



EXHIBITOR SERVICE MANUAL

AGA NLT 2023

February 22-23, 2023

Ronald Reagan Building & International Trade Center
Washington, DC

TABLE OF CONTENTS



Welcome Letter	3	Display Labor.....	88
Deadline Dates	4	AEI Supervised Labor	89
Show Facts	5	Exhibitor Appointed Contractor	90
Show Schedule	6	Sample Certificate of Insurance	91
Helpful Hints	7	Tips for Material Handling.....	92
How To Place Your Order	8	Limits of Liability.....	93-94
Payment Policy Agreement	9	Shipping Information	95
Charge Authorization	10	Glossary of Shipping Terms	96
Third Party Payment	11	Material Handling Rate Schedule.....	97
Cost Calculation	12	Special Handling Definitions.....	98
Safety	13	Material Handling Rate Calculation	99
Standard Carpet Samples.....	14	Freight Routing.....	100
Standard Carpet	15	T3 Logistics	101-102
Plush Carpet Samples.....	16	Shipping Labels	103
Plush Carpet	17	Audio Visual	104-105
Furniture	18	Electric and Internet.....	106-107
Display Tables	19	Lead Retrieval.....	108-109
Custom Furniture Catalogue.....	20-76		
Custom Furniture	77-81		
Special Signs	82		
File Preparation.....	83		
Standard Sign Request	84		
Booth Cleaning	85		
Labor Regulations	86		
Mechanical Lifts	87		



Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming AGA NLT 2023 scheduled for February 22-23, 2023 at the Ronald Reagan Building & International Trade Center in Washington, DC.

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 6% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with AGA NLT 2023. If you find you need additional information, at any time, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures

DEADLINE DATES

Exhibitor Appointed Contractor	January 27, 2023
Special Signs	January 27, 2023
Cleaning	February 3, 2023
Custom Furniture	February 3, 2023
Display Tables	February 3, 2023
Freight Routing	February 3, 2023
Furniture	February 3, 2023
Labor Installation/Dismantle	February 3, 2023
Standard/Plush Carpet	February 3, 2023
Warehouse Advance Shipment	February 10, 2023



SHOW FACTS

BOOTH EQUIPMENT:

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

AISLE CARPET:

Aisles will be carpeted in Tuxedo.

BOOTH CARPET:

All booths must be carpeted to maintain the integrity of the Atrium floor.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

*Shipments should arrive between **January 13, 2022** and **February 10, 2023**.

To: **Exhibiting Company and booth number**
 For: AGA NLT 2023
 c/o: Arata Expositions, Inc.
 15928 Tournament Drive
 Gaithersburg, MD 20877

Receiving deadline for advanced freight is February 10, 2023. We will continue receiving freight at the advanced warehouse through February 17, 2023. Freight received from February 13, 2023 through February 17, 2023 will incur a late surcharge.

Receiving hours are 8:30 am - 4:00 pm Monday-Friday

DIRECT SHOWSITE SHIPMENTS

Due to the security constraints of the facility, no direct show site shipments will be accepted.

All outbound shipments will need to be picked up from the Arata warehouse on Friday, February 24, 2023 between the hours of 1:00pm and 4:00pm or Monday, February 27, 2023 between the hours of 8:30am and 4:00pm.

SHOW SCHEDULE



AGA NLT 2023

February 22-23, 2023

Ronald Regan Building & International Trade Center
Washington, DC

SET UP HOURS:

Tuesday, February 21, 2023 1:00 pm - 5:00 pm

SHOW HOURS:

Wednesday, February 22, 2023 7:00 am - 3:30 pm

Thursday, February 23, 2023 7:00 am - 3:30 pm

MOVE OUT HOURS:

Thursday, February 23, 2023 3:30 pm - 5:30 pm



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 Arata Expositions, Inc. warehouse on Friday, February 24, 2023 between the hours of 1:00pm and 4:00pm or Monday, February 27, 2023 between the hours of 8:30am and 4:00pm 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.
15928 Tournament Drive
Gaithersburg, Maryland 20877

Fax: 301.990.1717

Email: pthurston@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. If paying by credit card, a 3% processing charge will be added to the total amount due.

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"/>

Cardholder's Name _____

Cardholder's Signature  _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

This form must be signed and accompanied by your order.

THIRD PARTY PAYMENT



Name of Organization _____ Booth Number(s) _____

Authorized by _____ Title _____ Date _____

E-Mail _____ Signature SIGN HERE _____

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

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

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

Exhibitor Signature: SIGN HERE _____ Print Name: _____ Date: _____

THIRD PARTY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express Visa MasterCard

Expiration Date:

Account Number

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

- All Services Booth Cleaning Furniture, Carpet and Accessories
 Material Handling Labor Other (Please Specify) _____

Cardholders Signature SIGN HERE _____

EXHIBITING COMPANY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express Visa MasterCard

Expiration Date:

Account Number

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

- All Services Booth Cleaning Furniture, Carpet and Accessories
 Material Handling Labor Other (Please Specify) _____

Cardholders Signature SIGN HERE _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF FEBRUARY 3, 2023.

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. Cleaning _____
- 2. Custom Furniture _____
- 3. Display Tables _____
- 4. Furniture _____
- 5. Labor Installation / Dismantle _____
- 6. Material Handling Estimate _____
- 7. Signs _____
- 8. Standard Carpet / Plush Carpet..... _____

- 9. **TOTAL LINES 1-8** \$ _____
- 10. Add 6% Tax \$ _____
- 11. **BALANCE DUE*** \$ _____

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

Company Name		Booth Number	
<input style="width: 90%; height: 20px;" type="text"/>		<input style="width: 90%; height: 20px;" type="text"/>	
Street Address		City	
<input style="width: 90%; height: 20px;" type="text"/>		<input style="width: 90%; height: 20px;" type="text"/>	
State	Zip Code	Country	
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	
Contact Name	Email Address		
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>		
Telephone Number	Fax Number		
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" 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"/>	8' x 10' Carpet	\$375.00	\$525.00	\$
<input type="checkbox"/>	8' x 20' Carpet	\$750.00	\$1050.00	\$
<input type="checkbox"/>	8' x 30' Carpet	\$1125.00	\$1575.00	\$
<input type="checkbox"/>	8' x 40' Carpet	\$1500.00	\$2100.00	\$

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 \$7.50 per sq. ft.		\$10.50 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 \$3.30 per sq. ft.	\$4.62 per sq. ft.	= \$ _____	
Double Padding _____ X _____ = _____ sq. ft. X \$6.60 per sq. ft.	\$9.24 per sq. ft.	= \$ _____	

VISQUEEN

	Discount Price	Standard Price	Extended Price
_____ X _____ = _____ sq. ft. X \$1.90 per sq. ft.	\$2.66 per sq. ft.	= \$ _____	

Discount Deadline: **February 3, 2023**. 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 _____
 6% Tax _____
TOTAL _____

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



CUSTOM PLUSH CARPET

CUSTOM PLUSH CARPET

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



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
_____	X \$9.90 per sq. ft	\$13.86 per sq. ft. =	\$ _____

STANDARD CARPET COLORS									
SELECT COLOR BELOW									
Black	Navy	Red	New Blue	Beige	Emerald	Silver Cloud	Burgundy	Charcoal	Ice**
If item colors are not selected in advance, AEI will choose the color. **Purchase only @ \$12.25 per sq. ft. discount or \$17.15 standard									

CARPET PADDING						
				Discount Price	Standard Price	Extended Price
Single Padding	_____ X _____ = _____ sq. ft.	X	\$3.30 per sq. ft.	\$4.62 per sq. ft. =	\$ _____	
Double Padding	_____ X _____ = _____ sq. ft.	X	\$6.60 per sq. ft.	\$9.24 per sq. ft. =	\$ _____	

Discount Deadline: **February 3, 2023**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Plush Booth Carpet _____
 Total 6% Tax _____
TOTAL _____

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



FURNITURE

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

CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$189.00	\$264.60	\$
	Side Chair	\$170.00	\$238.00	\$
	Counter Stool	\$259.00	\$362.60	\$
ACCESSORIES				
	Wastebasket	\$30.00	\$42.00	\$
	Literature Rack	\$225.00	\$337.50	\$
	Bag Holder	\$135.00	\$189.00	\$
	Easel (Tripod)	\$71.00	\$99.40	\$
	Chrome Sign Holder (22"W x 28"H)	\$225.00	\$337.50	\$
	Fishbowl	\$30.00	\$42.00	\$
	Posterboard, 4'W x 8'H, Vertical	\$250.00	\$350.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$250.00	\$350.00	\$
	Tensa Barriers	\$135.00	\$189.00	\$
	Credenza (38"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$525.00	\$787.50	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$475.00	\$712.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$31.00	\$43.40	\$
	3' High (per lin. foot) (\$55 min)	\$28.00	\$39.20	\$
	Special Skirting (per lin. foot)	\$18.00	\$25.20	\$
	8' High End Cap / Close Off	\$48.50	\$67.90	\$

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: **February 3, 2023**. 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.

Furniture Total _____
 6% Tax _____
TOTAL _____

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

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"/>		



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	\$255.00	\$357.00	\$
	6' L x 2' D x 30" H	\$310.00	\$434.00	\$
	8' L x 2' D x 30" H	\$360.00	\$504.00	\$
	4th Side Drapes for 30" Tables	\$80.00	\$112.00	\$
DRAPED DISPLAY TABLES 42" HIGH				
	4' L x 2' D x 42" H	\$295.00	\$413.00	\$
	6' L x 2' D x 42" H	\$350.00	\$490.00	\$
	8' L x 2' D x 42" H	\$395.00	\$553.00	\$
	4th Side Drapes for 42" Tables	\$90.00	\$126.00	\$
(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"/> 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	\$199.00	\$278.60	\$
	6' L x 2' D x 30" H	\$240.00	\$336.00	\$
	8' L x 2' D x 30" H	\$285.00	\$399.00	\$
UNDRAPED DISPLAY TABLES 42" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4' L x 2' D x 42" H	\$230.00	\$322.00	\$
	6' L x 2' D x 42" H	\$275.00	\$385.00	\$
	8' L x 2' D x 42" H	\$315.00	\$441.00	\$
DRAPED TABLE RISERS 12" HIGH				
	4 ft. Riser (white vinyl)	\$70.00	\$98.00	\$
	6 ft. Riser (white vinyl)	\$100.00	\$140.00	\$

Discount Deadline: **February 3, 2023**. 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.

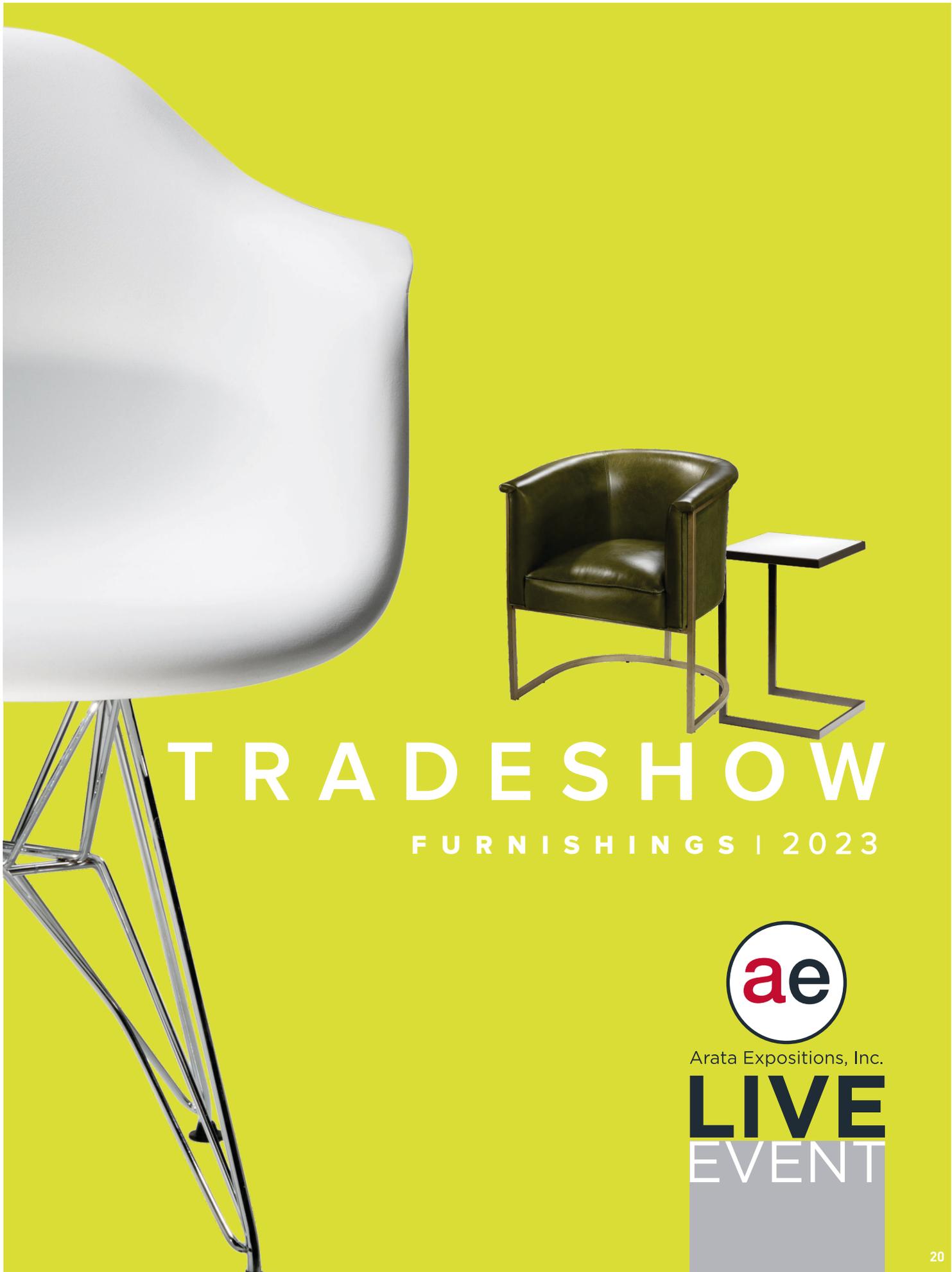
Furniture Total _____

6% Tax _____

TOTAL _____

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

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

FURNISHINGS | 2023



Arata Expositions, Inc.

LIVE
EVENT

Design safe environments without sacrificing style.

It is possible! Keep your staff and clients healthy while creating beautiful, engaging spaces to network, educate and promote your offerings. At AEI, we're sharing creative and sensible guidelines to help you plan for the most effective and thoughtful spaces.

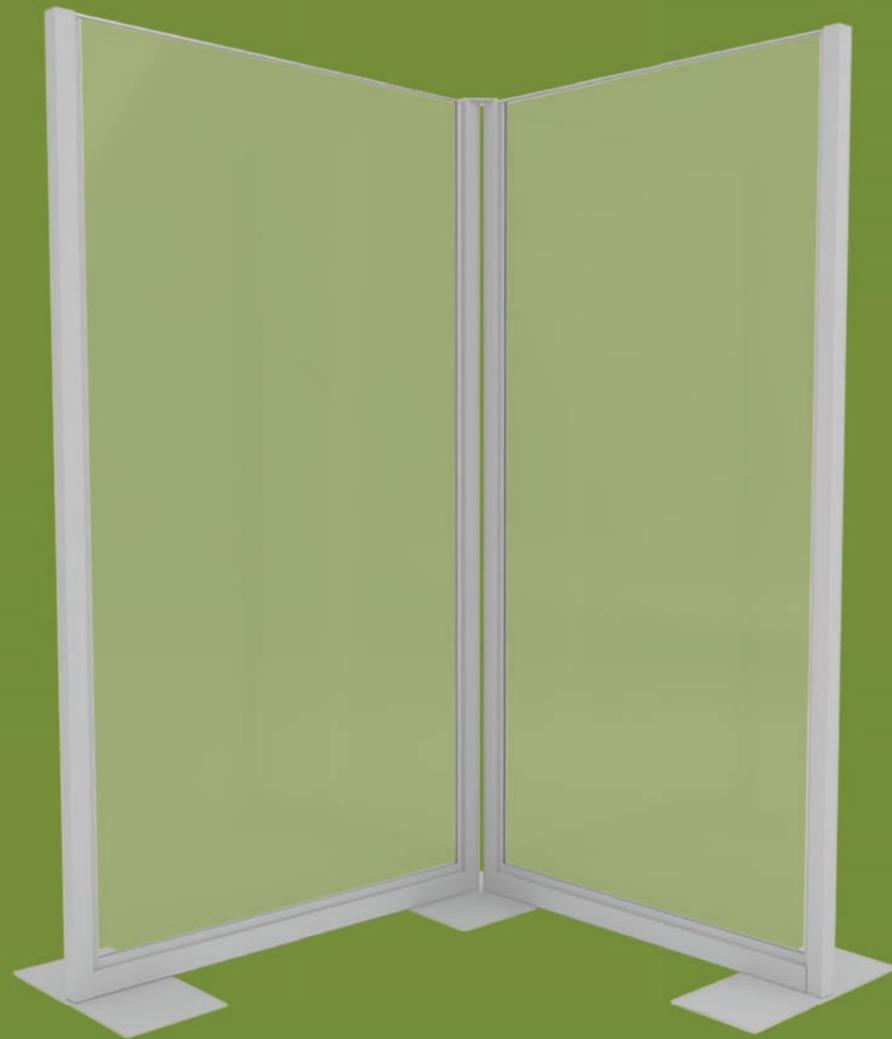


20'x20' - Midtown, Greenery Booth

Midtown Bar
Dividers
Bar Tables
Barstools
Greenery

Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips
to life throughout the catalog!



Form and Function. Use a clear divider (or two!) that fits between sofas or conference tables to safely hold face-to-face meetings.



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

Creature Comforts. Comfortable "living room" spaces relax clients and encourage genuine conversation.



Keep it Green. Lifelike greenery warms up booth environments by bringing nature indoors.



Demo Down. Ottomans are a great way to design small theaters for quick demonstrations.

Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips
to life throughout the catalog!



Spin Around. Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!



Gather Round! Ottomans styled around an accent table create an informal campfire setting for small group discussions.

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



Charge It! Powered products encourage clients to linger in the booth as they recharge.



Provide a Pop! Colorful furnishings attract more attention while reinforcing brand themes.



Stay Social. Style eye-catching spaces worth sharing on social networks to increase brand exposure.



S A F E T Y
Collection

Dividers

Clear Dividers

A) DIVFRE Freestanding
(Silver, Clear) 39" L 1.5" D 72" H

B) DIVFWL Freestanding Wall Unit
(Silver, Clear) 40" L 1.5" D 72" H

C) DIVFCR Freestanding Corner
(Silver, Clear) 39" L 39" D 72" H



Bar Tables
Barstools



Bars | pg 118



Clear Dividers

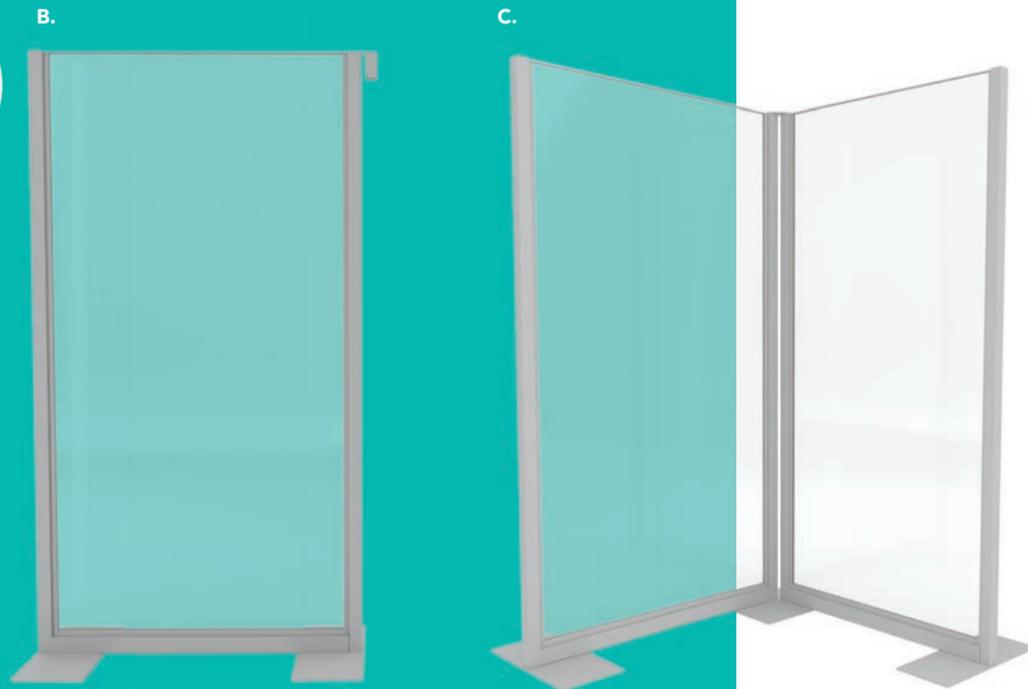
D) DIVBAR Bar/Counter
(Silver, Clear)
48-70" L 12" D 31.5" H

E) DIVFST Sofa/Table
(Silver, Clear)
34" L 11" D 47-74" H
Adjustable height.

Attract, Connect and Inspire.

AEI offers a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.

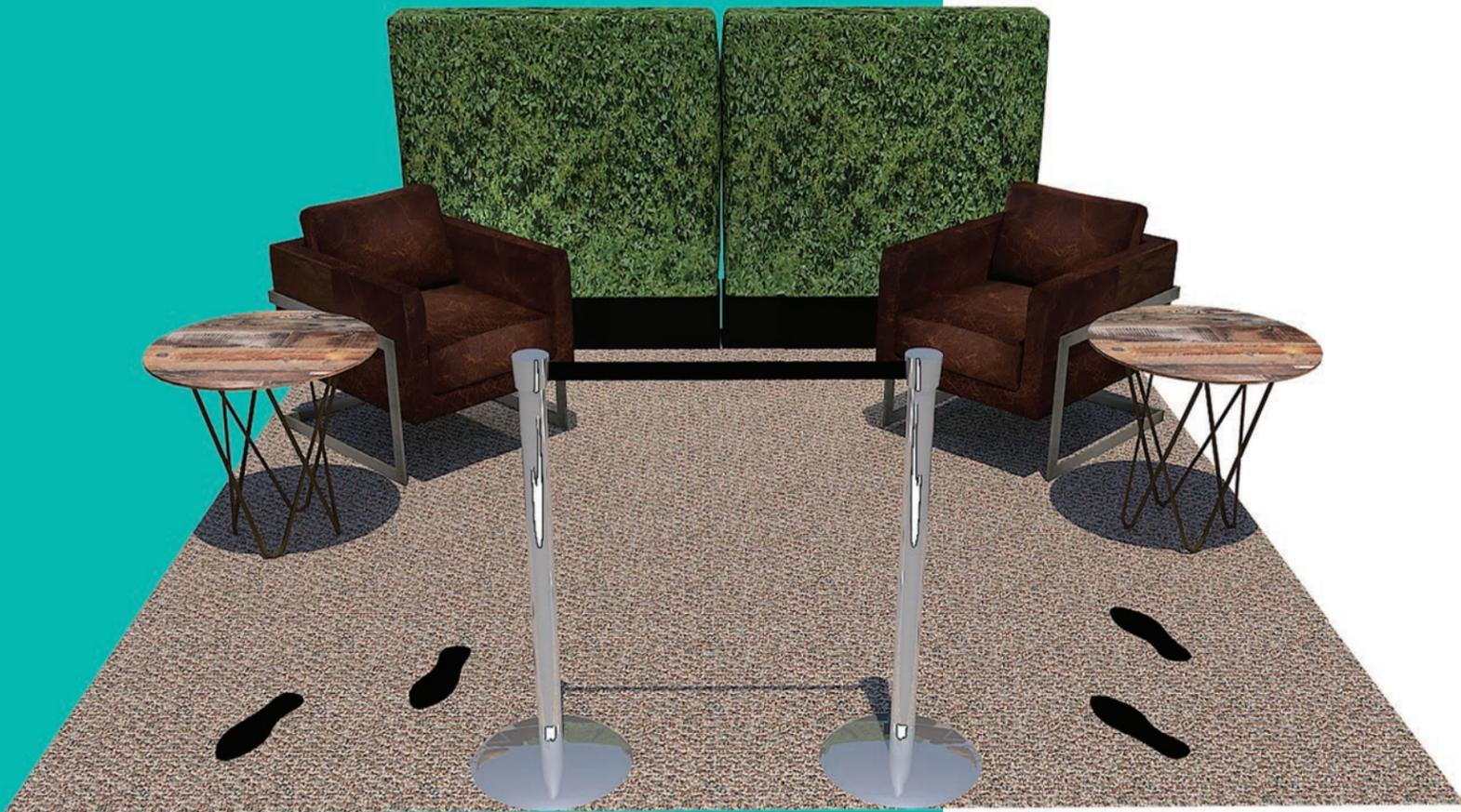
Locking Hinge Detail



Sofa



Dividers



Accent Chairs
Side Tables
Greenery



C) DIVFWB Clear Divider,
Freestanding Whiteboard
(Silver, Clear) 39"L 1.5"D 72"H



D) MIRWHT Miramar
Divider, White
(molded plastic)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H



Accent Chairs
Side Tables

Boxwood Hedges

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

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



Accent Chairs
Side Tables

Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.



Bar Tables
Barstools

P O W E R E D
Collections



Powered[⚡] Seating

Naples⁵⁰ Collection



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

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

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



Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



Tech Tablet Chair

TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet,
chrome base)
30.5"L 29"D 33.5"H
Also available without tablet.



POWERED
DETAIL



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

Communal Tables



Ventura Bar Tables, Powered

A) VNTWHT (white top)
B) VNTBLK (black top)
(silver frame) 72.25"L 26.25"D 42"H



Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

Ventura Cafe Tables, Powered

C) VNTCWH (white top)
D) VNTCBK (black top)
(silver frame) 72.25"L 26.25"D 30"H



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

Sydney

Powered
Cocktail Tables



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



10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

**CUBPOW Wireless
Charging Table, Powered**
(white, AC plug-in) 20"L 20"D 18"H
Mobile devices must have Qi
wireless charging capability.



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[⚡] Products

Village Charging Hub



VILHUB
Village Charging Hub
(cream)
12"L 12"D 28.25"H



Styling Tip:

Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

Powered Pedestals

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



Powered Locking Pedestals

White

PDL36W 24"L 24"D 36"H

PDL42W 24"L 24"D 42"H

Black

PDL36B 24"L 24"D 36"H

PDL42B 24"L 24"D 42"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.

Inspired Designs. Creature Comforts.

When guests are comfortable, they're more likely to linger and relax, resulting in candid and meaningful conversations with your team. Offer a "living room" style design in your booth space to provide that comfort, as well as an escape from the standard trade show experience. Go traditional with matched soft seating sets, or mix and match for a uniquely trendy look!



20'x20' - Valencia Networking Booth

- Dividers
- Soft Seating
- Bars
- Bar Tables
- Barstools
- Greenery



SOFT SEATING

Collections

Soft Seating Collections

Valencia

VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H

VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H



Level The Field!

Low and casual seating makes clients more comfortable and open to learn about your product.

Pair loveseats and sofas with the Sofa/Table Divider to create individual spaces.



Dividers



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



Sterling

STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H

STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H



Soft Seating Collections



Allegro

CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H

SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H



Palm Beach

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



Key Largo

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



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



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

Soft Seating Collections

Baja

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

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



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



Powered Products 



Naples

NPLCHP Chair, Powered
(black vinyl)
36"L 30"D 33.25"H
Also available with
standard arm (NPLCHR).

NPLSOP Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H
Also available with
standard arms (NPLSOF).

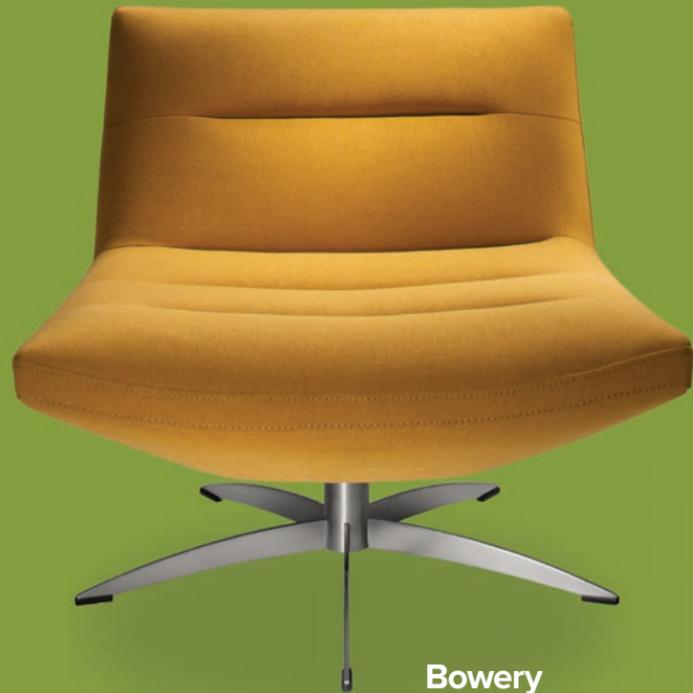
NPLLLOP Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H
Also available with
standard arms (NPLLLOV).

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.

ACCENT
Chairs



Accent Chairs



Bowery
BOWCHA Swivel Chair
(ochre fabric, chrome)
29.75"L 31"D 27.25"H



La Brea
LABREA Swivel Chair
(charcoal gray fabric, chrome)
35"L 27"D 40"H



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

Make it ●
SWIVEL



10'x20' - Meeting Booth



Wentworth
WENCHA Swivel Chair
(brown vinyl, black)
31"L 24"D 31.5"H

Accent Chairs



**Madrid
BCW Chair**
(white, chrome)
30"L 30"D 31"H



**Montreal
MONCHA Chair**
(blue, black metal)
30"L 23.25"D 30"H



Accent Tables | pg 70



**Lena
LENCHA Chair**
(moss green leather, bronze)
27"L 25"D 31"H

Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

A) TCHP Tech Chair, No Tablet
(gray vinyl, chrome base)
30.5"L 29"D 33.5"H

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

C) CNTCHR Century Chair
(gray velvet) 30"L 30"D 31"H

D) ATHCHA Atherton Chair
(distressed brown leather,
blackened steel) 27"L 31"D 30"H

**E) PROGB Pro Executive
Guest Chair**
(black vinyl) 24"L 26"D 36"H

F) PASCHR Pasadena Chair
(white molded plastic w/ chrome
tower base) 27"L 25"D 26"H



INDIVIDUAL
Seating





MARINA

CHAIRS

17.5"L19.5"D35"H



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

All frames brushed metal.

Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

F) Duet Stack Chair
(black, chrome) 21"L 23"D 33"H

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

H) OCMWHT Meeting Chair
(white vinyl, wenge)
25.5"L 23.5"D 34"H

Malba Chair
I) MALGRN (green, chrome)
J) MALGRY (gray, chrome)
20"L 20"D 32"H

Blade Chair
K) BLDCSB (sky blue)
L) BLDCRD (red)
20.5"L 19"D 30.5"H

Versatile Executions.

When space is limited, furnishing with pieces that are versatile and multipurpose is key to providing a well-rounded experience. Ottomans serve as both additional seats and tables depending on your need. Stage them around accent tables for a comfortable campfire setting, or line them up in rows to create an audience for your presentation. Colorful options also help amplify your brand's style.



10'x20' - Beverly Demonstration Booth

Ottomans
Powered Products
Dividers
Barstools
Bar Tables



O T T O M A N
Collections



V I B E

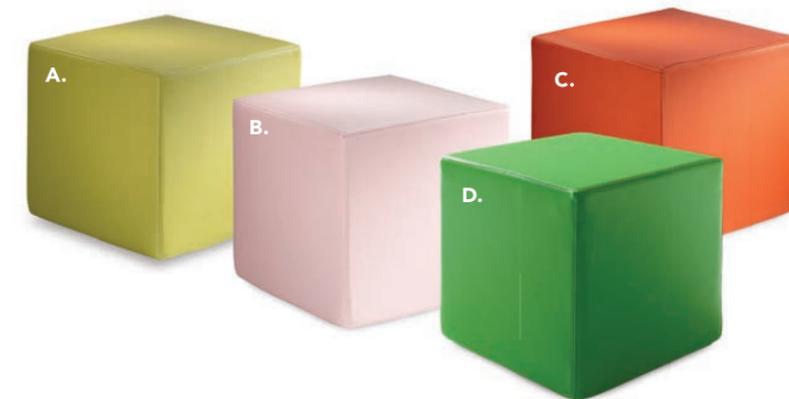
Provide a Pop!

Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE

OTTOMANS

18" L 18" D 18" H



- A) VIB14** (citrus green vinyl) **B) VIB17** (desert rose vinyl) **C) VIB16** (spice orange vinyl)
- D) VIB01** (green vinyl) **E) VIB09** (white vinyl) **F) VIB10** (black vinyl) **G) VIB11** (steel blue vinyl)
- H) VIB13** (purple vinyl) **I) VIB12** (silver vinyl) **J) VIB04** (red vinyl) **K) VIB05** (bright yellow vinyl)
- L) VIB15** (taupe vinyl) **M) VIB02** (blue vinyl) **N) VIB08** (orange vinyl)



SMALL BENCH

OTTOMANS

30" L 20" D 18" H



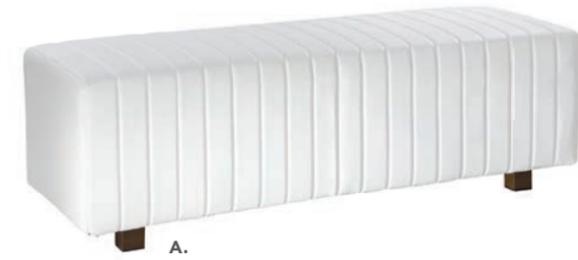
- A) BVSMOR** (orange fabric) **B) BVSMON** (olive green fabric) **C) BVSMWH** (white vinyl)
- D) BV SMBK** (black vinyl) **E) BV SMLN** (ocean blue fabric) **F) BV SMBN** (brown fabric)
- G) BV SMLV** (lavender fabric) **H) BV SMLN** (linen fabric) **I) BV SMLV** (lavender fabric)
- J) BV SMLR** (red fabric) **K) BV SMLY** (yellow fabric)



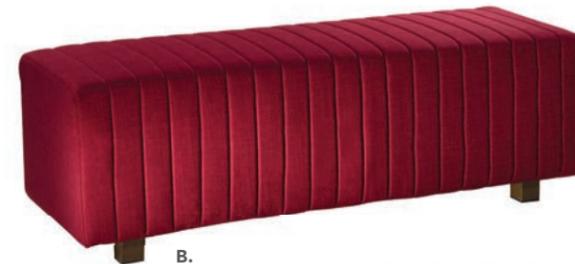
BENCH

OTTOMANS

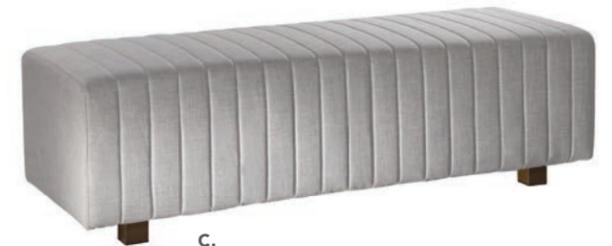
60" L 20" D 18" H



A.



B.



C.



D.



E.



F.



G.

A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



M A R C H E

SWIVEL

OTTOMANS

17" RND 18"H



- A) MAR011** (orange fabric) **B) MAR16** (Ivory Faux Sheep Fur) **C) MAR009** (pear yellow fabric)
- D) MAR001** (white vinyl) **E) MAR006** (rose quartz fabric) **F) MAR007** (plum fabric)
- G) MAR010** (blue fabric) **H) MAR002** (gray fabric) **I) MAR003** (linen fabric) **J) MAR004** (raspberry fabric)
- K) MAR008** (meadow green fabric) **L) MAR015** (black vinyl) **M) MAR012** (forest green vinyl)
- N) MAR013** (teal velvet) **O) MAR014** (distressed brown vinyl)

Ottomans



Squares
Endless
END02B (black vinyl, chrome)
END02W (white vinyl, chrome)
34"L 34"D 15"H



Curves
Endless
END01W (white vinyl, chrome)
END01B (black vinyl, chrome)
60.5"L 37.5"D 15"H



Demo Down

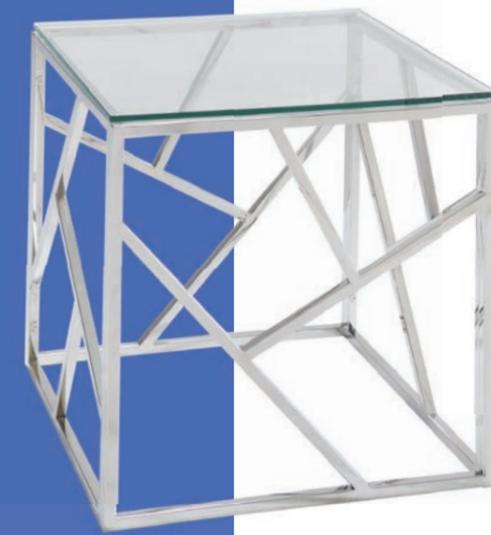
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench
REGBEN Regis
(brushed metal)
47"L 15.5"D 16"H



ACCENT

Tables





M E S A



ACCENT

COCKTAIL & END TABLES

32.25" RND 17.25" H | 20.5" RND 21.25" H



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)

C) MESCTB Cocktail Table / D) MESETB End Table (black top)

E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

All frames bronze finish.



A L O N D R A



ACCENT

COCKTAIL & END TABLES

47" L 24" D 16" H | 20" L 20" D 20" H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.



G E O



ACCENT

COCKTAIL & END TABLES



A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H



SYDNEY



ACCENT

COCKTAIL & END TABLES

48" L 26" D 18" H | 27" L 23" D 22" H



A/B Powered options available.

Cocktail Tables A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)
End Tables E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.



TAOS | SEDONA

SIDE

TABLES

15.75 "L 15.75 "D 24 "H



A.

B.

C.



D.

E.

F.

Taos Tables A) TAOBWH (white top) B) TAObBK (black top) C) TAObWD (barnwood top)
Sedona Tables D) SEDBWH (white top) E) SEDBBK (black top) F) SEDBWD (barnwood top)

All frames bronze finish.

Accent Tables



Regis
REGBEN Bench Table
(brushed metal)
47"L 15.5"D 16"H

REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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



Timber
TMBTBL End Table
(wood)
16"RND 17"H



POWERED
DETAIL

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

Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



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

Stay on Brand.

Tie in your brand's style or color scheme in your booth designs to leave a lasting impression on your customers. Classic black and whites, or venture out with bold colors; go natural with wood textures, or stay sleek with metals! No matter your preference, dozens of bar and cafe table options are available to meet your need and amplify your brand's voice.



10'x20' - Wireless Charging Demonstration Booth

- Bar Tables
- Barstools
- Ottomans
- Power Tables
- Dividers & Stanchions



BAR & CAFE
Tables

Bar & Cafe Tables



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

Bar Tables

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

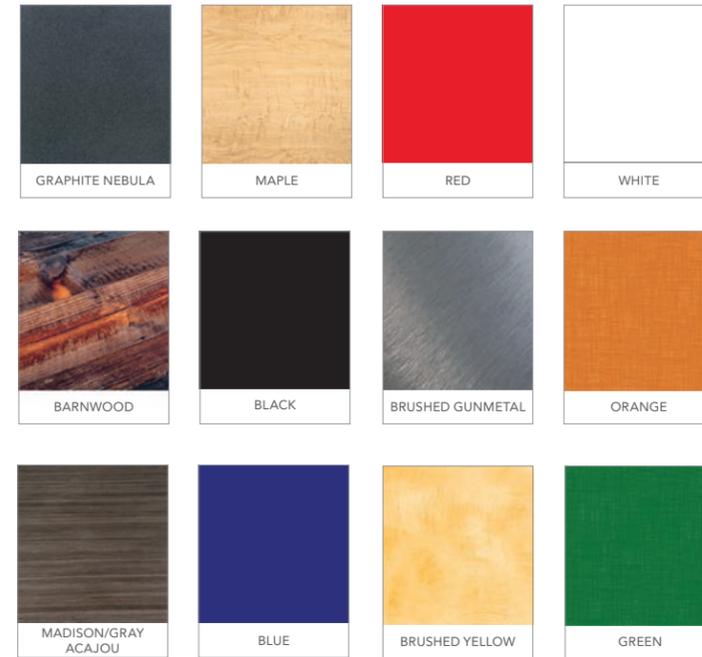
36" RND 42"H
VTN (graphite nebula top)
VTP (maple top)
VTW (white top)
36BKSB (black top)

Bar Tables

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

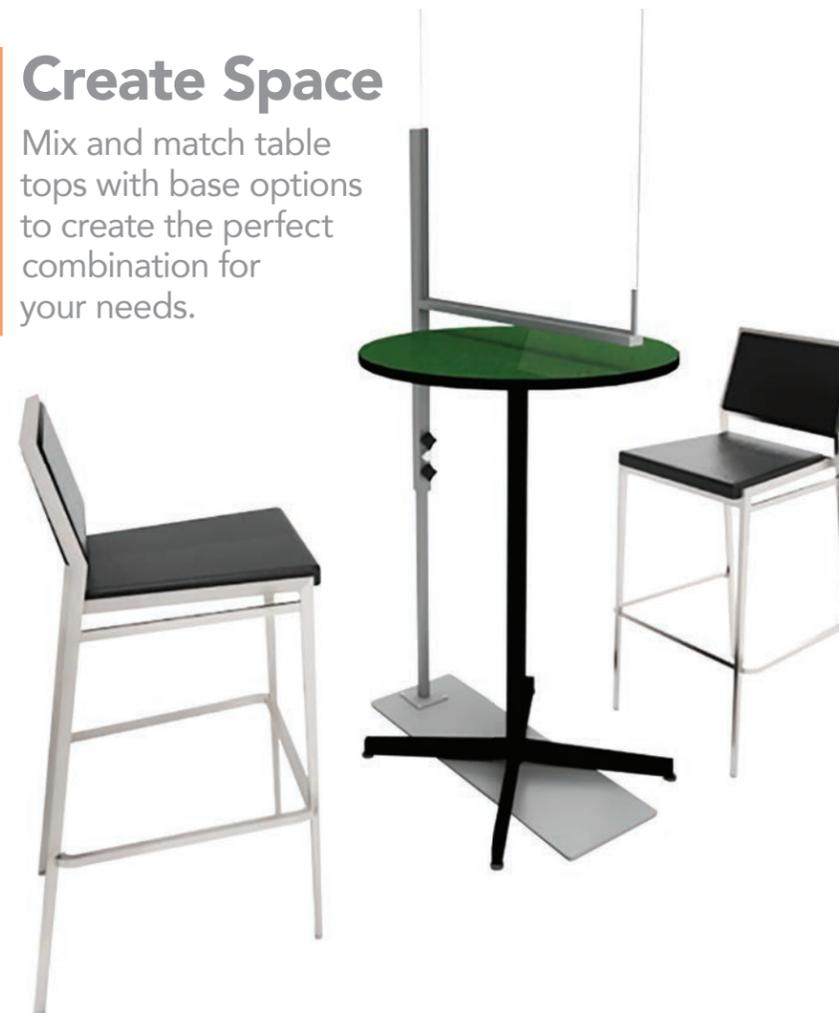
36" RND 45"H
36GRHB (graphite nebula)
36MTHB (maple top)
36WTHB (white)
36BKHB (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



Create Space

Mix and match table tops with base options to create the perfect combination for your needs.



Cafe Tables

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

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

Cafe Tables

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

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

BARSTOOL
Collections





MARINA

BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

A) MARBBE (ocean blue fabric) **B) MARBBR** (brown fabric)
C) MARBRD (red fabric) **D) MARBWH** (white vinyl) **E) MARBBK** (black vinyl)

All frames brushed metal.



BARSTOOL

COLLECTION

15 "RND 23 - 33.5 "H



A) ROLLWH (white vinyl) **B) ROLLRD** (red vinyl)
C) ROLLBL (black vinyl) **D) ROLLGY** (gray vinyl)

All bases chrome finish.



ZOEY BANANA

BARSTOOL COLLECTIONS



A.



B.



C.



Zoey Barstool 15"L 16"D 30-34.75"H **A) BS002** (white)
Banana Barstool 21"L 22"D 41"H **B) BSS** (black) **C) BST** (white)

All bases chrome finish.

Barstools

Styles



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



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



A.



B.



C.



D.



E.



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

A) XBAR Christopher Barstool
 (white vinyl, chrome)
 19"L 15"D 41"H

B) BS001 Shark Barstool
 (white, chrome)
 22"L 19"D 34-44"H

C) BSR Syntax Barstool
 (black, chrome)
 23"L 19"D 43.25"H

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

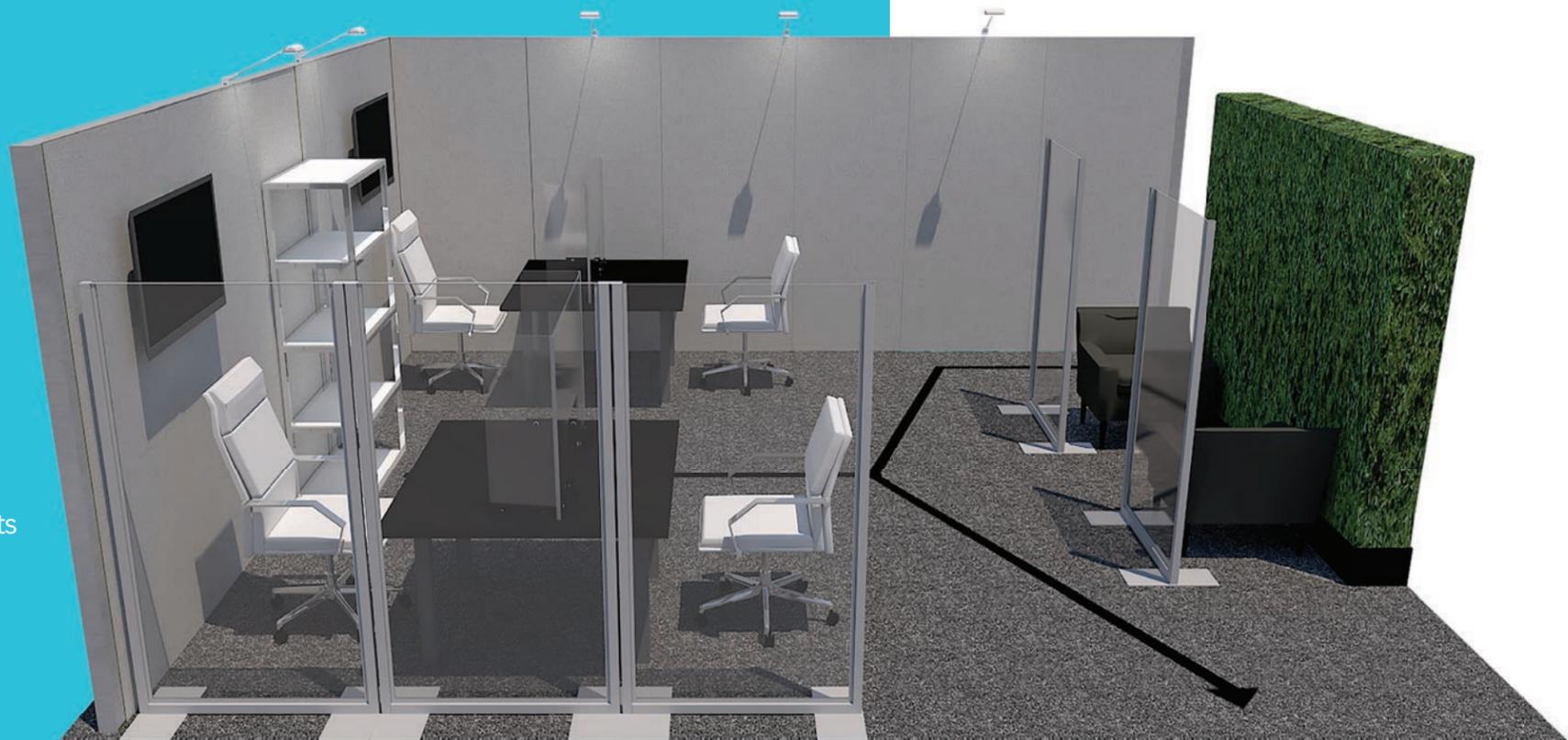
E) RSTSTL Rustique Barstool
 (gunmetal) 13"L 13"D 30"H

Styling Tip:

Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.

Meet in Style.

Professional doesn't have to mean stale. Set up a temporary workplace away from the office that serves both form and function. Pair office furnishings with safety products so you and your customers can confidently get down to business.



10'x20' -
Madison
Presentation
Booth

20'x20' - Executive Meeting Booth

- Conference Tables
- Madison Desk & Storage
- Executive Seating
- Dividers



OFFICE
Collections

Executive Seating

Pro High Back Executive Chairs
A) PROEXE
 (white vinyl, chrome)

B) PROEXB
 (black vinyl, chrome)

25"L 24"D 45-48"H
 Adjustable height



Pro Mid Back Executive Chairs
C) PROMID
 (white vinyl, chrome)

D) PROMDB
 (black vinyl, chrome)

24"L 22"D 36.75-39.75"H
 Adjustable height



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



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



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



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





42" ROUND



CONFERENCE

TABLES
42" RND 29" H



A.



C.

D.

A) CONF42 (white top)
C) CB8 (Madison/gray acajou top) **D) 42BKCT** (black top)

All bases black finish.



G E O



CONFERENCE TABLES



Rounded Square Tables 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)
Rectangular Tables 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)

Conference Tables

Styling Tip:

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

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



Rectangular

- A) **BKC10N 10' Table** (black top, silver) 120"L 48"D 29"H
- B) **BKCT8N 8' Table** (black top, silver) 96"L 48"D 29"H
- C) **BKCT5N 5' Table** (black top, silver) 60"L 48"D 29"H



**Work Table
WD3**
(white top, white)
48"L 24"D 30"H



MADISON



CONFERENCE TABLES



A.



B.



C.



Dividers | pg 16

- A) MADC05 5' Table (gray acajou top) 60"L 48"D 29"H
- B) MADC08 8' Table (gray acajou top) 96"L 60"D 29"H
- C) MADC10 10' Table (gray acajou top) 120"L 48"D 29"H

All frames silver finish.



MADISON



10'x20' - Madison Presentation Booth

EXECUTIVE DESK & STORAGE



DESK FRONT



DESK BACK



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

Ventura

Powered & Communal Tables



Powered Bar Table

(silver frame)

72.25"L 26.25"D 42"

A) VNTBLK (black top)

B) VNTWHT (white top)

Communal Bar Table

(silver frame)

72.25"L 26.25"D 42"H

Maple Top

C) VNTMNP (solid)

VNTBMW (grommets)

White Top

D) VNTBWW (grommets)

VNTWNP (solid)

Black Top

E) VNTBNP (solid)



TABLE TOP OPTIONS

Colors not available in all table options.
Please check options listed.



Powered Cafe Table

(silver frame)

72.25"L 26.25"D 30"H

F) VNTCBK (black top)

G) VNTCWH (white top)

Communal Cafe Table

(silver frame)

72.25"L 26.25"D 30"H

Maple Top

H) VNTCMN (solid)

VNTCMW (grommets)

White Top

I) VNTCWW (grommets)

VNTCWN (solid)

Black Top

J) VNTCBN (solid)

Powered Products



POWERED
DETAIL

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.

Office Accessories & Decor

Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



20'x20' -
Executive Meeting
Booth



Boxwood Hedge

- A) HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H
- B) HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H



A.



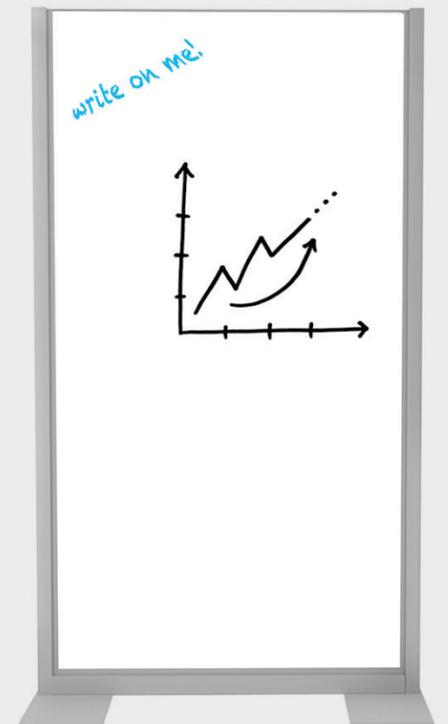
B.

- Mason Lamps**
(brushed silver)
A) LA15 Floor Lamp
18" RND 55"H
B) LA14 Table Lamp
16" RND 26"H

- Posh Shelving**
PSHCCS 36"L 18"D 72"H
(chrome, acrylic)



- Clear Divider,
Freestanding Whiteboard**
DIVFWB (silve, white)
39"L 9"D 72"H



Midtown Counter & Bar



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



**20'x20' - Midtown
Greenery Booth**
 Greenery
 Bar Tables
 Barstools
 Accent Chairs Side
 Tables

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



(back)



(lit-blue)

(lit-red)

(lit-green)

(lit-white)

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.



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SAFETY DIVIDERS			
CODE	QTY	ITEM DESCRIPTION	PRICE
DIVFRE		Freestanding/39"l x 1.5"d x 72"h	\$417.90
DIVFWL		Freestanding Wall Unit/40"l x 1.5"d x 72"h	\$417.90
DIVFCR		Freestanding Corner/39"l x 39"d x 72"h	\$836.90
DIVBAR		Bar/Counter/48"-70"l x 12"d x 31.5"h	\$208.50
DIVFST		Sofa/Table/34"l x 11"d x 47-74"h	\$376.50
DIVFWB		Clear Whiteboard/39"l x 1.5"d x 72"h	\$521.90
MIRWHT		Miramar White Wall/63"l/h x 23"d x 83"h/l	\$534.00
HDG7FT		7' Boxwood Hedge/36.5"l x 12"d x 84"h	\$945.60
HDG4FT		4' Boxwood Hedge/46"l x 9"d x 47"h	\$587.00

POWERED FURNITURE			
CODE	QTY	ITEM DESCRIPTION	PRICE
NPLSOP		Naples Sofa/Black Vinyl	\$1293.60
NPLCHP		Naples Chair/Black Vinyl	\$805.90
NPLLOP		Naples Loveseat/Black Vinyl	\$1115.15
TCHGRY		Tech Tablet Chair/ Gray Vinyl	\$479.90
VNTWHT		Ventura/Bar Table/White Top	\$978.60
VNTBLK		Ventura/Bar Table/Black Top	\$978.60
VNTCWH		Ventura/Café Table/White Top	\$762.30
VNTCBK		Ventura/Café Table/Black Top	\$762.30
C1WP		Sydney/Cocktail Table/White Top	\$457.80
C1YP		Sydney/Cocktail Table/Black Top	\$457.80
CUBPOW		Wireless Charging Table/White	\$570.70
VILHUB		Village Charging Hub/Cream	\$312.40
PDL36W		Locking Pedestal/White (36"h)	\$608.50
PDL42W		Locking Pedestal/White (42"h)	\$726.10
PDL36B		Locking Pedestal/Black(36"h)	\$608.50
PDL42B		Locking Pedestal/Black (42"h)	\$726.10

SOFT SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
VALCHA		Valencia Chair/Spice Orange Velvet	\$396.40
VALSOF		Valencia Chair/Coffee Brown Velvet	\$594.30
FAIRSW		Fairfax Sofa/White Vinyl	\$608.50
FAIRCW		Fairfax Chair/White Vinyl	\$438.90
STECOA		Sterling Chair/Gray Fabric	\$891.50
STESOF		Sterling Sofa/Gray Fabric	\$1298.40
CHR002		Allegro Chair/Blue Fabric	\$548.10
SFA002		Allegro Sofa/Blue Fabric	\$826.90
PALSOF		Palm Beach Sofa/White Vinyl	\$877.80
KEYSOF		Key Largo Sofa/Black Fabric	\$601.20

SOFT SEATING (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
KEYCHR		Key Largo Chair/Black Fabric	\$399.00
KEYLOV		Key Largo Loveseat/Black Fabric	\$466.20
BCHWHT		Baja Chair/White Vinyl	\$693.00
BSFWHT		Baja Sofa/White Vinyl	\$1116.20
BLVWHT		Baja Loveseat/White Vinyl	\$1015.40
NPLCHR		Naples Chair/Black Vinyl	\$744.50
NPLLOV		Naples Loveseat/Black Vinyl	\$893.10
NPLSOF		Naples Sofa/Black Vinyl	\$1064.70
COCHTP		Cordoba Chair/Taupe Fabric/Black Base	\$573.80
COLVTP		Cordoba Loveseat/Taupe Fabric/Black Base	\$821.10

ACCENT CHAIRS			
CODE	QTY	ITEM DESCRIPTION	PRICE
BOWCHA		Bowery Swivel Chair/Ochre Fabric	\$626.90
LABREA		La Brea Swivel Chair/Charcoal Gray Fabric	\$535.50
SWAN		Swanson Swivel Chair/White Vinyl	\$457.80
WENCHA		Wentworth Swivel Chair/Brown Vinyl	\$425.80
BCW		Madrid Chair/White Vinyl	\$952.90
MONCHA		Montreal Chair/Blue Fabric	\$689.40
LENCHA		Lena Chair/Moss Green Leather	\$563.40
TCHP		Tech Chair/Gray Vinyl	\$492.00
MNCHCH		Munich Armless Chair/Gray Fabric	\$575.40
CNTCHR		Century Chair/Gray Velvet	\$640.00
ATHCHA		Atherton Chair/Distressed Brown Leather	\$669.40
PROGB		Pro Executive Guest Chair/Black Vinyl	\$329.70
PASCHR		Pasadena Chair/White Molded Plastic	\$388.50
BNMCOW		Brooklyn Meeting Chair/White Vinyl/Oak-Look Base	\$382.20
BNMCSW		Brooklyn Meeting Chair/Swivel/White Vinyl/Black Base	\$382.20

INDIVIDUAL SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
MARCBR		Marina Chair/Brown Fabric	\$190.60
MARCBE		Marina Chair/Ocean Blue Fabric	\$190.60
MARCRD		Marina Chair/Red Fabric	\$190.60
MARCWH		Marina Chair/White Vinyl	\$190.60
MARCBK		Marina Chair/Black Vinyl	\$190.60
LMCHR		Laguna Chair/Maple	\$181.20
LUCHCL		Lucent Chair/Frosted Acrylic	\$233.10
CS4		Syntax Chair/Black Fabric	\$254.10
XCHR		Christopher Chair/White Vinyl	\$134.40
SC3		Brewer Chair/Onyx Fabric	\$210.60

COMPANY NAME:	BOOTH NUMBER:
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INDIVIDUAL SEATING (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
RSTDIN		Rustique Chair w/ Arms/Gunmetal	\$185.90
ZENCHR		Zenith Chair/White	\$204.80
DUET		Stack Chair/Black Molded Plastic	\$82.50
SC10		Razor Armless Chair/White Molded Plastic	\$99.30
OCMWHT		Meeting Chair/White Vinyl	\$320.30
MALGRN		Malba Chair/Green Molded Plastic	\$140.20
MALGRY		Malbo Chair/Gray Molded Plastic	\$140.20
BLDCSB		Blade Chair/Sky Blue Molded Plastic	\$89.80
BLDCRD		Blade Chair/Red Molded Plastic	\$89.80
OTTOMANS			
VIB01		Vibe Cube/Green Vinyl	\$172.20
VIB02		Vibe Cube/Blue Vinyl	\$172.20
VIB04		Vibe Cube/Red Vinyl	\$172.20
VIB05		Vibe Cube/Bright Yellow Vinyl	\$172.20
VIB08		Vibe Cube/Orange Vinyl	\$172.20
VIB09		Vibe Cube/White Vinyl	\$172.20
VIB10		Vibe Cube/Black Vinyl	\$172.20
VIB11		Vibe Cube/Steel Blue Vinyl	\$172.20
VIB12		Vibe Cube/Silver Vinyl	\$172.20
VIB13		Vibe Cube/Purple Vinyl	\$172.20
VIB14		Vibe Cube/Citrus Green Vinyl	\$172.20
VIB15		Vibe Cube/Taupe Vinyl	\$172.20
VIB16		Vibe Cube/Spice Orange Vinyl	\$172.20
VIB17		Vibe Cube/Desert Rose Vinyl	\$172.20
BVSMOR		Beverly Small Bench/Orange Fabric	\$346.00
BVSMGN		Beverly Small Bench/Olive Green Fabric	\$346.00
BVSMWH		Beverly Small Bench/White Vinyl	\$346.00
BVSMBK		Beverly Small Bench/Black Vinyl	\$346.00
BVSMBL		Beverly Small Bench/Ocean Blue Fabric	\$346.00
BVSMBN		Beverly Small Bench/Brown Fabric	\$346.00
BVSMGY		Beverly Small Bench/Gray Fabric	\$346.00
BVSMNLN		Beverly Small Bench/Linen Fabric	\$346.00
BVSMMLV		Beverly Small Bench/Lavender Fabric	\$346.00
BVSMRD		Beverly Small Bench/Red Fabric	\$346.00
BVSMYL		Beverly Small Bench/Yellow Fabric	\$346.00
BVLYWH		Beverly Bench/White Vinyl	\$497.70
BVLYRD		Beverly Bench/Red Fabric	\$497.70
BVLYGR		Beverly Bench/Gray Fabric	\$497.70

OTTOMANS (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
BVLYOB		Beverly Bench/Ocean Blue Fabric	\$497.70
BVLYBK		Beverly Bench/Black Vinyl	\$497.70
BVLYLN		Beverly Bench/Linen Fabric	\$497.70
BVLYBN		Beverly Bench/Brown Fabric	\$497.70
MAR001		Marche Swivel/White Vinyl	\$229.50
MAR002		Marche Swivel/Gray Fabric	\$229.50
MAR003		Marche Swivel/Linen Fabric	\$229.50
MAR004		Marche Swivel/Raspberry Fabric	\$229.50
MAR005		Marche Swivel/Red Fabric	\$229.50
MAR006		Marche Swivel/Rose Quartz Fabric	\$229.50
MAR007		Marche Swivel/Plum Fabric	\$229.50
MAR008		Marche Swivel/Meadow Green Fabric	\$229.50
MAR009		Marche Swivel/Pear Yellow Fabric	\$229.50
MAR010		Marche Swivel/Blue Fabric	\$229.50
MAR011		Marche Swivel/Orange Fabric	\$229.50
MAR012		Marche Swivel/Forest Green Vinyl	\$229.50
MAR013		Marche Swivel/Teal Velvet	\$229.50
MAR014		Marche Swivel/Distressed Brown Vinyl	\$229.50
MAR015		Marche Swivel/Black Vinyl	\$229.50
MAR016		Marche Swivel/Ivory Faux Sheep Fur	\$229.50
END02B		Squares/Endless/Black Vinyl	\$457.80
END02W		Squares/Endless/White Vinyl	\$457.80
END01W		Curves/Endless/White Vinyl	\$532.90
END01B		Curves/Endless/Black Vinyl	\$532.90
REGBEN		Regis Bench/Brushed Metal	\$364.90
ACCENT TABLES			
MESCTW		Mesa Cocktail Table/Barnwood Top	\$258.90
MESETW		Mesa End Table/Barnwood Top	\$170.70
MESCTB		Mesa Cocktail Table/Black Top	\$258.90
MESETB		Mesa End Table/Black Top	\$170.70
MESCTG		Mesa Cocktail Table/Glass Top	\$258.90
MESETG		Mesa End Table/Glass Top	\$170.70
ALC100		Alondra Cocktail Table/Glass Top	\$411.60
ALE100		Alondra End Table/Glass Top	\$296.80
ALC200		Alondra Cocktail Table/Wood Top	\$411.60
ALE200		Alondra End Table/Wood Top	\$296.70
C1C		Geo Cocktail Table/Glass Top	\$315.60
E1C		Geo End Table/Glass Top	\$295.60
C1FWB		Geo Cocktail Table/Wood Top	\$361.20

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ACCENT TABLES (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
E1FWB		Geo End Table/Wood Top	\$314.50
C1W		Sydney Cocktail Table/White Top	\$360.20
C1Y		Sydney Cocktail Table/Black Top	\$360.20
SYDBEC		Sydney Cocktail Table/Blue Top	\$378.00
SYDWDC		Sydney Cocktail Table/Barnwood Top	\$378.00
E1W		Sydney End Table/White Top	\$323.40
E1Y		Sydney End Table/Black Top	\$323.40
SYDBEE		Sydney End Table/Blue Top	\$329.70
SYDWDE		Sydney End Table/Barnwood Top	\$329.70
TAOBWH		Taos Side Table/White Top	\$170.70
TAOBK		Taos Side Table/Black Top	\$170.70
TAOBWD		Taos Side Table/Barnwood Table	\$170.70
SEDBWH		Sedona Side Table/White Top	\$175.40
SEDBK		Sedona Side Table/Black Top	\$175.40
SEDBWD		Sedona Side Table/Barnwood Top	\$175.40
REGBEN		Regis Bench Table/Brushed Metal	\$364.90
REGOTT		Regis End Table/Brushed Metal	\$269.40
C1E		Silverado Cocktail Table/Glass Top	\$334.50
E1E		Silverado End Table/Glass Top	\$315.60
TMBTBL		Timber End Table/Wood	\$219.00
AURA		Aura Round Table/White Metal	\$185.90

BAR TABLES – BLACK BASE – 42”H

VTJ		30” Round/Graphite Nebula Top	\$295.60
VTK		30” Round/Maple Top	\$295.60
VTB		30” Round/Red Top	\$295.60
30WH42		30” Round/White Top	\$295.60
30WDBB		30” Round/Barnwood Top	\$328.20
30BKSB		30” Round/Black Top	\$328.20
30AGBB		30” Round/Brushed Gunmetal Top	\$328.20
30OSBB		30” Round/Orange Top	\$328.20
VTA		30” Round/Madison Gray Acajou Top	\$303.50
30BEBB		30” Round/Blue Top	\$328.20
30YBBB		30” Round/Brushed Yellow Top	\$328.20
30GSBB		30” Round/Green Top	\$328.20
VTN		36” Round/Graphite Nebula Top	\$306.10

BAR TABLES – BLACK BASE – 42”H (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
VTP		36” Round/Maple Top	\$306.10
VTW		36” Round/White Top	\$306.10
36BKSB		36” Round/Black Top	\$306.10

BAR TABLES – HYDRAULIC CHROME BASE – 45”H

30GRHB		30” Round/Graphite Nebula Top	\$380.10
30MTHB		30” Round/Maple Top	\$380.10
30BRHB		30” Round/Red Top	\$380.10
30WHHB		30” Round/White Top	\$380.10
30WDHB		30” Round/Barnwood Top	\$401.10
30BKHB		30” Round/Black Top	\$401.10
30AGHB		30” Round/Brushed Gunmetal Top	\$401.10
30OSHB		30” Round/Orange Top	\$401.10
30MAHB		30” Round/Madison Gray Acajou Top	\$401.10
30BEHB		30” Round/Blue Top	\$401.10
30YSHB		30” Round/Brushed Yellow Top	\$401.10
30GSHB		30” Round/Green Top	\$401.10
36GRHB		36” Round/Graphite Nebula Top	\$415.30
36MTHB		36” Round/Maple Top	\$415.30
36WTHB		36” Round/White Top	\$415.30
36BKHB		36” Round/Black Top	\$415.30
RSTSQT		Rustique Square/Gunmetal/23.75” x 41.25”h	\$339.20

CAFÉ TABLES – HYDRAULIC CHROME BASE - 29”H

30GRHC		30” Round/Graphite Nebula Top	\$401.10
30MTHC		30” Round/Maple Top	\$401.10
30BRHC		30” Round/Red Top	\$401.10
30WHHC		30” Round/White Top	\$401.10
30WDHC		30” Round/Barnwood Top	\$401.10
30BKHC		30” Round/Black Top	\$401.10
30AGHC		30” Round/Brushed Gunmetal Top	\$401.10
30OSHC		30” Round/Orange Top	\$401.10
30MAHC		30” Round/Madison Gray Acajou Top	\$401.10
30BEHC		30” Round/Blue Top	\$401.10
30YSHC		30” Round/Brushed Yellow Top	\$401.10
30GSHC		30” Round/Green Top	\$401.10

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CAFÉ TABLES – HYDRAULIC CHROME BASE - 29”H (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
36GRHC		36” Round/Graphite Nebula Top	\$420.00
36MTHC		36” Round/Maple Top	\$420.00
36WTHC		36” Round/White Top	\$420.00
36BKHC		36” Round/Black Top	\$415.30

CAFÉ TABLES – BLACK BASE – 29”H

CODE	QTY	ITEM DESCRIPTION	PRICE
ZTJ		30” Round/Graphite Nebula Top	\$296.70
ZTK		30” Round/Maple Top	\$296.70
ZTB		30” Round/Red Top	\$296.70
30WH29		30” Round/White Top	\$296.70
30WDBC		30” Round/Barnwood Top	\$296.70
30BKSC		30” Round/Black Top	\$296.70
30AGBC		30” Round/Brushed Gunmetal Top	\$296.70
30OSBC		30” Round/Orange Top	\$296.70
ZTA		30” Round/Madison Acajou Top	\$296.70
30BEBC		30” Round/Blue Top	\$296.70
30YSBC		30” Round/Brushed Yellow Top	\$296.70
30GSBC		30” Round/Green Top	\$296.70
ZTN		36” Round/Graphite Nebula Top	\$285.10
ZTP		36” Round/Maple Top	\$285.10
ZTQ		36” Round/White Top	\$285.10
36BKSC		36” Round/Black Top	\$285.10

BARSTOOLS

MARBBE		Marina/Ocean Blue Fabric	\$346.00
MARBBR		Marina/Brown Fabric	\$346.00
MARBRD		Marina/Red Fabric	\$346.00
MARBWH		Marina/White Vinyl	\$346.00
MARBBK		Marina/Black Vinyl	\$346.00
ROLLWH		Lift/White Vinyl	\$269.40
ROLLRD		Lift/Red Vinyl	\$269.40
ROLLBL		Lift/Black Vinyl	\$269.40
ROLLGY		Lift/Gray Vinyl	\$269.40
BS002		Zoey/White	\$357.60
BSS		Banana/Black	\$301.40
BST		Banana/White	\$301.40
BLDBRD		Blade/Red	\$172.20
BLDBSB		Blade/Sky Blue	\$172.20

BARSTOOLS (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
ZENBAR		Zenith/White	\$204.80
LMBAR		Laguna/Maple	\$229.50
XBAR		Christopher/White Vinyl	\$229.50
BS001		Shark/White	\$393.30
BSR		Syntax/Black	\$277.80
LUBSCL		Lucent/Frosted Acrylic	\$335.50
RSTSTL		Rustique/Gunmetal	\$168.60

EXECUTIVE SEATING

PROEXE		Pro High Back Chair/White Vinyl	\$473.10
PROEXB		Pro High Back Chair/Black Vinyl	\$473.10
PROMID		Pro Mid Back Chair/White Vinyl	\$300.30
PROMDB		Pro Mid Back Chair/Black Vinyl	\$300.30
PROGB		Pro Guest Chair/Black Vinyl	\$329.70
CUPCHA		Cupertino Mid Back Chair/Black Vinyl	\$373.30
GENCHA		Genesis Chair/Black Fabric	\$326.10
TASKST		Task Stool/Black Fabric	\$190.60

CONFERENCE TABLES

CONF42		42” Round x 29”h/White Top	\$449.40
CB8		42” Round x 29”h/Madison Gray Acajou Top	\$449.40
42BKCT		42” Round x 29”h/Black Top	\$449.40
CF1		GEO Rounded Square Table/Glass Top/Black	\$334.50
CE1		GEO Rounded Square Table/Glass Top/Chrome	\$351.80
CF2		GEO Rectangular/Glass Top/Black	\$493.00
CE2		GEO Rectangular/Glass Top/Chrome	\$510.90
42ATO		Atomic 42” Round x 30”h/Glass Top	\$393.30
36ATO		Atomic 36” Round x 30”h/Glass Top	\$393.30
BKC10N		120”l x 48”d x 29”h/Black Top (2 pieces)	\$1153.50
BKCT8N		96”l x 48”d x 29”h/Black Top (2 pieces)	\$1153.50
BKCT5N		60”l x 48”d x 29”h/ Black Top	\$577.50
WD3		48”l x 24”d x 30”h/White Top	\$420.00
MADC05		Madison 60”l x 48”d x 29”h/Gray Acajou Top	\$592.80
MADC08		Madison 96”l x 60”d x 29”h/Gray Acajou Top (2 pieces)	\$1183.40
MADC10		Madison 120”l x 48”d x 29”h/Gray Acajou Top (2 pieces)	\$1183.40

EXECUTIVE DESK & STORAGE

JD8		Desk 60”l x 30”d x 29”h/Gray Acajou Top	\$731.90
BC8		Bookcase 36”l x 12”d x 72”h/Gray Acajou	\$540.30

COMPANY NAME:	BOOTH NUMBER:
STREET ADDRESS:	CITY, STATE:
	ZIP CODE:
EMAIL ADDRESS:	TELEPHONE NUMBER:



CUSTOM FURNITURE

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

POWERED & COMMUNAL TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
VNTBLK		Ventura Powered Bar Table/Black Top	\$978.60
VNTWHT		Ventura Powered Bar Table/White Top	\$978.60
VNTMNP		Ventura Communal Bar Table/Maple Top/Solid	\$844.80
VNTBMW		Ventura Communal Bar Table/Maple Top/Holes	\$844.80
VNTBWW		Ventura Communal Bar Table/White Top/Holes	\$844.80
VNTWNP		Ventura Communal Bar Table/White Top/Solid	\$844.80
VNTBNP		Ventura Communal Bar Table/Black Top/Solid	\$844.80
VNTCBK		Ventura Powered Café Table/Black Top	\$762.30
VNTCWH		Ventura Powered Café Table/White Top	\$762.30
VNTCMN		Ventura Communal Café Table/Maple Top/Solid	\$673.10
VNTCMW		Ventura Communal Café Table/Maple Top/Holes	\$673.10
VNTCWW		Ventura Communal Café Table/White Top/Holes	\$673.10
VNTCWN		Ventura Communal Café Table/White Top/Solid	\$673.10
VNTCBN		Ventura Communal Café Table/Black Top/Solid	\$673.10
P30BWH		30" Round/Powered/White Top (42"h)	\$382.20
P30CWH		30" Round/Powered/White Top (29"h)	\$382.20

OFFICE ACCESSORIES & DÉCOR			
CODE	QTY	ITEM DESCRIPTION	PRICE
HDG7FT		7' Boxwood Hedge/36.5"l x 12"d x 84"h	\$945.60
HDG4FT		4' Boxwood Hedge/46"l x 9"d x 47"h	\$587.00
LA15		Mason Floor Lamp/Brushed Silver	\$270.90
LA14		Mason Table Lamp/Brushed Silver	\$183.80
PSHCCS		Posh Shelving/Chrome/Acrylic	\$636.30
DIVFWB		Freestanding Whiteboard/39"l x 1.5"d x 72"h	\$521.90
COUNTERS & BARS			
MTCPUL		Midtown Powered Counter/Pewter/Unlighted	\$1838.60
MTCLPI		Midtown Powered Counter/Pewter/Lighted	\$1949.90
MTBUUL		Midtown Bar/Pewter/Unlighted	\$1829.10
MTBLPI		Midtown Bar/Pewter/Lighted/Blue	\$1949.90
MTBLPI		Midtown Bar/Pewter/Lighted/Red	\$1949.90
MTBLPI		Midtown Bar/Pewter/Lighted/Green	\$1949.90
MTBLPI		Midtown Bar/Pewter/Lighted/White	\$1949.90

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: **February 3, 2023**. 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 their condition at close of show.

Custom Furniture Total \$ _____
 Add 30% after 2/3/23 \$ _____
 6% Tax \$ _____
 Delivery Fee \$ **50.00** _____
 TOTAL \$ _____

COMPANY NAME:	BOOTH NUMBER:
STREET ADDRESS:	CITY, STATE:
	ZIP CODE:
EMAIL ADDRESS:	TELEPHONE NUMBER:



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"	\$70.00	\$140.00
	7" x 44"	\$75.00	\$150.00
	11" x 14"	\$85.00	\$170.00
	14" x 22"	\$95.00	\$190.00
	22" x 28"	\$165.00	\$330.00
	28" x 44"	\$195.00	\$390.00
	Easel back	\$12.50	\$25.00

Horizontal Vertical

Special Instructions/Copy:

LARGE FORMAT GRAPHICS CALCULATION				
QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL

LARGE FORMAT GRAPHICS MATERIAL		
Material	Discount Price/Sq. Ft.	Standard Price/Sq. Ft.
Sintra	\$32.00	\$64.00
Foam core	\$32.00	\$64.00
Masonite	\$32.00	\$64.00
Gator Foam	\$32.00	\$64.00
Plexi	\$64.00	\$128.00

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

Discount Deadline: January 27, 2023. 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.

Special Signs Total _____
 6% 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 Prep



Arata Expositions, Inc.

Accepted Files:

- PDF (preferred)
- EPS / Ai
- TIF (with LZW Compression)
- CorelDRAW

Maximum resolution of 120 DPI. Should not exceed 500MB.

Submitted artwork requires a 1/2" bleed (for SEG fabric, include a 5" bleed). Do not include crop marks. Please remember to embed images and outline or convert fonts to paths before forwarding design files.

Be sure to notify your contact at Arata Expositions following submission. You will be provided with a digital proof of all submitted graphics for review.

Please Note: Graphics formatted for websites are not suited for large-format printing.

FTP Access:

When uploading files, be sure to use Microsoft Edge, Chrome, or Firefox (no Safari browsers).

download: FTP Client using - <https://filezilla-project.org/>

username: Please contact pthurston@arataexpo.com to receive your assigned username. Further instructions to access ftp will be sent to your attention with your assigned username and password.

If you experience a problem or have questions, please contact Jay Cornell at jcornell@arataexpo.com.

Alternate cloud storage services are acceptable such as Dropbox, etc.



Arata Expositions, Inc.

Corporate Headquarters

15928 Tournament Drive
Gaithersburg, MD 20877

301.921.0800

Florida Office

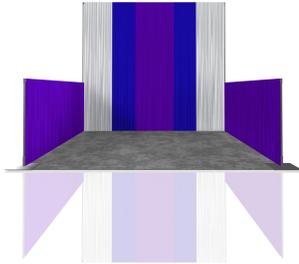
2501 Investors Row, Ste. 1000
Orlando, FL 32837

407.422.3636



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"

COMPANY NAME
BOOTH NUMBER (s)

7"

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

**NOTE: This form must be completed and returned before February 3, 2023.
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%; height: 25px;" type="text"/>		<input style="width: 95%; height: 25px;" type="text"/>	
Street Address		City	
<input style="width: 95%; height: 25px;" type="text"/>		<input style="width: 95%; height: 25px;" type="text"/>	
State	Zip Code	Country	
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	
Contact Name		Email Address	
<input style="width: 95%; height: 25px;" type="text"/>		<input style="width: 95%; height: 25px;" type="text"/>	
Telephone Number		Fax Number	
<input style="width: 95%; height: 25px;" type="text"/>		<input style="width: 95%; height: 25px;" 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	\$0.90 per sq. ft.	\$1.26 per sq. ft.	=	\$ _____	
Daily Booth							
Cleaning	_____ X _____ = _____ sq. ft.	X	\$1.80 per sq. ft.	\$2.52 per sq. ft.	=	\$ _____	

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

Discount Deadline: February 3, 2023. 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 _____
6% 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"/>		

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.

Two full-time employees of the exhibiting company may set their exhibit provided they can finish in 1 hour. Exhibitors are not permitted to use power tools. Manual tools (hammers, screwdrivers, etc.) are permitted within the time allocation above. After the 1 hour is up, exhibitors must use union labor provided by Arata Expositions, Inc. 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. An exhibitor may not use dock facilities to unload their personal car, truck and/or station wagon.

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.

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.
- 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 EXPOSITIONS, 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 companies 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 FEBRUARY 3, 2023.

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00 am to 4:30 pm weekdays	\$145.00 PER MAN PER HOUR	\$203.00 PER MAN PER HOUR
OVERTIME: After 4:30 pm weekdays and all day Saturday, Sunday and Holidays	\$217.50 PER MAN PER HOUR	\$304.50 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 canceled 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.

Onsite Exhibitor Representative's: _____ 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 canceled 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.

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

Onsite Exhibitor Representative's: _____ Telephone Number: _____

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



AEI SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse Showsite

Date Shipped: _____ Date to arrive: _____ Carrier: _____

Shipped from: City: _____ State: _____ Tracking/Pro#: _____

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

SET UP INFORMATION

Display Carpet: Shipped with exhibit: _____ Rented from AEI: _____ Color: _____ Size: _____

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

Special Electrical Instructions: _____

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

Special set up or dismantle instructions: _____

Graphics: Shipped with display: _____ Shipped separately: _____ Carrier: _____ Date to arrive: _____

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

Carrier: _____

- T3 Logistics
 Common Carrier
 Van Line
 Air Freight
 Next Day
 2nd Day
 Deferred

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

Emergency contact at show site: _____ Contact phone #: _____

Hotel: _____ Hotel phone #: _____ Arrival date: _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



EXHIBITOR APPOINTED CONTRACTOR

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

<p>DEADLINE: Friday, January 27, 2023</p>	<p>RETURN TO: Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877 Fax: 301.990.1717 pthurston@arataexpo.com</p>
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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 District of Columbia, 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., show management, and the facility as additional insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of Arata Expositions, Inc. The Exhibitor Appointed Contractor must coordinate all of their 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. WE WILL ALSO REQUIRE A CERTIFICATE OF INSURANCE FROM THE APPOINTED CONTRACTOR. 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"/>	



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
2/10/23	80 Lbs.	200 Lbs. Min.	\$195.00	\$390.00
2/10/23	50 Lbs.	200 Lbs. Min.	\$195.00	\$390.00
2/10/23	70 Lbs.	200 Lbs. Min.	\$195.00	\$390.00
200 Lbs. Total		Material Handling Charges		\$1170.00

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
2/10/23	200 Lbs.	200 Lbs. Min.	\$195.00	\$390.00
200 Lbs. Total		Material Handling Charges		\$390.00



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.



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 when AEI removes the shipment from the booth to load out. All Material Handling Agreements 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: AGA NLT 2023
 c/o: Arata Expositions, Inc.
 15928 Tournament Drive
 Gaithersburg, MD 20877

Receiving deadline for advanced freight is February 10, 2023. We will continue receiving freight at the advanced warehouse through February 17, 2023. Freight received from February 13, 2023 through February 17, 2023 will incur a late surcharge.

Receiving hours are 8:30 am - 4:00 pm Monday-Friday

SHOWSITE

Due to the security constraints of the facility, no direct show site shipments will be accepted.

All outbound shipments will need to be picked up from the Arata warehouse on Friday, February 24, 2023 between the hours of 1:00pm and 4:00pm or Monday, February 27, 2023 between the hours of 8:30am and 4:00pm.

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

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES, OVERSIZED CRATES AND/OR FLATBED SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00 pm on Friday, February 10, 2023. Any material received at the warehouse after this date and time will be subject to a late surcharge and may incur additional delivery fees.

Warehouse freight will be delivered based upon the move-in schedule.

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

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. One full-time exhibitor may hand carry their own material from POV's (privately owned vehicles) in one trip without the use of 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.

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 from the Arata Expositions warehouse by 4:30 pm Monday, February 27, 2023, your freight will be shipped by one of the official show carriers. 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.

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 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	\$195.00 per CWT
Special Handling Shipment	\$253.50 per CWT
Carpet and/or Padding Only Shipment	\$292.50 per CWT

OVERTIME SURCHARGE

Crated Shipment	\$48.75 per CWT
Special Handling Shipment	\$63.38 per CWT
Carpet and/or Padding Only Shipment	\$72.75 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER FEBRUARY 10, 2023

Crated Shipment	\$48.75 per CWT	Special Handling Shipment	\$72.75 per CWT	Carpet and/or Padding Only Shipment	\$72.75 per CWT
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WEIGHT TICKET FEE: A \$25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

SPECIAL HANDLING



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

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:

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

Stacked Shipments:

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

Constricted Space Unloading/Loading:

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

Designated Piece Unloading/Loading:

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

Mixed Loads:

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

Crated vs. Uncrated:

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

Multiple Shipments:

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

Alternate Delivery Location:

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

Carpet /Padding Only Shipments:

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

Improper Paperwork / No Documentation:

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

Improper Weight:

Shipments that come in and are re-weighed 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	\$195.00	=	\$585.00
Warehouse Crated			X	\$195.00	=	
Warehouse Special Handling			X	\$253.50	=	
Warehouse Carpet/Padding Only			X	\$292.50	=	

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

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

MATERIAL HANDLING DEFINITIONS

- 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 \$ _____
 Material Handling 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"/>		

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

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

To enable our tracking delayed shipments, please mail duplicate bill of lading to:
 Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, Phone: 301.921.0800

COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

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

FOR SPLIT SHIPMENTS, USE SPACE BELOW

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

Company Name		Booth Number
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 _____



T3 LOGISTICS, LLC

OFFICIAL SHOW CARRIER

SERVICES OFFERED

Next Day	Same Day/Expedite Services
Second Day	Van Line Services
Deferred (3-5 days)	Customs Clearance & Brokerage
International Services	Warehousing Solutions

For rates and scheduling, please contact us by the following:

Email: operations@t3logistics.com

Phone: 1.866.920.4228



Around The Clock Service.





T3 LOGISTICS, LLC

OFFICIAL SHOW CARRIER

Schedule your shipment using any of these options:

Email: operations@t3logistics.com

Phone: 1.866.920.4228

Fax: 1.410.799.0118

QUOTE/SHIPMENT REQUEST

Shipper Contact: _____

Phone: _____

Fax: _____

Email: _____

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 Up Date:	Time:		Pick Up Date:	Time:	
Special Instructions:					

Pieces	Description of Articles, Special Marks and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance (Amount Required)
	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 are paid thereon. Please contact your T3 Logistics account manager to discuss the benefits of purchasing additional insurance.
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SERVICE REQUESTED

Check One:

- Next Day
- Second Day
- Deferred (3-5 days)
- Ground

Check All that Apply:

- Liftgate Pickup/Delivery
- Inside Pickup/Delivery
- Residential Pickup/Delivery
- Appointment Pickup/Delivery

Comments:

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

AGA NLT 2023
c/o: Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877

HOLD FOR STORAGE

DELIVER PRIOR TO FEBRUARY 10, 2023

EXHIBIT MATERIAL, DO NOT DELAY



FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

AGA NLT 2023
c/o: Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877

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AGA NLT 2023
c/o: Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877

HOLD FOR STORAGE

DELIVER PRIOR TO FEBRUARY 10, 2023

EXHIBIT MATERIAL, DO NOT DELAY



Audio-Visual and Computer Exhibit Order Form



1300 Pennsylvania Avenue, NW
 Washington, DC 20004
 Tel: 202.312.1379
 Fax: 202.312.1393
itcexhibits@projection.com

Monitors, Computers and Printers

Qty	Days	Equipment	Rate	Total
		20" LCD Display Monitor (Computers Only) Table Stand Only	\$125	
		26" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table Stand Only	\$250	
		32" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table Stand Only	\$350	
		42" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table or Floor Stand, Please choose below	\$450	
		52" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table or Floor Stand, Please choose below	\$650	
		70" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table or Floor Stand, Please choose below	\$950	
		Monitor Stand: <input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand	NC	
		Windows Laptop Computer	\$250	
		Apple Laptop Computer	\$350	
		HP LaserJet Printer (Black and White)	\$225	
		Computer Speakers	\$20	
		Keyboard and Mouse	\$15	

Audio and Video

Qty	Days	Equipment	Rate	Total
		LCD Projector (4500 Lumens) (Requires Cart and Screen)	\$600	
		Projection Cart: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54" - with skirt	\$50	
		Projection Screen: <input type="checkbox"/> 5x5 <input type="checkbox"/> 6x6 <input type="checkbox"/> 7x7 - with skirt	\$70	
		iPod Connection	\$35	
		Wired Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$50	
		Wireless Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$185	
		Single Standing Speaker with stand (100 sq ft range)	\$105	
		12 Channel Microphone Mixer (Required for 2 microphones or more)	\$175	

Power is NOT included with AV rental.
Please contact the facility directly for your power needs.

	Totals
Equipment Total:	
On-Site Order Surcharge + 20%	
Delivery/Set-up/Pick-up: (Minimum \$215 or 20% of Equipment Total)	
Sales Tax: (6.00% of Equipment Total)	
Amount Due:	

Ordering: To order Audio-Visual equipment for your booth, please fill out this form and return it with your payment to the fax or email below at least one week prior to the installation date.

Prices: All prices shown are **per day** plus a one-time labor charge for delivery, installation and pick-up. Extensive setups requiring more than one hour will be charged for additional labor. At least 24 hour notice is required for all cancellations or the first day rental rate will be charged.

Installation: Your on-site representative must be on hand to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.

72 hour notice for cancellation. Prices effective 03/2019 and subject to change without notice.
 The undersigned acknowledges receipt of the equipment described herein and agrees to assume replacement cost for any loss or damage of said equipment which is the property of Projection National Services.

Signature: _____ Date: _____



1300 Pennsylvania Avenue, NW Washington, DC 20004
EXHIBITOR SERVICE ORDER FORM
 PLEASE FAX TO (202) 312-1310 or EMAIL TO bbumgarner@ITCDC.COM

Name of Event: _____ Date of Event: _____ Exhibiting Company: _____
 Form Completed by: _____ Title: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____
 On-Site Contact: _____ Booth Number: _____ RRB Contact: _____

Item #	Quantity	ELECTRICAL DESCRIPTION	RATES	TOTAL
1		20 AMP 110V (Standard) outlet / dedicated - without power strip	\$110.00	
2		20 AMP 110V (Standard) outlet / dedicated - with power strip	\$150.00	
TOTAL				\$

NOTE: 5.75% sales tax will be added to all rental charges. Rate is a onetime fee. Please include a diagram of booth if needed.

Item #	Quantity	INTERNET SERVICE	TOTAL CONNECTIONS (USERS) NEEDED	RATE	TOTAL
1		Hardwire Internet - Plan A up to 5 users		\$425.00	
2		Hardwire Internet - Plan B from 6 - 20 users		\$1,500.00	
3		Static IP Address		\$200.00	
TOTAL					\$

NOTE: 8.75% sales tax will be added to all rental charges. Rate is for up to 5 days. Please inform your event planning manager if you require internet for more than 5 days. One network hub is included in price.

CREDIT CARD INFORMATION

Credit Card Type: _____ Account Number: _____ Expiration: _____
 (Attach a legible copy of front and back or imprint)

Cardholder's Name: _____
 (As it appears on card. Please print)

I hereby authorize the International Trade Center to apply appropriate charges for event services to this credit card.

 Cardholder's Signature _____
 Date

If you are tax exempt, please check and attach your tax exempt document(s). Federal
 State

Contact your event planning manager at 202-312-1300 to confirm order

LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

“Maximize your ROI by using ATS Lead Retrieval services.”

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

.....

Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 60 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device
to capture leads
Just Point & Scan

MobilePlus™



Large format
device to capture
leads
Just Point & Scan

iPad MiniPlus™



Use your own
device to capture
leads
Just Point & Scan

LeadsPlus™ App



**AMERICAN
TRADESHOW SERVICES**

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY JANUARY 27, 2023

**Click here to
ORDER ONLINE**

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 60 months



Handheld
"State of the Art"
Honeywell Scanner

MobilePlus™



Use our iPad &
our LeadsPlus
Application

iPad® Mini Plus™



Use your own
IOS or Andoid
Devices

LeadsPlus™ App

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	\$ 369.00	\$ 419.00	_____	\$ _____
iPad Mini Plus	\$ 449.00	\$ 499.00	_____	\$ _____
LeadsPlus App (First License)	\$ 359.00	\$ 409.00	_____	\$ _____
LeadsPlus App (Additional License)	\$ 99.00	\$ 149.00	_____	\$ _____
LeadsPlus App Bundles: (First License Included)				
3 Pack	\$ 499.00	\$ 549.00	_____	\$ _____
6 Pack	\$ 799.00	\$ 849.00	_____	\$ _____
10 Pack	\$ 999.00	\$ 1049.00	_____	\$ _____
Mobile Plus Add-Ons: Post Dis. Deadline				
Z-Printer Plus	\$ 75.00	\$ 95.00	_____	\$ _____
Custom Survey	\$ 60.00	\$ 80.00	_____	\$ _____
Delivery & Setup	\$ 65.00	\$ 85.00	_____	\$ _____

(PLEASE PRINT) BOOTH NO. _____

COMPANY _____
 EMAIL(S) _____
 ADDRESS _____
 CITY, STATE, ZIP, COUNTRY _____
 ORDER CONTACT _____
 PHONE NO. _____
 ONSITE CONTACT _____
 ONSITE CELL PHONE _____

CREDIT CARD NO.: AMERICAN EXPRESS MasterCard VISA

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

CARDHOLDER NAME: _____
 EXPIRATION DATE: _____/_____/_____

CARDHOLDER SIGNATURE: _____

Click here to ORDER ONLINE

Username: AGANLT2023 | Password: 1027

Sub-Total = \$ _____

Total Due (in US Funds) = \$ _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
 Questions? Please call: 985-240-5507 Fax: 985-809-1888
 Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471



arataexpo.com