to allow hanging of all signs in a timely manner prior to show opening.

There is a 1 hour minimum for installation and a 1 hour minimum for dismantle. The time necessary for workmen to get tools and report to the booth, have work checked by the exhibitor and return with the exhibitor to sign out will be included in the time charged to the work order.

Assembly of all hanging signs must be done by Arata Expositions, Inc. Set up instructions must be provided for signs to be assembled. EACs and Exhibitors are not permitted to assemble and/or hang signs.

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.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MAN-POWER MUST BE SUPPLIED BY ARATA EXPOSITIONS, INC.

INSTALLATION ESTIMATE

Approx Hours Hourly Rate Estimate Cost

_____ @ _____ = _____

_____ Snorkel and Crew (Indicate # of lifts required)

_____ Assembly Crew (for sign assembly) **required**

DISMANTLE ESTIMATE

Approx Hours Hourly Rate Estimate Cost

_____ @ _____ = _____

_____ Snorkel and Crew (Indicate # of lifts required)

Overhead signs should be sent in a separate container to the advance warehouse no later than June 5, 2020 using the enclosed hanging sign labels. AEI will begin to assemble and hang signs when the hall becomes accessible.

Set up instructions must be provided for signs to be assembled. All signs must be assembled by AEI. EAC's and Exhibitors are not permitted to assemble and/or hang signs.

If the order is not confirmed by May 29, 2020 and the sign not received at the advance warehouse by June 5, 2020, the sign will be hung on site as equipment and labor become available. Standard sign pricing will apply.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



HANGING 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. Absolutely no credits will be issued after show closing.

GENERAL INFORMATION

All hanging signs or overhead structures must be assembled and installed by Arata Expositions, Inc. Set up instructions must be included with this form and inside the sign crate. Provide one copy of this form (completed) to your display house. All hanging signs must conform to show management rules and regulations and facility limitations. Please attach a photograph or rendering of your sign or overhead structure.

Type of Sign: banner metal or wood Other (Specify) _____

Shape of Sign: square triangle rectangle Other (Specify) _____

Size of Sign: length width height

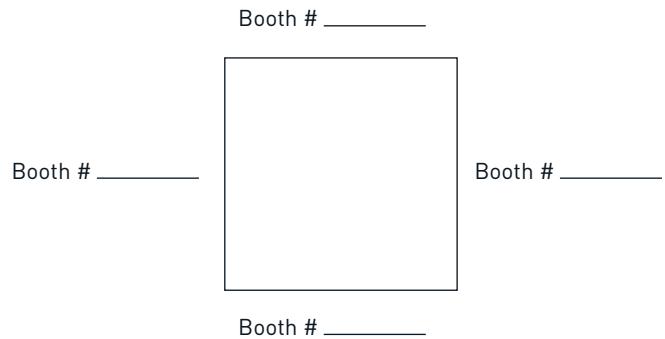
Weight of the Sign: _____ lbs.

Does Your Sign Require Electrical? yes no

HANGING INSTRUCTIONS

Please complete the diagram indicating adjacent booth numbers and requested placement for hanging sign. Do not include aisle width.

Number of feet from floor to top of sign: 20'
 Number of feet in from Booth # _____ : _____ ft.
 Number of feet in from Booth # _____ : _____ ft.
 Number of feet in from Booth # _____ : _____ ft.
 Number of feet in from Booth # _____ : _____ ft.
 Booth Size: _____ ft. x _____ ft.



Due to variations in the convention center ceiling structure and the relation of exhibit areas to support beams, sign locations may vary from original specifications. If additional rigging points are required, these will be installed and the exhibitor will be charged for such. The facility may charge \$100.00 per rigging point as well.

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"/>		



STRUCTURAL INTEGRITY

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at 2020 AVATION Forum and (if applicable) _____, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless AIAA, Reno-Sparks Convention Center, Arata Expositions, Inc., and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess for 200lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ **Booth Number:** _____

Authorized Signature:  _____

Printed Name: _____ **Date:** _____

Display House/Builder (if applicable): _____

Authorized Signature:  _____

Printed Name: _____

Email Address: _____ **Phone Number:** _____

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.

DEADLINE: Friday, May 15, 2020	RETURN TO: Arata Expositions, Inc. 2501 Investors Row Suite 1000 Orlando, FL 32837 Fax: 407.856.7444 rleholm@arataexpo.com
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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 Nevada, 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., AIAA and the Reno-Sparks Convention Center 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 LIABILITY 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).

PRODUCER The Jacobs Company, Inc. 7164 Columbia Gateway Drive Columbia, MD 21046-1448		CONTACT NAME: Janet Russo PHONE (A/C, No, Ext): 410-910-8315 E-MAIL ADDRESS: JRusso@jacobscompany.com FAX (A/C, No): 410-381-2105	
INSURED Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877		INSURER(S) AFFORDING COVERAGE 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 EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per Location Aggre GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC. 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	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED 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"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UHQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below:	Y/N N/A	82-889 54-0103	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	Leased/ Rented		IHQQA308002 03	05/01/2018	05/01/2019	1,000 Ded 1,000,000
C	Hired Auto Phy Dam		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 Arata Expositions Inc. 15928 Tournament Drive Gaithersburg, MD 20877	CANCELLATION 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)

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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
6/5/2020	80 Lbs.	200 Lbs. Min.	\$130.00	\$260.00
6/5/2020	50 Lbs.	200 Lbs. Min.	\$130.00	\$260.00
6/5/2020	70 Lbs.	200 Lbs. Min.	\$130.00	\$260.00
200 Lbs. Total		Material Handling Charges		\$780.00

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
6/5/2020	200 Lbs.	200 Lbs. Min.	\$130.00	\$260.00
200 Lbs. Total		Material Handling Charges		\$260.00



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: 2020 AVIATION Forum
 c/o: Arata Expositions, Inc.
 c/o: YRC Freight
 1650 Kleppe Lane
 Sparks, NV 89431

SHOWSITE

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

To: **Exhibiting Company and Booth Number**
 For: 2020 Aviation Forum
 c/o: Arata Expositions, Inc.
 c/o: Reno-Sparks Convention Center
 Hall 3
 4590 S. Virginia Street
 Reno, NV 89502

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 1600 on Friday, June 5, 2020. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse shipments will be delivered to your booth by 1200 on Sunday, June 14, 2020.

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 small items into the exhibit hall from their POV (privately owned vehicle). Only full time employees of the exhibiting company will be allowed to hand carry items. The use of carts, dollies, flat trucks or other mechanized equipment is not permitted.

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 2000 on Thursday, June 18, 2020 your shipment 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	\$130.00 per CWT
Special Handling Shipment	\$169.00 per CWT
Carpet and/or Padding Only Shipment	\$195.00 per CWT

SITE SHIPMENTS

Crated Shipment	\$140.00 per CWT
Special Handling Shipment	\$182.00 per CWT
Uncrated/Pad Wrapped Shipment	\$210.00 per CWT
Carpet and/or Padding Only Shipment	\$210.00 per CWT

OVERTIME SURCHARGE

Crated Shipment	\$32.50 per CWT
Special Handling Shipment	\$42.25 per CWT
Uncrated/Pad Wrapped Shipment	\$52.50 per CWT
Carpet and/or Padding Only Shipment	\$52.50 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER JUNE 5, 2020

Crated Shipment	\$32.50 per CWT	Special Handling Shipment	\$42.25 per CWT	Carpet and/orPadding Only Shipment	\$52.50 per CWT
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SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to show site will be received at a rate of \$50.00 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 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 showing the documentation was incorrect with a lower weight than the actual weight. 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
Example: Warehouse Crated	250 lbs (300) Divided by 100 =	3	X	\$130.00	=	\$390.00
Warehouse Crated			X	\$130.00	=	
Warehouse Special Handling			X	\$169.00	=	
Warehouse Carpet/Padding Only			X	\$195.00	=	

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

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	X	\$140.00	=	\$420.00
Showsite Crated			X	\$140.00	=	
Showsite Special Handling			X	\$182.00	=	
Showsite Uncrated/Pad-Wrapped			X	\$210.00	=	
Showsite Carpet/Padding Only			X	\$210.00	=	

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	
<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>	
Street Address		City	
<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>	
State	Zip Code	Country	
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Contact Name	Email Address		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		
Telephone Number	Fax Number		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		

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., 2501 Investors Row, Suite 1000, Orlando, FL 32837, Phone: 407.422.3636

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
Street Address		City
State	Zip Code	Country
Contact Name	Email Address	
Telephone Number	Fax Number	

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 WILL BE ISSUED.

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:
2020 AVIATION Forum

SERVICES OFFERED

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

For rates and scheduling, please contact us at:

E-mail: 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.
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Service Requested	
<p>Check One:</p> <p><input type="checkbox"/> Next Day <input type="checkbox"/> Request pre-printed address</p> <p><input type="checkbox"/> Second Day <input type="checkbox"/> Labels and shipping form</p> <p><input type="checkbox"/> 3-5 Day Deferred <input type="checkbox"/> Schedule return shipment</p> <p><input type="checkbox"/> Van Line Service</p> <p><input type="checkbox"/> Other:</p>	<p>Comments:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: YRC
1650 Kleppe Lane
Sparks, NV 89431

**WAREHOUSE HANGING
SIGN ONLY**

SHIP TO ARRIVE BY JUNE 5, 2020

EXHIBIT MATERIAL, DO NOT DELAY

**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

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BOOTH NUMBER

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2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: YRC
1650 Kleppe Lane
Sparks, NV 89431

**WAREHOUSE HANGING
SIGN ONLY**

SHIP TO ARRIVE BY JUNE 5, 2020

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: YRC
1650 Kleppe Lane
Sparks, NV 89431

HOLD FOR STORAGE

DELIVER PRIOR TO JUNE 5, 2020

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: YRC
1650 Kleppe Lane
Sparks, NV 89431

HOLD FOR STORAGE

DELIVER PRIOR TO JUNE 5, 2020

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NAME OF EXHIBITING COMPANY

BOOTH NUMBER

2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: YRC
1650 Kleppe Lane
Sparks, NV 89431

HOLD FOR STORAGE

DELIVER PRIOR TO JUNE 5, 2020

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: Reno-Sparks Convention Center
Hall 3
4590 S. Virginia Street
Reno, NV 89502

SHOW SITE DELIVERY
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: Reno-Sparks Convention Center
Hall 3
4590 S. Virginia Street
Reno, NV 89502

SHOW SITE DELIVERY
EXHIBIT MATERIAL, DO NOT DELAY



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BOOTH NUMBER

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c/o: Arata Expositions, Inc.
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SHOW SITE DELIVERY
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FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

2020 AVIATION Forum
c/o: Arata Expositions, Inc.
c/o: Reno-Sparks Convention Center
Hall 3
4590 S. Virginia Street
Reno, NV 89502

SHOW SITE DELIVERY
EXHIBIT MATERIAL, DO NOT DELAY



ELECTRICAL ORDER SHEET



RENO-SPARKS CONVENTION CENTER

ELECTRICAL ORDER FORM

Set-up Date: _____ TIME: _____ M T W Th F SA SU

Strike Date: _____ TIME: _____ M T W Th F SA SU

Room / Booth # _____ SHOW NAME: _____

COMPANY: _____

NAME: _____ PHONE: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

Mail to: **Nicholas Negron**
RENO-SPARKS CONVENTION CENTER
775-229-7679, FAX 775-229-7501
4590 S. Virginia Street
Reno, Nevada 89502

Or email to: nicholas.negron@renoevents.com

Date: _____

By: _____

SO# _____

QTY	DESCRIPTION	PRICE	TOTAL	QTY	DESCRIPTION	PRICE	TOTAL
	110/120 Volt				LABOR		
	500 Watts (5 amps)	\$75.00			Minimum Charge 1 Hour		
	1000 Watts (10 amps)	\$150.00			Outlet prices for 110/120 Volt power		
	1500 Watts (15 amps)	\$200.00			include delivery to one location at		
	2000 Watts (20 amps)	\$250.00			the rear of the booth. If you require		
	24 hr Power Connection Double Rate				outlets in other locations, have lights,		
					electrical items to place, or other		
	208 Volt Single Phase (Electrician Required)				electrical needs, contact our service		
	5 Amp	\$200.00			representative for rates.		
	10 Amp	\$275.00					
	15 Amp	\$325.00			Standard Rates	\$70.00	
	20 Amp	\$400.00			M-F 8am - 5pm (Excluding Holidays)		
	30 Amp	\$450.00			Overtime Rates	\$140.00	
	60 Amp	\$600.00			M-F 5am - 8am		
	100 Amp	\$850.00			All Saturday, Sunday, & Holidays		
	208 Volt Three Phase (Electrician Required)				Terms of Service		
	5 Amp	\$250.00			• Electricity is turned on 30 minutes		
	10 Amp	\$400.00			prior to show opening, and turned off		
	15 Amp	\$500.00			30 minutes after show closing.		
	20 Amp	\$550.00			• Power will be turned off immediately		
	30 Amp	\$650.00			after show closing.		
	60 Amp	\$875.00			• If you need an uninterrupted power		
	100 Amp	\$1,000.00			connection, please order 24 hr power.		
	200 Amp	\$1,800.00			• If a dedicated circuit is required,		
	400 Amp	\$3,000.00			order a 2000 Watt service.		
					• Separate outlets should be ordered		
	Booth Lighting				for each location or equipment.		
	200 Watt Flood Light	\$100.00			• Any service cancellations must be		
	300 Watt Flood Light	\$125.00			done 48 hrs prior to show set-up.		
	500 Watt Flood Light	\$165.00					
	Spotlight 750 Watt	\$200.00					
	Set-up and Power included						
	Power Accessories				Equipment Subtotal		
	10' Extension Cord	\$25.00			Labor Subtotal		
	25' Extension Cord	\$25.00			Services Total		
	Multi-Outlet Strip	\$25.00			TOTAL		

Please pick up these items from the Service Desk.

I hereby authorize my account to be charged for services rendered by the Reno-Sparks Convention Center.
 Payment Type (circle one) VISA MasterCard AMEX
 Account Number: _____

Signature: _____

Name as on card: _____

EXP: ____/____ Billing Zip Code: _____

*All prices are subject to change without notice. **Labor charge will vary with set-up hours and service provided
 Please call for any additional items not listed or for a labor quote.



General Terms and Conditions



1. The Reno Sparks Convention Center (RSCC) is the exclusive provider of telecommunication services at the convention center.
2. Equipment Procedures:
 - a. Rental equipment that is provided by RSCC for this order would remain the property of the RSCC.
 - b. Only RSCC personnel are authorized to modify system wiring or cabling within the RSCC.
 - c. All equipment must comply with FCC Regulations
3. Charges and Refunds
 - a. A \$35.00 service charge will be processed for all returned checks.
 - b. A minimum of \$75.00 will be charged to move an already installed line/equipment.
 - c. Rates quoted for all connections cover only the installation of the service to booth in the most efficient manner as determined by RSCC and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in additional labor charges.
 - d. Cancellations are accepted up to 48 hours prior to move in for a full refund.
 - e. Refunds will be made payable to the exhibiting firm name within 30 days of the close of the event.
 - f. No checks will be accepted after 14 days prior to event move in.
4. This order form constitutes authorization of the RSCC to:
 - a. Provide services and handle negotiations of the installation of telecommunication services and equipment. Included are arrangements and/or disconnection of service and equipment.
 - b. Process credit card charges to the credit card provided.
 - c. RSCC will not be liable for client equipment or hardware, during the stay within the facility.

Disclaimer: We strongly recommend using the Internet provided by the Reno Sparks Convention center for all business transactions. Using cellular service and/or hotspots may be unreliable.

By signing this document and authorizing these services, you are responsible for ALL RSCC equipment not returned or damaged. Replacement charges will be processed at and up to the full retail price.

The signing of this document constitutes a release of liability for the Reno Sparks Convention Center (RSCC) upon any adjustments requested by the client to non RSCC equipment.

Print Name: _____

Signature: _____

Date: _____

Exhibitor - IT Services



Company Name: _____

Event Name: _____ Booth/Room #: _____ Event Dates: _____

Billing Address: _____

City, State/Country, Zip: _____ Phone: _____ Fax: _____

Contact: _____ Email: _____

Instructions: Complete and return this form and method of payment to your Event Services Representative at the Reno Sparks Convention Center.

Pre Order-Discount rate applies to orders with payments received 14 days prior to show move-in date. All others are automatically billed at the standard rate.

Payment for services must be made within 14 days of the first day of move in for pre-order pricing or within 72 hours of the first day of move in for standard pricing.

Payment may be made by check or with a credit card.

If paying by credit card, return this form and check the credit card option. ASM will email an invoice that will allow payment via SSL with the card of your choice. Email completed forms to: itorders@renoevents.com. Please do not email your credit card information.

Cancellations: are accepted until 48 hours prior to move-in.

Prices subject to change.

TELEPHONE SERVICE (Includes 1 Phone 1 Cable)	PRE-ORDER	STANDARD	# OF DAYS	QTY.	TOTAL
VoIP (Internet Phone) Dial '9'	\$200	\$250			\$
Analog Phone line/POTS/Credit Card Line	\$100	\$150			\$
Conference Phone Set - includes set-up	\$150	\$200			\$

INTERNET NETWORK SERVICES					
Wi-Fi/Wireless Internet (Per Device & Per Day)	PRE-ORDER	STANDARD	QTY.	TOTAL	
BASIC — Up to 512K -1 Mbps / Basic Access	\$11.95	\$18.95		\$	
STANDARD — Up to 1.5 - 3 Mbps / Emails, Internet Browsing	\$19.95	\$29.95		\$	
PREMIUM — Up to 5 - 8 Mbps / Credit Card Processing	\$29.95	\$39.95		\$	
ELITE — Up to 10 Mbps / Fast, Large File Downloads	\$74.95	\$89.95		\$	

SHARED WIRED CONNECTIONS (SHARING BUILDING'S NETWORK) NO ROUTER ALLOWED					
	PRE-ORDER	STANDARD	QTY.	TOTAL	
Up to 10 Mbps — Emails and web browsing	\$800	\$1,000		\$	
Up to 25 Mbps — Fast web browsing	\$1,250	\$1,500		\$	
Up to 50 Mbps — Reliable media streaming	\$2,500	\$3,000		\$	
Up to 100 Mbps — Gaming, simultaneous streaming, large downloads	\$4,500	\$5,000		\$	

*Includes 1 Ethernet cable connection

DEDICATED WIRED CONNECTIONS					
	PRE-ORDER	STANDARD	QTY.	TOTAL	
Up to 10 Mbps — 1 Public IP address	\$4,500	\$5,000		\$	
Up to 25 Mbps — 1 Public IP address	\$7,000	\$7,500		\$	
Up to 50 Mbps — 1 Public IP address	\$12,000	\$13,000		\$	

*Includes 1 Ethernet cable connection

Exhibitor - IT Services



ADDITIONAL NETWORK SERVICES				
	PRE-ORDER	STANDARD	QTY.	TOTAL
Additional Network Drops/Ethernet cable locations	\$150	\$200		\$
Ethernet Cable – Up to 50ft – Category 5e	\$25	\$35		\$
Switch Rental – up to 24 ports	\$120	\$150		\$
IT Support Services – Per Hour & Per Person	\$250	\$300		\$

*Overtime rate of an additional 25% may apply after business hours 8am to 5pm M-F.

GRAND TOTAL:	\$
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Payment in full is required with your order. Payments not received 14 days prior to show will be collected at the standard rate. Services will not be provided until payment is received. Review Terms and Conditions to find additional information concerning your order.

AUTHORIZED SIGNATURE: _____ Date: _____

PAYMENT TYPE (Check One): Check Credit Card E-Check

For additional information, please contact your Sales Event Manager

.....
RSCC USE:

Floor Plan? Yes _____ No _____ Payment Rec'd.: _____

Event technology that meets **every** demand.

Choose the plan which best suits your **location** and **requirements**

Forum Info-Tech offers high-speed internet access using fast Ethernet protocols to all exhibit spaces, public areas and meeting rooms. Our network service professionals also offer turnkey data networking services that enable clients to create Local Area Networks (LANs), Wide Area Networks (WANs), and Virtual Private Networks (VPNs), all using the latest technology. Customer configurations are also available.

A complete Wireless Local Area Network covers 100% of the Reno-Sparks Convention Center. This WLAN offers clients complex and flexible wireless network designs. The wireless system is 802.11 a, b and g compatible. An Instant Internet solution is available to attendees and more robust wireless applications are available to exhibitors and meeting planners. Forum Info-Tech will create custom Hot Spots, Wireless VLANs or complete wireless buyouts.

In the Convention Center, our team exclusively provides the following services:

- ✓ Complete Telephone Services
- ✓ High Speed Internet Access
- ✓ T1, Ds3 and other Special Date Circuits
- ✓ LAN/WAN/VPN Construction
- ✓ Point-to-Point Networking
- ✓ 802.11 a/b/g Wireless Access/WiFi
- ✓ Webcasting
- ✓ Customer Engineering and Network Security
- ✓ Private Network Construction
- ✓ Dedicated 24/7 Monitoring
- ✓ WiFi Custom Landing Page Solutions
- ✓ WiFi Marketing Solution



WIRELESS OPTIONS

EXHIBITOR INTERNET

- ✓ Available throughout the entire facility
- ✓ 5Ghz wireless frequency only

Standard Plan (Up to 8MB) 1 day	\$39.95/day
Standard Plan (Up to 8MB) 3 day	\$119.85
Standard Plan (Up to 8MB) 5 day	\$199.75

FREE INTERNET

- ✓ Available in the main lobby
- ✓ Connectivity speeds up to 256k up/down

Note: Credit card transactions are not SAFE over public or shared WiFi and may not be PCI compliant. If you are processing credit card transactions, we recommend purchasing a private WiFi connection or dedicated ethernet drop. Stop by at the ASM Global WiFi booth for additional assistance.

Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

For questions regarding wireless services, wired internet or telephone services, please contact Forum Info-Tech at
(775) 525-7110 | itorders@renoevents.com



Exhibitor Audio Visual Order Form

Equipment	Price	Qty.	Total	Equipment	Price	Qty.	Total
DATA DISPLAY				AUDIO			
24" Flat Screen Monitor	\$125.00			Podium Microphone	\$35.00		
32" Flat Screen Monitor	\$175.00			Wired Lavalier Microphone	\$35.00		
48" LED Monitor w/ 6' Floor Stand	\$250.00			Computer Audio Speaker	\$45.00		
55" LED Monitor w/ 6' Floor Stand	\$350.00			Wireless HH/ Lav Microphone	\$90.00		
65" LED Monitor w/ 6' Floor Stand	\$450.00			Powered Speaker w/ Stand	\$55.00		
				4 Chnl. Audio Mixer	\$45.00		
VIDEO DISPLAY				MISC			
5K Lumens LCD Projector/ screen	\$275.00			32" Draped Cart	\$20.00		
Standard DVD Player	\$45.00			42" Draped Cart	\$25.00		
				54" Draped Cart	\$30.00		
SCREENS				COMPUTER			
8' Tripod Screen and cabling	\$45.00			Laptop Computer PC	\$85.00		
7' Tripod Screen and cabling	\$35.00			Desktop w/ 17" Flat Screen Monitor	\$125.00		
METHOD OF PAYMENT (Place an X below in green)							
VISA	MC	AMEX	Discover	Diner's Club			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CREDIT CARD #				EXPIRATION			
3-Digit Card Verification #							
NAME AS IT APPEARS ON CARD							
AUTHORIZED SIGNATURE							
CONFERENCE NAME				CONTACT PERSON			
AIAA AVIATION 2020							
COMPANY / ORGANIZATION							
ADDRESS				CITY		COUNTRY	
						USA	
EMAIL ADDRESS				Room			
START DATE	START TIME	END DATE	END TIME	Confirmed by: _____			
6/16/2019		6/19/2019					

1	EQUIPMENT SUBTOTAL: # OF SHOW DAYS: EQUIPMENT TOTAL: 21% Set, Strike, Delivery GRAND TOTAL:	
2		3
3		
4		
5		
6		
7		

Confirmed by: _____

OFFICE USE ONLY

Please email this order form to Lumens Audio Visual at tom@lumensav.com