



EXHIBITOR SERVICE MANUAL

2024 Rocky Mountain Symposium

August 16-18, 2024

Gaylord Rockies Resort & Convention Center
Aurora, CO



Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming 2024 Rocky Mountain Symposium scheduled for August 16-18, 2024 at the Gaylord Rockies Resort & Convention Center in Aurora, CO.

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

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8.5% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with 2024 Rocky Mountain Symposium. If you find you need additional information, at any time, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures

TABLE OF CONTENTS



Welcome Letter	2	Booth Cleaning	43
Deadline Dates	4	Labor Regulations	44
Show Facts	5	Mechanical Lifts	45
Show Schedule	6	Display Labor.....	46
Helpful Hints	7	AEI Supervised Labor	47
How To Place Your Order	8	Exhibitor Appointed Contractor	48
Payment Policy Agreement	9	Sample Certificate of Insurance	49
Charge Authorization	10	Tips for Material Handling.....	50
Third Party Payment	11	Material Handling Limits of Liability.....	51-52
Cost Calculation	12	Cart Load Service	53
Safety	13	Shipping Information	54
Standard Carpet	14-15	Glossary of Shipping Terms	55
Plush Carpet	16-17	Material Handling Rate Schedule.....	56
Furniture	18	Special Handling Definitions.....	57
Display Tables	19	Material Handling Rate Calculation	58
Custom Furniture	20-24	Freight Routing.....	59
Rental Booths	25-39	Inbound Freight Procedures	60
Special Signs	40	Outbound Freight Procedures	61
File Preparation.....	41	T3 Logistics	62-63
Standard Sign Request	42	Shipping Labels	64-65



DEADLINE DATES

Exhibitor Appointed Contractor	July 12, 2024
Rental Booths	July 19, 2024
Special Signs	July 19, 2024
Cleaning	July 26, 2024
Custom Furniture	July 26, 2024
Display Tables	July 26, 2024
Freight Routing	July 26, 2024
Furniture	July 26, 2024
Labor Installation/Dismantle	July 26, 2024
Standard/Plush Carpet	July 26, 2024
Warehouse Advance Shipment	August 2, 2024

**BOOTH EQUIPMENT:**

Each booth will receive a 3' high back wall and 3' high side rail drape, both draped in blue. One (1) 6' x 30" black draped table, two (2) side chairs, one (1) wastebasket and a one line identification sign indicating the name of the exhibiting company and booth number will also be provided.

BOOTH CARPET:

The exhibit hall is carpeted. If you wish to ENHANCE the appearance of your booth, you may order [Online](#) or place an order using the enclosed order form.

***Standard carpet is for in-line/linear booths with sizes of 10'x10', 10'x20', 10'x30' and 10'x40'. Please select special cut carpet or plush carpet for all other booth dimensions.

SHIPPING INFORMATION:**ADVANCE SHIPPING WAREHOUSE ADDRESS**

Shipments should arrive between
July 16, 2024 and August 2, 2024.

To: **Exhibiting Company and booth number**
 For: 2024 Rocky Mountain Symposium
 c/o: Arata Expositions, Inc.
 c/o: ArcBest
 5871 N. Broadway
 Denver, CO 80216

Receiving deadline for advanced freight is August 2, 2024.
 We will continue receiving freight at the advance warehouse
 through August 9, 2024. Freight received from August 5, 2024
 through August 9, 2024 will incur a late surcharge.

Receiving hours are 8:00am - 3:00pm Monday-Friday

DIRECT SHOWSITE SHIPMENTS

Shipments will be received **ONLY** between
August 15, 2024 and August 17, 2024.

To: **Exhibiting Company and booth number**
 For: 2024 Rocky Mountain Symposium Arata
 c/o: Expositions, Inc.
 c/o: Gaylord Rockies Resort & Convention Center
 Adams Ballroom A & Corridor
 6700 N. Gaylord Rockies Boulevard
 Aurora, CO 80019

SHOW SCHEDULE



2024 Rocky Mountain Symposium

August 16-18, 2024

Gaylord Rockies Resort & Convention Center
Aurora, CO

SET UP HOURS:

Thursday, August 15, 2024

12:00pm - 5:00pm

SHOW HOURS:

Friday, August 16, 2024

7:30am - 5:00pm

Saturday, August 17, 2024

7:30am - 3:30pm

MOVE OUT HOURS:

Saturday, August 17, 2024

3:30pm - 6:00pm



HELPFUL HINTS

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

PRIOR TO THE SHOW:

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

SHOWSITE:

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

OUTBOUND - MOVE OUT:

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

HOW TO PLACE YOUR ORDER



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

FORMS TO ARATA EXPOSITIONS INC.

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

Arata Expositions, Inc.
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.



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. A 4% 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 IS RECEIVED AND CLEARED FOR THE DELINQUENT INVOICE AND FUTURE SERVICES. INVOICES MUST BE SETTLED IN FULL VIA CASH, WIRE TRANSFER, ACH, OR CERTIFIED CHECK ONLY. CREDIT CARDS WILL NOT BE ACCEPTED FOR THIS SERVICE.

Any exhibitor using a credit card for payment of services to AEI that has an unsuccessful charge back will not have charge privileges with AEI. 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"/>		

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 JULY 26, 2024.



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. Rental Booths _____
- 8. Signs _____
- 9. Standard Carpet / Plush Carpet _____

- 10. TOTAL LINES 1-9** \$ _____
- 11. Add 4% Processing Fee \$ _____
- 12. Add 8.5% Tax \$ _____
- 13. 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.





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

STANDARD LINEAR BOOTH CARPET				
Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$295.00	\$413.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$590.00	\$826.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$885.00	\$1239.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$1180.00	\$1652.00	\$

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 \$6.50 per sq. ft.	\$9.10 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	\$3.00 per sq. ft.	\$4.20 per sq. ft.	= \$ _____		
Double Padding	_____ X _____ = _____ sq. ft.	X	\$6.00 per sq. ft.	\$8.40 per sq. ft.	= \$ _____		

VISQUEEN

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

Discount Deadline: **July 26, 2024**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Standard Booth Carpet Total _____
8.5% Tax _____
TOTAL _____

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



CUSTOM PLUSH CARPET

CUSTOM PLUSH CARPET

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





PLUSH CARPET

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

PLUSH CARPET

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

BOOTH SIZE			
_____ X _____ = _____ sq. ft.			
Total sq. ft	Discount Price	Standard Price	Extended Price
_____ X	\$8.50 per sq. ft.	\$11.90 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 @ \$11.00 per sq. ft. discount or \$15.40 standard									

CARPET PADDING					
			Discount Price	Standard Price	Extended Price
Single Padding	_____ X _____ = _____ sq. ft.	X	\$3.00 per sq. ft.	\$4.20 per sq. ft. =	\$ _____
Double Padding	_____ X _____ = _____ sq. ft.	X	\$6.00 per sq. ft.	\$8.40 per sq. ft. =	\$ _____

Discount Deadline: **July 26, 2024**. 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	_____
8.5% 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"/>			



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	\$170.00	\$238.00	\$
	Side Chair	\$155.00	\$217.00	\$
	Counter Stool	\$225.00	\$315.00	\$
ACCESSORIES				
	Wastebasket	\$29.00	\$40.60	\$
	Bag Holder	\$115.00	\$172.50	\$
	Easel (Tripod)	\$90.00	\$126.00	\$
	Chrome Sign Holder (22"W x 28"H)	\$115.00	\$172.50	\$
	Literature Rack	\$299.00	\$448.50	\$
	Fishbowl	\$70.00	\$98.00	\$
	Posterboard, 4'W x 8'H, Vertical	\$250.00	\$350.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$250.00	\$350.00	\$
	Tensa Barriers	\$150.00	\$210.00	\$
	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	\$425.00	\$637.50	\$
SPECIAL DRAPERY/SKIRTING				
	3' High (per lin. foot) (\$55 min)	\$33.00	\$46.20	\$
	Special Skirting (per lin. foot)	\$22.00	\$30.80	\$

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: **July 26, 2024**. 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 _____

8.5% 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	\$195.00	\$273.00	\$
	6'L x 2'D x 30"H	\$240.00	\$336.00	\$
	8'L x 2'D x 30"H	\$260.00	\$364.00	\$
	4th Side Drapes for 30" Tables	\$55.00	\$77.00	\$
DRAPED DISPLAY TABLES 42" HIGH				
	4'L x 2'D x 42"H	\$240.00	\$336.00	\$
	6'L x 2'D x 42"H	\$275.00	\$385.00	\$
	8'L x 2'D x 42"H	\$290.00	\$406.00	\$
	4th Side Drapes for 42" Tables	\$66.00	\$92.40	\$
(CHECK COLOR BELOW)				
<input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> White If item colors are not selected in advance, AEI will select the color.				
UNDRAPED DISPLAY TABLES 30" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 30"H	\$145.00	\$203.00	\$
	6'L x 2'D x 30"H	\$180.00	\$252.00	\$
	8'L x 2'D x 30"H	\$195.00	\$273.00	\$
UNDRAPED DISPLAY TABLES 42" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 42"H	\$170.00	\$238.00	\$
	6'L x 2'D x 42"H	\$190.00	\$266.00	\$
	8'L x 2'D x 42"H	\$215.00	\$301.00	\$
DRAPED TABLE RISERS 12" HIGH				
	4 ft. Riser (white vinyl)	\$35.00	\$49.00	\$
	6 ft. Riser (white vinyl)	\$40.00	\$56.00	\$

Discount Deadline: **July 26, 2024**. 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 _____
 8.5% 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"/>	



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SOFT SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
CHR002		Allegro Chair/Blue Fabric	\$564.60
SFA002		Allegro Sofa/Blue Fabric	\$851.80
BCHWHT		Baja Chair/White Vinyl	\$713.80
BLVWHT		Baja Loveseat/White Vinyl	\$1,045.90
BSFWHT		Baja Sofa/White Vinyl	\$1,149.70
COCHTP		Cordoba Chair/Taupe Fabric/Black Base	591.10
COLVTP		Cordoba Loveseat/Taupe Fabric/Black Base	845.80
FAIRCW		Fairfax Chair/White Vinyl/Brushed Metal	\$452.10
FAIRSW		Fairfax Sofa/White Vinyl/Brushed Metal	\$626.80
KEYCHR		Key Largo Chair/Black Fabric/Wood	\$411.00
KEYLOV		Key Largo Loveseat/Black Fabric/Wood	\$480.20
KEYSOF		Key Largo Sofa/Black Fabric/Wood	\$619.30
MONCHA		Montreal Chair/Blue/Black Metal	\$710.10
MONLOV		Montreal Loveseat/Blue/Black Metal	\$694.60
NPLCHR		Naples Chair/Non-Powered/Black Vinyl/	\$766.90
NPLCHP		Naples Chair/Powered/Black Vinyl/	\$830.10
NPLLOV		Naples Loveseat/Non-Powered/Black Vinyl	\$919.90
NPLLOP		Naples Loveseat/Powered/Black Vinyl	\$1,148.70
NPLSOF		Naples Sofa/Non-Powered/Black Vinyl	\$1,096.70
NPLSOP		Naples Sofa/Powered/Black Vinyl	\$1,332.50
PALSOF		Palm Beach Sofa/White Vinyl	\$904.20
STECHA		Sterling Chair/Gray Fabric	\$918.30
STESOF		Sterling Sofa/Gray Fabric	\$1,337.40
VALCHA		Valencia Chair/Spice Orange Velvet	\$408.30
VALSOF		Valencia Loveseat/Coffee Brown Velvet	\$623.00
VALCGN		Valencis Chair/Green Fabric	\$420.00
VALCOT		Valencia Chair/Oat Fabric	\$420.00
VALVOT		Valencia Loveseat/Oat Fabric	\$623.00

POWERED SEATING			
NPLCHP		Naples Chair/Black Vinyl	\$830.10
NPLCHR		Naples Chair/Non-Powered/Black Vinyl	\$766.90
NPLLOP		Naples Loveseat/Black Vinyl	\$1,148.70
NPLLOV		Naples Loveseat/Non-Powered/Black Vinyl	\$919.90
NPLSOP		Naples Sofa/Black Vinyl	\$1,332.50
NPLSOF		Naples Sofa/Non-Powered/Black Vinyl	\$1,096.70
TCHGRY		Tech Tablet Chair/Gray Vinyl/White Metal Tablet/Chrome	\$494.30
TCHP		Tech Chair/No Tablet/Gray Vinyl/Chrome Base	\$506.80

ACCENT CHAIRS			
ATHCHA		Atherton Chair/ Brown Leather/Black Metal	\$689.50
BOWCHA		Bowery Chair/Ochre Fabric	\$645.80
BNMCSW		Brooklyn Meeting Chair/Swivel/White Vinyl/Black Base	\$393.70
BNMCSB		Brooklyn Meeting Chair/Swivel/Black Vinyl/Black Base	\$400.70
BNMCOW		Brooklyn Meeting Chair/White Vinyl/Oak-Look Base	\$400.70
BNMCOB		Brooklyn Meeting Chair/Black Vinyl/Oak-Look Base	\$400.70

ACCENT CHAIRS (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
CNTCHR		Century Chair/Gray Velvet	\$659.20
LABREA		La Brea Swivel Chair/Charcoal Gray Fabric/Chrome	\$551.60
LENCHA		Lena Chair/Moss Green Leather/Bronze	\$580.40
BCW		Madrid Chair/White Vinyl/Chrome	\$981.50
MNCHCH		Munich Armless Chair/Gray Fabric/Black	\$592.70
PASCHR		Pasadena Chair/White Molded Plastic/Chrome Tower Base	\$400.20
PROGB		Pro Executive Guest Chair/Black Vinyl/Chrome	\$339.60
SWAN		Swanson Swivel Chair/White Vinyl	\$471.60
TCHGRY		Tech Tablet Chair/Gray Vinyl/Wht Metal Tablet/Chrome Base	\$494.30
TCHP		Tech Chair/No Tablet/Gray Vinyl/Chrome Base	\$506.80
TRCHCO		Terrace Accent Chair/Cognac Leather/Black Base	\$922.50
WENCHA		Wentworth Swivel Chair/Brown Vinyl	\$438.60

GROUP SEATING			
BLDCBK		Blade Chair/Black	\$92.50
BLDCRD		Blade Chair/Red	\$92.50
BLDCSB		Blade Chair/Sky Blue	\$92.50
SC3		Brewer Chair/Onyx/Chrome	\$217.00
CCBTWL		Chelsea Chair/Walnut-look/Black Tower Base	\$212.40
CCBTAZ		Chelsea Chair/Azure Blue/Black Tower Base	\$212.40
CCBTBK		Chelsea Chair/Black/Black Tower Base	\$212.40
CCBTYL		Chelsea Chair/Goldenrod Yellow/Black Tower Base	\$212.40
CCBTGY		Chelsea Chair/Gray/Black Tower Base	\$212.40
CCBTOR		Chelsea Chair/Orange/Black Tower Base	\$212.40
CCSCGY		Chelsea Chair/Gray/Black Swivel Base w/ Casters	\$212.40
CCSCAZ		Chelsea Chair/Azure Blue/Black Swivel Base w/ Casters	\$212.40
CCSCBK		Chelsea Chair/Black/Black Swivel Base w/ Casters	\$212.40
CCSCYL		Chelsea Chair/Goldenrod Yellow/Black Swivel w/ Casters	\$212.40
CCSCOR		Chelsea Chair/Orange/Black Swivel Base w/ Casters	\$212.40
CCSCWL		Chelsea Chair/Walnut-Look/Black Swivel Base w/ Casters	\$212.40
XCHR		Christopher Chair/White Vinyl/Chrome	\$138.50
DUET		Duet Stack Chair/Black/Chrome	\$85.00
LMCHR		Laguna Chair/Maple/Chrome	\$186.70
LUCHCL		Lucent Chair/Frosted Acrylic/Chrome	\$240.10
MALGRY		Malba Chair/Gray/Chrome	\$144.50
MALGRN		Malba Chair/Green/Chrome	\$144.50
MARCWH		Marina Chair/White Vinyl/Brushed Metal	\$196.40
MARCBR		Marina Chair/Brown Fabric/Brushed Metal	\$196.40
MARCBK		Marina Chair/Black Vinyl/Brushed Metal	\$196.40
MARCBE		Marina Chair/Ocean Blue Fabric/Brushed Metal	\$196.40
MARCRD		Marina Chair/Red Fabric/Brushed Metal	\$196.40
SC10		Razor Armless Chair/White	\$102.30
RSTDIN		Rustique Chair w/ Arms/Gunmetal	\$191.50
CS4		Syntax Chair/Black/Chrome	\$261.80
ZENCHR		Zenith Chair/White/Chrome	\$211.00

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OTTOMANS			
CODE	QTY	ITEM DESCRIPTION	PRICE
BVLYBK		Beverly Bench/Black Vinyl	\$512.70
BVLYBN		Beverly Bench/Brown Fabric	\$512.70
BVLYGR		Beverly Bench/Gray Fabric	\$512.70
BVLYLN		Beverly Bench/Linen Fabric	\$512.70
BVLYOB		Beverly Bench/Ocean Blue Fabric	\$512.70
BVLYRD		Beverly Bench/Red Fabric	\$512.70
BVLYWH		Beverly Bench/White Vinyl	\$512.70
BVSMBK		Beverly Small Bench/Black Vinyl	\$356.40
BVSMBN		Beverly Small Bench/Brown Fabric	\$356.40
BVSMGY		Beverly Small Bench/Gray Fabric	\$356.40
BVSMLV		Beverly Small Bench/Lavender Fabric	\$356.40
BVSMLN		Beverly Small Bench/Linen Fabric	\$356.40
BVSMBL		Beverly Small Bench/Ocean Blue Fabric	\$356.40
BVSMGN		Beverly Small Bench/Olive Green Fabric	\$356.40
BVSMOR		Beverly Small Bench/Orange Fabric	\$356.40
BVSMRD		Beverly Small Bench/Red Fabric	\$356.40
BVSMWH		Beverly Small Bench/White Vinyl	\$356.40
BVSMYL		Beverly Small Bench/Yellow Fabric	\$356.40
MAR001		Marche Swivel/White Vinyl	\$471.60
MAR002		Marche Swivel/Gray Fabric	\$471.60
MAR003		Marche Swivel/Linen Fabric	\$236.40
MAR004		Marche Swivel/Raspberry Fabric	\$236.40
MAR005		Marche Swivel/Red Fabric	\$236.40
MAR006		Marche Swivel/Rose Quartz Fabric	\$236.40
MAR007		Marche Swivel/Plum Fabric	\$236.40
MAR008		Marche Swivel/Meadow Green Fabric	\$236.40
MAR009		Marche Swivel/Pear Yellow Fabric	\$236.40
MAR010		Marche Swivel/Blue Fabric	\$236.40
MAR011		Marche Swivel/Orange Velvet	\$236.40
MAR012		Marche Swivel/Forest Green Vinyl	\$236.40
MAR013		Marche Swivel/Teal Velvet Fabric	\$236.40
MAR014		Marche Swivel/Distressed Brown Vinyl	\$236.40
MAR015		Marche Swivel/Black Vinyl	\$236.40
MAR016		Marche Swivel/Ivory Faux Sheep Fur	\$236.40
MAR020		Marche Swivel/Oliver Faux Sheep Fur	\$236.40
MAR021		Marche Swivel/Terracotta Faux Fur	\$236.40
VIB01		Vibe Cube/Green Vinyl	\$177.40
VIB02		Vibe Cube/Blue Vinyl	\$177.40
VIB04		Vibe Cube/Red Vinyl	\$177.40
VIB05		Vibe Cube/Bright Yellow Vinyl	\$177.40
VIB08		Vibe Cube/Orange Vinyl	\$177.40
VIB09		Vibe Cube/White Vinyl	\$177.40
VIB10		Vibe Cube/Black Vinyl	\$177.40
VIB11		Vibe Cube/Steel Blue Vinyl	\$177.40

OTTOMANS (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
VIB12		Vibe Cube/Silver Vinyl	\$177.40
VIB13		Vibe Cube/Purple Vinyl	\$177.40
VIB14		Vibe Cube/Citrus Green Vinyl	\$177.40
VIB15		Vibe Cube/Taupe Vinyl	\$177.40
VIB16		Vibe Cube/Spice Orange Vinyl	\$177.40
VIB17		Vibe Cube/Desert Rose Vinyl	\$177.40
VIB21		Vibe Cube/Caramel Vinyl	\$177.40
VIB22		Vibe Cube/Navy Vinyl	\$177.40
END01B		Endless/Curved/Black Vinyl/Chrome	\$548.90
END01W		Endless/Curved/White Vinyl/Chrome	\$548.90
END02B		Endless/Square/Black Vinyl/Chrome	\$471.60
END02W		Endless/Square/White Vinyl/Chrome	\$471.60
REGBEN		Regis Bench/Brushed Metal	\$375.90
BAR SEATING			
BSS		Banana/Black/Chrome	\$301.40
BST		Banana/White/Chrome	\$301.40
BLDBBK		Blade/Black	\$172.20
BLDBRD		Blade/Red	\$172.20
BLDBSB		Blade/Sky Blue	\$172.20
CBSBWL		Chelsea/Walnut-Look/Black Tower Base	\$206.20
CBSBAZ		Chelsea/Azure Blue/Black Tower Base	\$206.20
CBSBBK		Chelsea/Black/Black Tower Base	\$206.20
CBSBYL		Chelsea/Goldenrod Yellow/Black Tower Base	\$206.20
CBSBGY		Chelsea/Gray/Black Tower Base	\$206.20
CBSBOR		Chelsea/Orange/Black Tower Base	\$206.20
XBAR		Christopher/White Vinyl	\$229.50
KABSWH		Kamden Barstool/White Vinyl/Chrome	\$390.50
LMBAR		Laguna/Maple/Chrome	\$229.50
ROLLWH		Lift/White Vinyl/Chrome	\$269.40
ROLLBL		Lift/Black Vinyl/Chrome	\$269.40
ROLLGY		Lift/Gray Vinyl/Chrome	\$269.40
ROLLRD		Lift/Red Vinyl/Chrome	\$269.40
LUBSCL		Lucent Barstool/Frosted Acrylic/Chrome	\$345.60
MARBWH		Marina/White Vinyl/Brushed Metal	\$346.00
MARBBK		Marina/Black Vinyl/Brushed Metal	\$346.00
MARBBR		Marina/Brown Fabric/Brushed Metal	\$346.00
MARBBE		Marina/Ocean Blue Fabric/Brushed Metal	\$346.00
MARBRD		Marina/Red Fabric/Brushed Metal	\$346.00
LUBSCL		Lucent Barstool/Frosted Acrylic/Chrome	\$346.00
RSTSTL		Rustique/Gunmetal	\$168.60
BS001		Shark/White/Chrome	\$393.30
BSR		Syntax/Black/Chrome	\$277.80
ZENBAR		Zenith/White/Chrome	\$204.80
BS002		Zoey/White/Chrome	\$357.60

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BAR TABLES			
CODE	QTY	ITEM DESCRIPTION	PRICE
30WHHB		30" Round/White Top/Hydraulic Base	\$391.60
30WDHB		30" Round/Barnwood Top/Hydraulic Base	\$413.20
30BKHB		30" Round/Black Top/Hydraulic Base	\$413.20
30BEHB		30" Round/Blue Top/Hydraulic Base	\$413.20
30AGHB		30" Round/Brushed Gunmetal Top/Hydraulic Base	\$413.20
30YSHB		30" Round/Brushed Yellow Top/Hydraulic Base	\$413.20
30GRHB		30" Round/Graphite Nebula Top/Hydraulic Base	\$391.60
30GSHB		30" Round/Green Top/Hydraulic Base	\$413.20
30MTHB		30" Round/Maple Top/Hydraulic Base	\$391.60
30OSHB		30" Round/Orange Top/Hydraulic Base	\$413.20
30BRHB		30" Round/Red Top/Hydraulic Base	\$391.60
30MAHB		30" Round/Gray Acajou Top/Hydraulic Base	\$413.20
30WH42		30" Round/White Top/Standard Black Base	\$304.50
30WDDB		30" Round/Barnwood Top/Standard Black Base	\$338.10
30BKSB		30" Round/Black Top/Standard Black Base	\$338.10
30BEBB		30" Round/Blue Top/Standard Black Base	\$338.10
30AGBB		30" Round/Brushed Gunmetal Top/Standard Black Base	\$338.10
30YBBB		30" Round/Brushed Yellow Top/Standard Black Base	\$338.10
VTJ		30" Round/Graphite Nebula Top/Standard Black Base	\$304.50
30GSBB		30" Round/Green Top/Standard Black Base	\$338.10
VTK		30" Round/Maple Top/Standard Black Base	\$304.50
30OSBB		30" Round/Orange Top/Standard Black Base	\$338.10
VTB		30" Round/Red Top/Standard Black Base	\$304.50
VTA		30" Round/Gray Acajou Top/Standard Black Base	\$312.70
P30BWH		30" Round Bar Table/Powered/White Top/Black Base	\$393.70
36WTHB		36" Round/White Top/Hydraulic Base	\$427.70
36BKHB		36" Round/Black Top/Hydraulic Base	\$427.80
36GRHB		36" Round/Graphite Nebula Top/Hydraulic Base	\$427.80
36MTHB		36" Round/Maple Top/Hydraulic Base	\$427.80
VTW		36" Round/White Top/Black Base	\$315.30
36BKSB		36" Round/Black Top/Black Base	\$315.30
VTN		36" Round/Graphite Nebula Top/Black Base	\$315.30
VTP		36" Round/Maple Top/Black Base	\$315.30
RSTSQT		Rustique Square Metal Bar Table/Gunmetal	\$349.40
CAFÉ TABLES			
30WHHC		30" Round/White Top/Hydraulic Base	\$413.20
30WDHC		30" Round/Barnwood Top/Hydraulic Base	\$413.20
30BKHC		30" Round/Black Top/Hydraulic Base	\$413.20
30BEHC		30" Round/Blue Top/Hydraulic Base	\$413.20
30AGHC		30" Round/Brushed Gunmetal Top/Hydraulic Base	\$413.20
30YSHC		30" Round/Brushed Yellow Top/Hydraulic Base	\$413.20
30GRHC		30" Round/Graphite Nebula Top/Hydraulic Base	\$413.20

CAFÉ TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
30GSHC		30" Round/Green Top/Hydraulic Base	\$413.20
30MTHC		30" Round/Maple Top/Hydraulic Base	\$413.20
30OSHC		30" Round/Orange Top/Hydraulic Base	\$413.20
30BRHC		30" Round/Red Top/Hydraulic Base	\$413.20
30MAHC		30" Round/Gray Acajou Top/Hydraulic Base	\$413.20
30WH29		30" Round/White Top/Black Base	\$305.70
30WDDB		30" Round/Barnwood Top/Black Base	\$305.70
30BKSC		30" Round/Black Top/Black Base	\$305.70
30BEBB		30" Round/Blue Top/Black Base	\$305.70
30AGBC		30" Round/Brushed Gunmetal Top/Black Base	\$305.70
30YSBC		30" Round/Brushed Yellow Top/Black Base	\$305.70
ZTJ		30" Round/Graphite Nebula Top/Black Base	\$305.70
30GSBC		30" Round/Green Top/Black Base	\$305.70
ZTK		30" Round/Maple Top/Black Base	\$305.70
30OSBC		30" Round/Orange Top/Black Base	\$305.70
ZTB		30" Round/Red Top/Black Base	\$305.70
ZTA		30" Round/Gray Acajou Top/Black Base	\$305.70
P30CWH		30" Round Café Table/Powered/White Top (29"h)	\$393.70
36WTHC		36" Round/White Top/Hydraulic Base	\$432.60
36BKHC		36" Round/Black Top/Hydraulic Base	\$427.80
36GRHC		36" Round/Graphite Nebula Top/Hydraulic Base	\$432.60
36MTHC		36" Round/Maple Top/Hydraulic Base	\$432.60
ZTQ		36" Round/White Top/Black Base	\$293.70
36BKSC		36" Round/Black Top/Black Base	\$293.70
ZTN		36" Round/Graphite Nebula Top/Black Base	\$293.70
ZTP		36" Round/Maple Top/Black Base	\$293.70
COMMUNAL TABLES			
VNTBNP		Ventura Bar Table/Black Top/Silver	\$870.20
VNTWNP		Ventura Bar Table/White Top/Silver	\$870.20
VNTMNP		Ventura Bar Table/Maple Top/Silver	\$870.20
VNTBLK		Ventura Powered Bar Table/Black Top/Silver	\$1,008.00
VNTWHT		Ventura Powered Bar Table/White Top/Silver	\$1,008.00
VNTBWW		Ventura Bar Table/White Top/w/ Grommet Holes/Silver	\$870.20
VNTBMW		Ventura Bar Table/Maple Top/w/Grommet Holes/Silver	\$870.20
VNTCBN		Ventura Café Table/Black Top/Silver	\$693.30
VNTCWN		Ventura Café Table/White Top/Silver	\$693.30
VNTCMN		Ventura Café Table/Maple Top/Silver	\$693.30
VNTCBK		Ventura Powered Café Table/Black Top/Silver	\$785.20
VNTCWH		Ventura Powered Café Table/White Top/Silver	\$785.20
VNTCWW		Ventura Café Table/White Top /w/Grommet Holes/Silver	\$693.30
VNTCMW		Ventura Café Table/Maple Top/w/Grommet Holes/Silver	\$693.20

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POWERED PRODUCT			
CODE	QTY	ITEM DESCRIPTION	PRICE
ADCTBP		Adelaide Cocktail Table/Powered/Black Top/Silver	\$493.40
ADCTBK		Adelaide Cocktail Table/Non-Powered/Black Top/Silver	\$356.10
ADCTWP		Adelaide Cocktail Table/Powered/White Top/Silver	\$493.40
ADCTWH		Adelaide Cocktail Table/Non-Powered/White Top/Silver	\$356.10
VNTBLK		Ventura Bar Table/Powered/Black Top/Silver	\$1,008.00
VNTWHT		Ventura Bar Table/Powered/White Top/Silver	\$1,008.00
VNTCBK		Ventura Café Table/Powered/Black Top/Silver	\$785.20
VNTCWH		Ventura Cafe Table/Powered/White Top/Silver	\$785.20
VILHUB		Village Charging Hub/Cream	\$321.80
CUBPOW		Wireless Charging Table/White/AC Outlets	\$587.90
P30BWH		30" Round Bar Table/Powered/White Top/Black(42"h)	\$393.70
P30CWH		30" Round Cafe Table/Powered/White Top/Black Base	\$393.70
C10PWR		10' Table/Powered/White Top/Silver (29"h)	\$1,410.10
CONF10		10' Table/Non-Powered/White Top/Silver (29"h)	\$1,188.20
BKC10P		10' Table/Powered/Black Top/Silver (29"h)	\$1,410.10
BKC10N		10' Table/Non-Powered/Black Top/Silver (29"h)	\$1,188.20
C8PWR		8' Table/Powered/White Top/Silver (29"h)	\$852.90
CONF8		8' Table/Non-Powered/White Top/Silver (29"h)	\$544.50
BKCT8P		8' Table/Powered/Black Top/Silver (29"h)	\$852.90
BKCT8N		8' Table/Non-Powered/Black Top/Silver (29"h)	\$544.50
C5PWR		5' Table/Powered/White Top/Silver (29"h)	\$440.90
CONF5		5' Table/Non-Powered/White Top/Silver (29"h)	\$372.10
BKCT5P		5' Table/Powered/Black Top/Silver(29"h)	\$440.90
BKCT5N		5' Table/Non-Powered/Black Top/Silver(29"h)	\$372.10
ACCENT TABLES			
ADCTWH		Adelaide Cocktail Table/Non-Powered/White Top/Silver	\$356.10
ADCTWP		Adelaide Cocktail Table/Powered/White Top/Silver	\$493.40
ADCTBK		Adelaide Cocktail Table/Non-Powered/Black Top/Silver	\$356.10
ADCTBP		Adelaide Cocktail Table/Powered/Black Top/Silver	\$493.40
ADCTGL		Adelaide Cocktail Table/Glass Top/Silver	\$493.40
ADETWHT		Adelaide End Table/White Top/Silver	\$493.40
ADETBK		Adelaide End Table/Black Top/Silver	\$493.40
ADETGL		Adelaide End Table/Glass Top/Silver	\$493.40
ALC200		Alondra Cocktail Table/Brandy Maple Top/Chrome	\$424.00

ACCENT TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
ALC100		Alondra Cocktail Table/Glass Top/Chrome	\$424.00
ALE200		Alondra End Table/Brandy Maple Top/Chrome	\$305.70
ALE100		Alondra End Table/Glass Top/Chrome	\$305.80
C1FWB		Geo Cocktail Table/Brandy Maple Top/Black Base	\$372.10
C1C		Geo Cocktail Table/Glass Top/Chrome Base	\$325.10
E1FWB		Geo End Table/Brandy Maple Top/Black Base	\$324.00
E1C		Geo End Table/Glass Top/Chrome Base	\$304.50
MESCTW		Mesa Cocktail Table/Barnwood Top/Bronze	\$266.70
MESCTB		Mesa Cocktail Table/Black Top/Bronze	\$266.70
MESCTG		Mesa Cocktail Table/Glass Top/Bronze	\$266.70
MESETW		Mesa End Table/Barnwood Top/Bronze	\$175.90
MESETB		Mesa End Table/Black Top/Bronze	\$175.90
MESETG		Mesa End Table/Glass Top/Bronze	\$175.90
REGBEN		Bench/Table/Brushed Metal	\$375.90
REGOTT		Regis End Table/Brushed Metal	\$277.50
C1E		Silverado Cocktail Table/Glass Top/Chrome	\$344.60
E1E		Silverado End Table/Glass Top/Chrome	\$325.10
SIDE TABLES			
AURA		Aura Round Table/White Metal	\$191.50
SEDBWH		Sedona Side Table/White Top/Bronze	\$180.70
SEDBWD		Sedona SideTable/Barnwood Top/Bronze	\$180.70
SEDBBK		Sedona Side Table/Black Top/Bronze	\$180.70
TAOBWH		Taos Side Table/White Top/Bronze	\$175.90
TAOBWD		Taos Side Table/Barnwood Table/Bronze	\$175.90
TAOBBK		Taos Side Table/Black Top/Bronze	\$175.90
TMBTBL		Timber Table/Wood	\$225.60
OFFICE & STORAGE ESSENTIALS			
JD8		Madison Desk 60"l x 30"d x 29"h/Gray Acajou Top	\$753.90
TECH		Tech Desk/Powered/Black Metal/Laminate w Elec Unit	\$594.40
TECH3B		Tech Desk/Powered/w 3 Drawer Cabinet/Black Metal/Laminate	\$621.10
TECH3		3 Drawer File Cabinet on Castors/Black Top/Black Metal	\$166.90
BC8		Madison Bookcase 36"l x 12"d x 72" h/Gray Acajou	\$556.60
PSHCCS		Posh Shelving/Chrome	\$655.40
DIVFWB		Divider Freestanding Whiteboard/39"l x 1.5"d x 72"h	\$537.60

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



View CUSTOM FURNITURE BROCHURE for product illustrations.

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.

EXECUTIVE CONFERENCE TABLES			
CODE	QTY	ITEM DESCRIPTION	PRICE
42ATO		Atomic 42" Round x 30"h/Glass Top/Chrome	\$405.10
36ATO		Atomic 36" Round x 30"h/Glass Top/Chrome	\$405.10
CF2		GEO Rectangular/Glass Top/Black	\$507.80
CE2		GEO Rectangular/Glass Top/Chrome	\$526.30
CE1		GEO Rounded Square Table/Glass Top/Chrome	\$362.40
CF1		GEO Rounded Square Table/Glass Top/Black	\$344.60
WD3		Work/48"l x 24"d x 30"h/White Top/White	\$432.60
CB8		Madison/42" Round x 29"h/Gray Acajou Top/Black	\$462.90
CONF42		42" Round x 29"h/White Top/Black	\$462.90
42BKCT		42" Round x 29"h/Black Top/Black	\$462.90
BKC10P		10'/Powered/Black Top/Silver (29"h)	\$1,410.10
BKC10N		10'/Non-Powered/Black Top/Silver (29"h)	\$1,188.20
C10PWR		10'/Powered/White Top/Silver (29"h)	\$852.90
CONF10		10'/Non-Powered/White Top/Silver (29"h)	\$544.50
BKCT8P		8' /Powered/Black Top/Silver(29"h)	\$852.90
BKCT8N		8' /Non-Powered/Black Top/Silver(29"h)	\$544.50
C8PWR		8' /Powered/White Top/Silver(29"h)	\$852.90
CONF8		8' /Non-Powered/White Top/Silver(29"h)	\$544.50
BKCT5P		5'/Powered/Black Top/Silver(29"h)	\$440.90
BKCT5N		5'/Non-Powered/Black Top/Silver(29"h)	\$372.10
C5PWR		5'/Powered/White Top/Silver(29"h)	\$440.90
CONF5		5'/Non-Powered/White Top/Silver(29"h)	\$372.10

EXECUTIVE SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
ACEHBC		Ace High Back Chair/White Vinyl/Chrome	\$487.30
ACHBCB		Ace High Back Chair/Black/Chrome	\$488.50
ACEMBC		Ace Mid Back Chair/White Vinyl/Chrome	\$309.40
ACMBC		Ace Mid Back Chair/Black/Chrome	\$308.50
CUPCHA		Cupertino Mid Back Chair/Black Vinyl/Chrome	\$384.50
GENCHA		Genesis Chair/Black	\$355.90
PROGB		Pro Exective Guest Chair/Black Vinyl/Chrome	\$339.60
TASKST		Task Stool/Black Fabric/Black	\$196.40

COUNTERS AND PEDESTALS			
CODE	QTY	ITEM DESCRIPTION	PRICE
MTBLPI		Midtown bar/Lighted w/Plug-In/Taupe Glass Top/Pewter	\$2,058.00
MTBUUL		Midtown Bar/Taupe Glass Top/Pewter/Unlighted	\$1,884.00
MTCLPI		Midtown Powered Counter/Taupe Glass Top/Lighted/Pewter	\$2,008.40
MTCPUL		Midtown Powered Counter/Taupe Glass Top/Unlighted/Pewter	\$1,893.80
PDL36B		Powered Locking Pedestal/Black(36"h)	\$628.80
PDL36W		Powered Locking Pedestal/White (36"h)	\$626.80
PDL42B		Powered Locking Pedestal/Black (42"h)	\$747.90
PDL42W		Powered Locking Pedestal/White (42"h)	\$747.90

ESSENTIAL ACCESSORIES			
CODE	QTY	ITEM DESCRIPTION	PRICE
DIVBAR		Clear Divider Bar/Counter/48" - 70"l x 12"d x 31.5"h	\$214.80
DIVFRE		Clear Divider Freestanding/Silver/Clear/39"l x 1.5"d x 72"h	\$430.50
DIVFCR		Clear Divider Freestanding Corner/Silver/Clear/39"l x 39"d x 72"h	\$862.10
DIVFWL		Clear Divider Freestanding Wall/Silver/Clear/40"l x 1.5"d x 72"h	\$430.50
DIVFST		Clear Divider Sofa/Table/34"l x 11"d x 47-74"h	\$387.80
MIRWHT		Miramar Divider White Wall/Molded Plastic 63"l x 23"d x 83"h	\$550.10

LIGHTING AND GREENERY			
CODE	QTY	ITEM DESCRIPTION	PRICE
LA15		Mason Floor Lamp/Brushed Silver	\$279.10
LA14		Mason Table Lamp/Brushed Silver	\$189.40
HDG7FT		Boxwood Hedge 7'/Green/Black	\$974.00
HDG4FT		Boxwood Hedge 4'/Green/Black	\$604.70

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: July 26, 2024. 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.

Custom Furniture Total: \$ _____
 Add 30% after July 26, 2024: \$ _____
 8.5% Tax: \$ _____
 Delivery Fee: \$ 50.00 _____
TOTAL: \$ _____

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 conditions at close of show.

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

RENTAL UNIT RA-001



Arata Expositions, Inc.

What's Included:

- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$3,795.00

Standard:
\$5,692.50

Quantity	Panel	Sides	Width	Height
3	A	Single-Sided	38.125"	92.875"
2	B	Single-Sided	18.5"	92.875"
2	C	Single-Sided	38.125"	38.875"
1	(D) Header	Single-Sided	116.875"	11.875"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT RA-002



Arata Expositions, Inc.

What's Included:

- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$4,174.50

Standard:
\$6,261.75

Quantity	Panel	Sides	Width	Height
2	A1	Single-Sided	39"	96"
1	A2	Single-Sided	39.375"	96"
2	B	Single-Sided	19.5"	96"
2	C	Single-Sided	39.375"	42"
1	(D) Header	Single-Sided	119.875"	15"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RB-001**



Arata Expositions, Inc.

What's Included:

- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

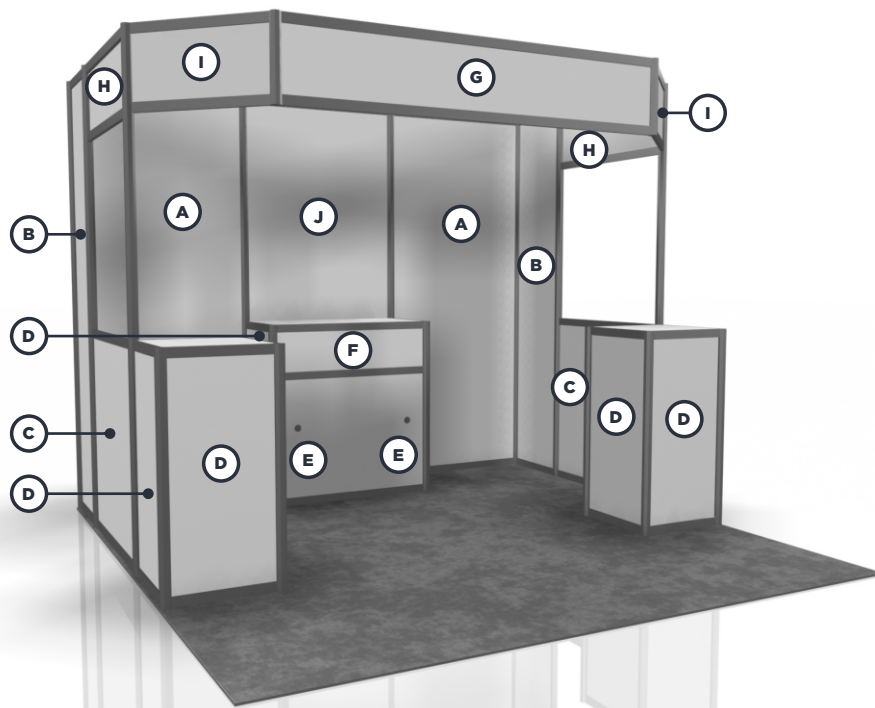
\$4,810.00

Standard:

\$7,215.00

Quantity	Panel	Sides	Width	Height
2	A	Single-Sided	38.125"	92.875"
2	B	Single-Sided	18.5"	92.875"
2	C	Single-Sided	38.125"	38.875"
10	D	Single-Sided	18.5"	38.875"
2	(E) Doors	Single-Sided	20"	27"
1	F	Single-Sided	38.125"	10.25"
1	(G) Header	Single-Sided	77.625"	11.875"
1	(H) Header	Single-Sided	38.125"	11.875"
2	(I) Header	Single-Sided	26.625"	11.875"
1	J	Single-Sided	38.125"	52.75"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RB-002**



Arata Expositions, Inc.

What's Included:

- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

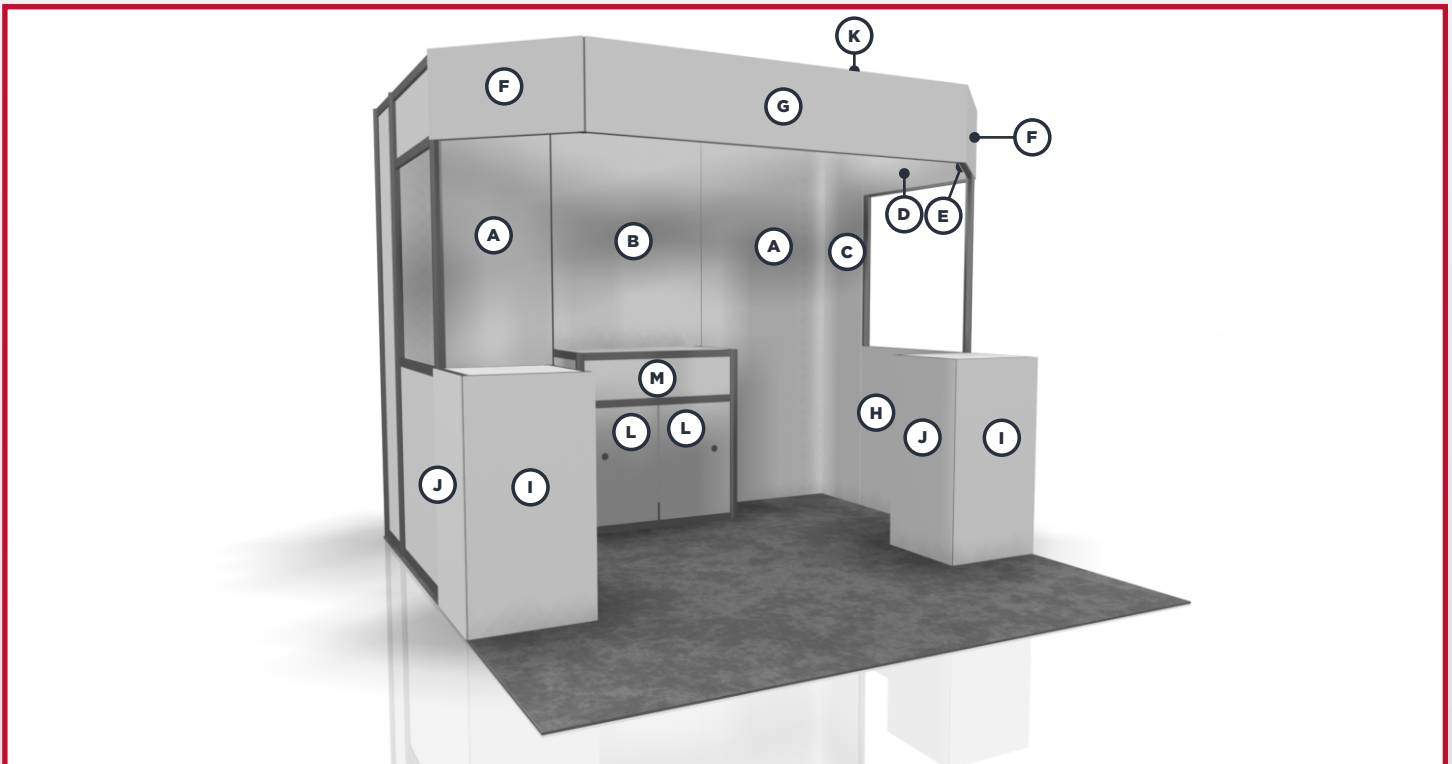
ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$5,291.00

Standard:
\$7,936.50

Quantity	Panel	Sides	Width	Height
2	A	Single-Sided	39"	96"
1	B	Single-Sided	39.375"	54"
2	C	Single-Sided	19.5"	96"
2	(D) Inside Header	Single-Sided	39"	15"
2	(E) Inside Header	Single-Sided	27"	15"
2	(F) Header	Single-Sided	28.25"	15"
1	(G) Header	Single-Sided	80.625"	15"
2	H	Single-Sided	39.375"	42"
4	I	Single-Sided	22.125"	42"
4	J	Single-Sided	21.75"	42"
1	(K) Inside Header	Single-Sided	77.75"	15"
2	(L) Doors	Single-Sided	20"	27"
1	M	Single-Sided	38.125"	10.25"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT RC-001



Arata Expositions, Inc.

What's Included:

- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

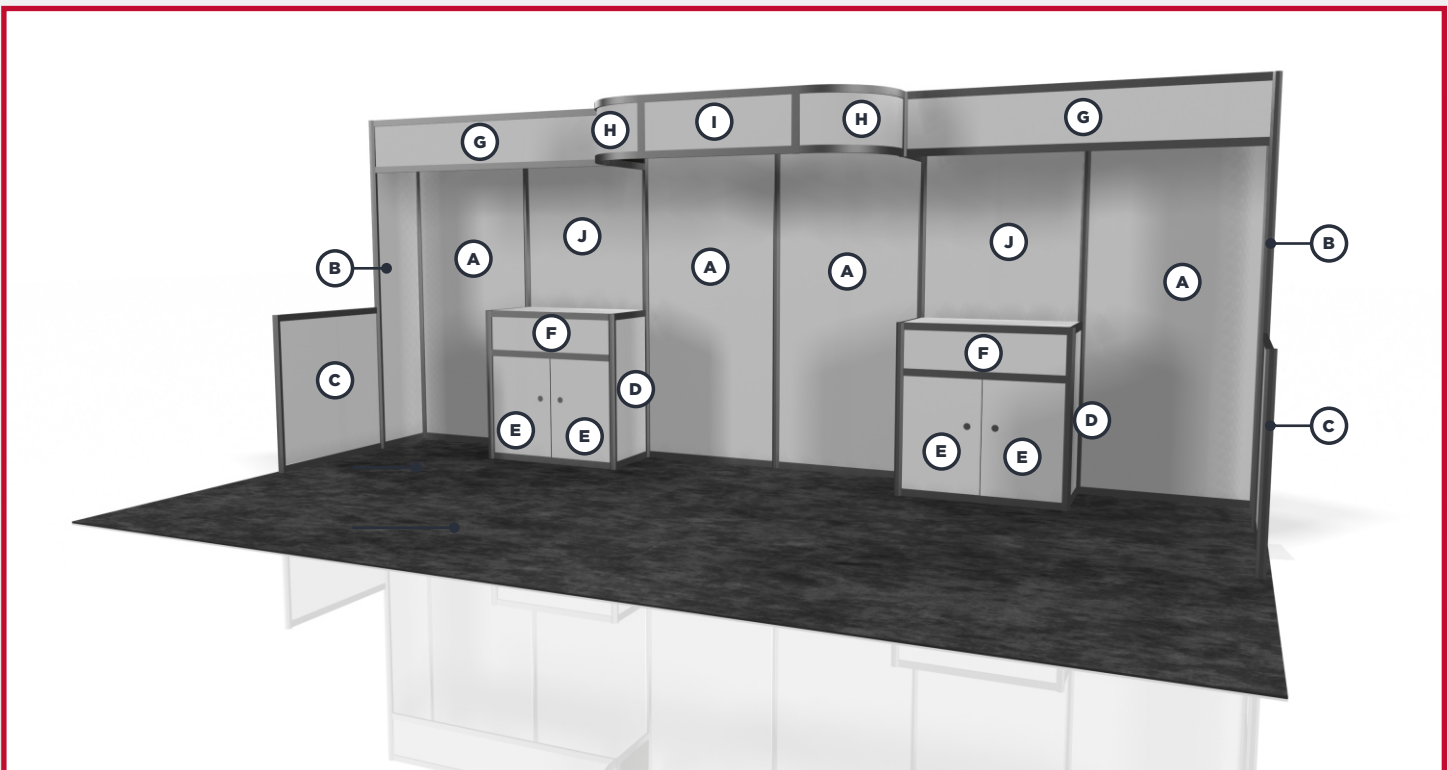
ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$9,010.00

Standard:
\$13,515.00

Quantity	Panel	Sides	Width	Height
4	A	Single-Sided	38.125"	92.875"
2	B	Single-Sided	18.5"	92.875"
2	C	Single-Sided	38.125"	38.875"
4	D	Single-Sided	18.5"	38.875"
4	(E) Doors	Single-Sided	20"	27"
2	F	Single-Sided	38.125"	10.25"
2	(G) Header	Single-Sided	77.625"	11.875"
2	(H) Header	Single-Sided	29.75"	11.875"
1	(I) Header	Single-Sided	38.125"	11.875"
2	J	Single-Sided	38.125"	52.75"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RC-002**



Arata Expositions, Inc.

What's Included:

- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

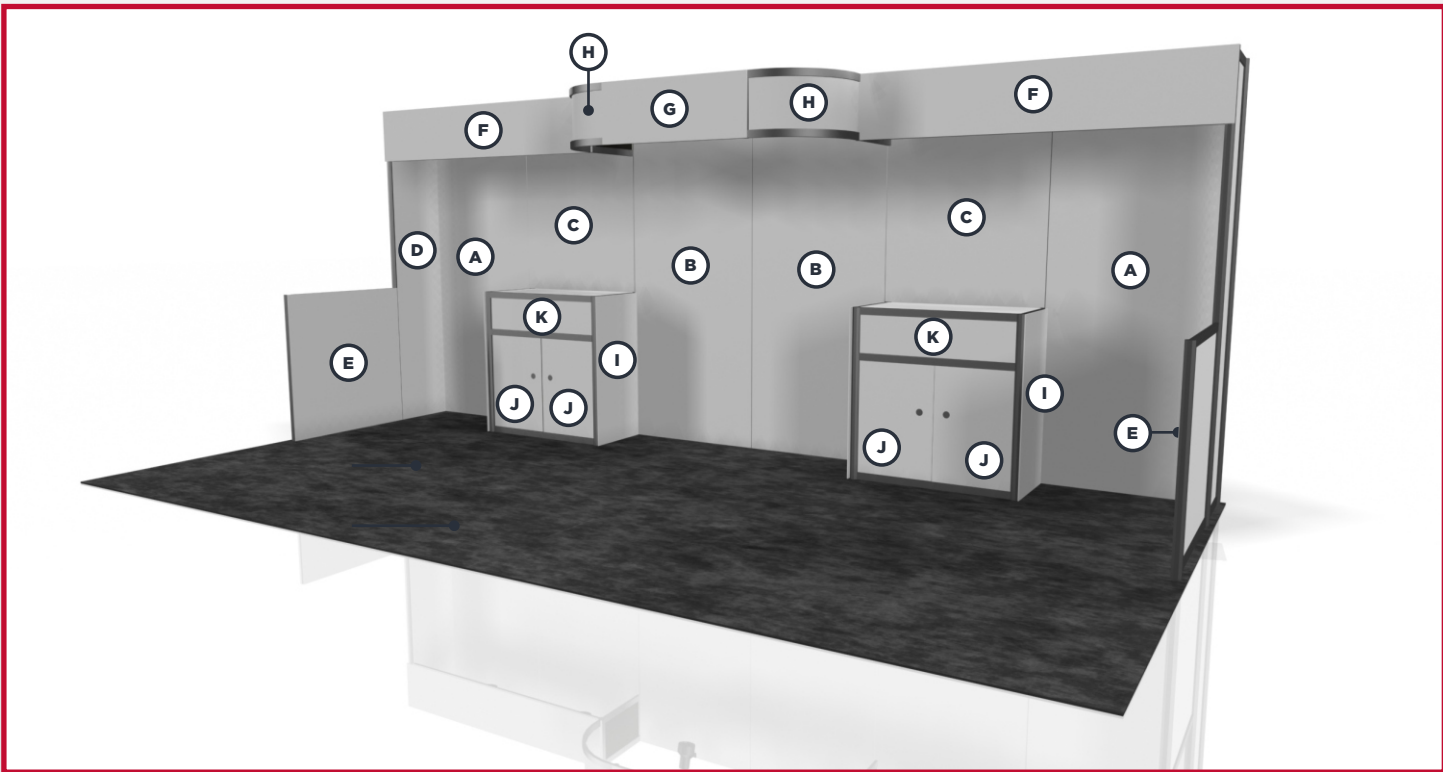
ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$9,911.00

Standard:
\$14,866.50

Quantity	Panel	Sides	Width	Height
2	A	Single-Sided	39"	96"
2	B	Single-Sided	39.375"	96"
2	C	Single-Sided	39.375"	54"
2	D	Single-Sided	19.5"	96"
2	E	Single-Sided	39.375"	42"
2	(F) Header	Single-Sided	79.375"	15"
1	(G) Header	Single-Sided	41.125"	15"
2	(H) Header	Single-Sided	29.75"	11.875"
4	I	Single-Sided	19.5"	42"
4	(J) Doors	Single-Sided	20"	27"
2	K	Single-Sided	38.125"	10.25"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RD-001**



Arata Expositions, Inc.

What's Included:

- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

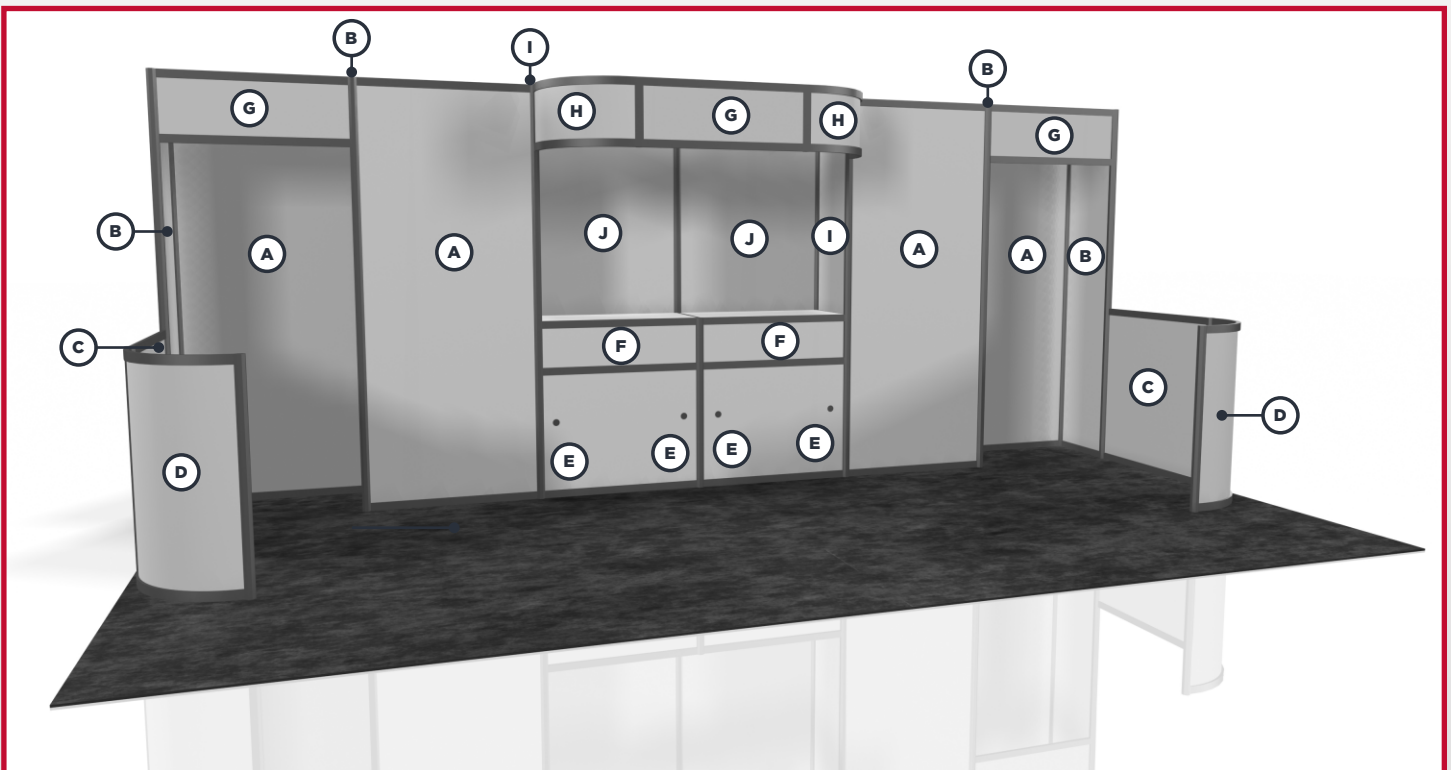
\$10,465.00

Standard:

\$15,697.50

Quantity	Panel	Sides	Width	Height
4	A	Single-Sided	38.125"	92.875"
4	B	Single-Sided	18.5"	92.875"
2	C	Single-Sided	38.125"	38.875"
2	D	Single-Sided	29.75"	38.875"
4	E	Single-Sided	20"	27"
2	F	Single-Sided	38.125"	10.25"
3	(G) Header	Single-Sided	38.125"	11.875"
2	(H) Header	Single-Sided	29.75"	11.875"
2	I	Single-Sided	18.5"	52.75"
2	J	Single-Sided	38.125"	52.75"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RD-002**



Arata Expositions, Inc.

What's Included:

- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

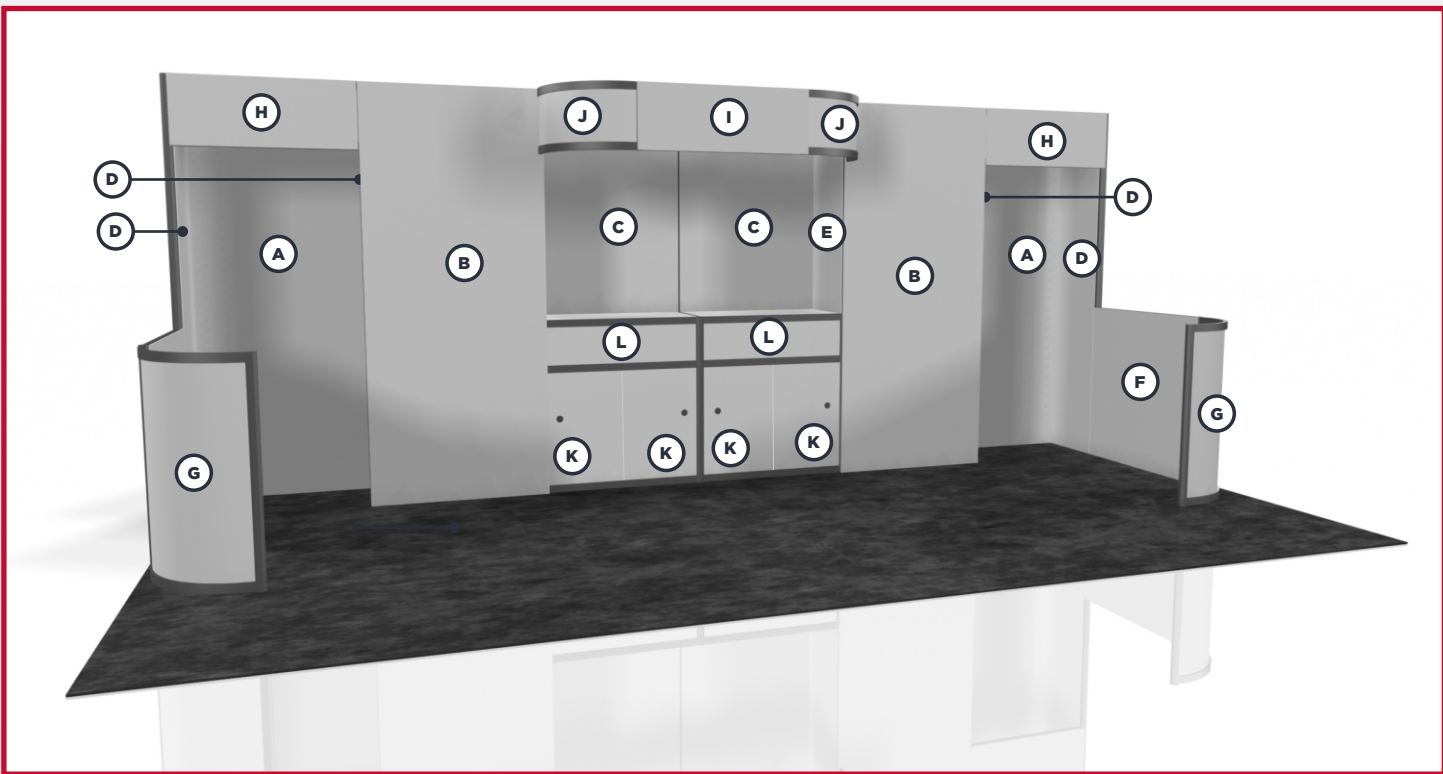
ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$11,511.50

Standard:
\$17,267.25

Quantity	Panel	Sides	Width	Height
2	A	Single-Sided	38.5"	96"
2	B	Single-Sided	41.125"	96"
2	C	Single-Sided	39.125"	54"
4	D	Single-Sided	18.5"	92.875"
2	E	Single-Sided	18.5"	52.75"
4	F	Single-Sided	41.125"	42"
2	G	Single-Sided	29.75"	38.875"
2	(H) Header	Single-Sided	39.375"	15"
1	(I) Header	Single-Sided	41.25"	15"
2	(J) Header	Single-Sided	29.75"	11.875"
4	(K) Doors	Single-Sided	20"	27"
2	L	Single-Sided	38.125"	10.25"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT RE-001



Arata Expositions, Inc.

What's Included:

- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

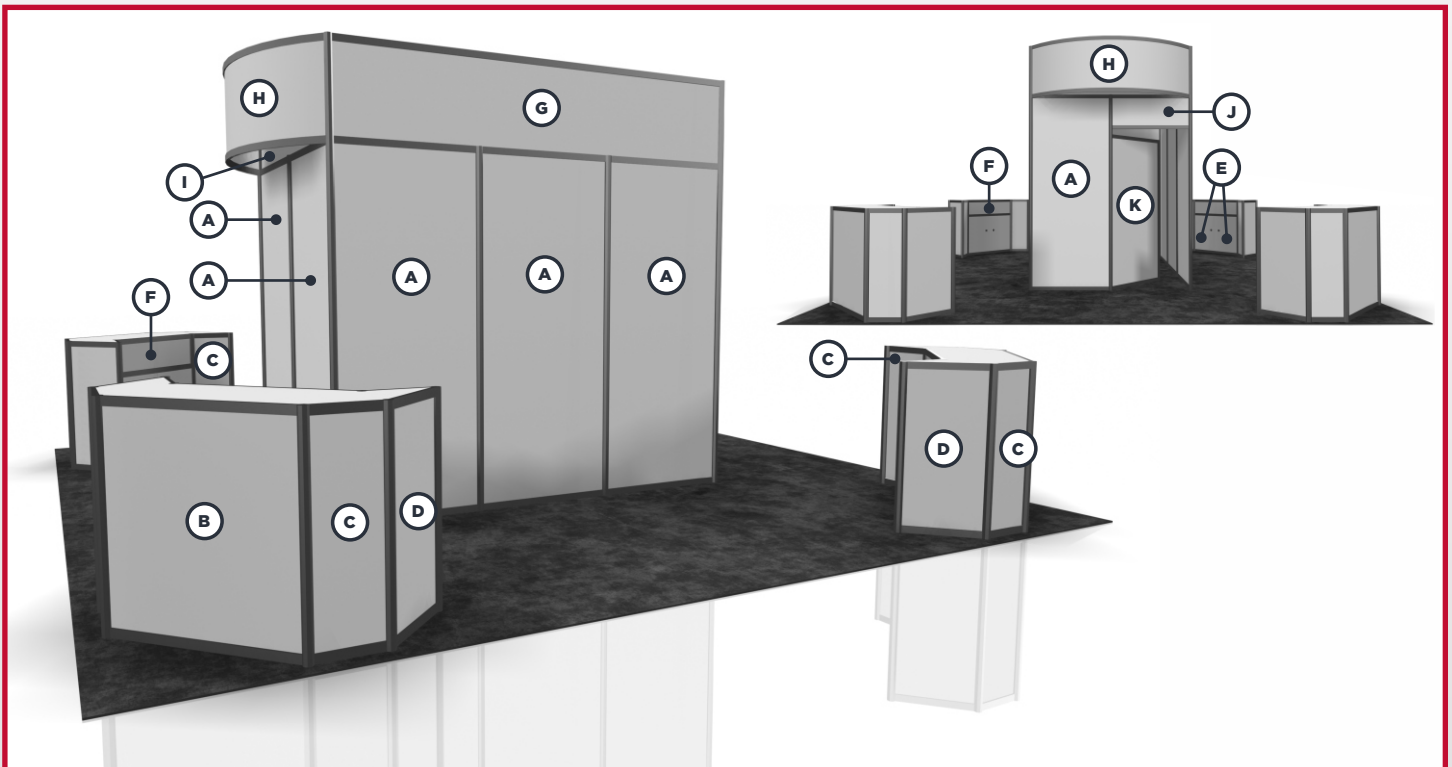
\$15,910.00

Standard:

\$23,865.00

Quantity	Panel	Sides	Width	Height
9	A	Single-Sided	38.125"	92.875"
4	B	Single-Sided	38.125"	38.875"
16	C	Single-Sided	12.625"	38.875"
8	D	Single-Sided	18.5"	38.875"
8	(E) Doors	Single-Sided	20"	27"
4	F	Single-Sided	38.125"	10.25"
2	(G) Header	Single-Sided	116.875"	22.875"
2	(H) Header	Single-Sided	86.25"	22.875"
2	I	Single-Sided	77.625"	22.875"
1	J	Single-Sided	38.125"	14"
1	(K) Door	Single-Sided	32"	73.5"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RE-002**



Arata Expositions, Inc.

What's Included:

- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

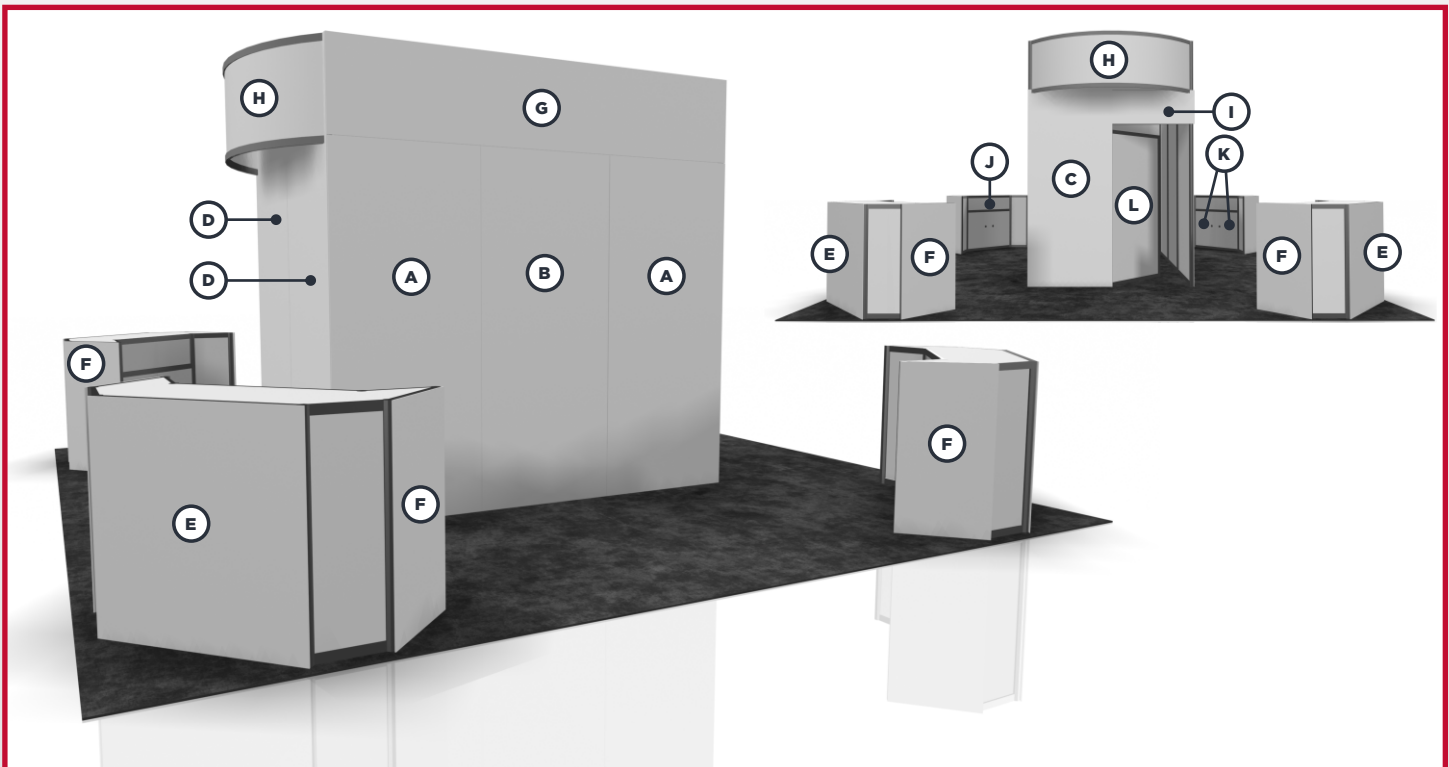
\$17,501.00

Standard:

\$26,251.50

Quantity	Panel	Sides	Width	Height
4	A	Single-Sided	40.5"	96"
2	B	Single-Sided	39.375"	96"
1	C	Single-Sided	41.375"	120"
2	D	Single-Sided	40.5"	120"
4	E	Single-Sided	41.125"	42"
8	F	Single-Sided	21.5"	42"
2	(G) Header	Single-Sided	119.875"	24"
2	(H) Header	Single-Sided	86.25"	22.875"
1	I	Single-Sided	39.5"	42"
4	J	Single-Sided	38.125"	14"
8	(K) Doors	Single-Sided	20"	27"
1	(L) Door	Single-Sided	32"	73.5"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RF-001**



Arata Expositions, Inc.

What's Included:

- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

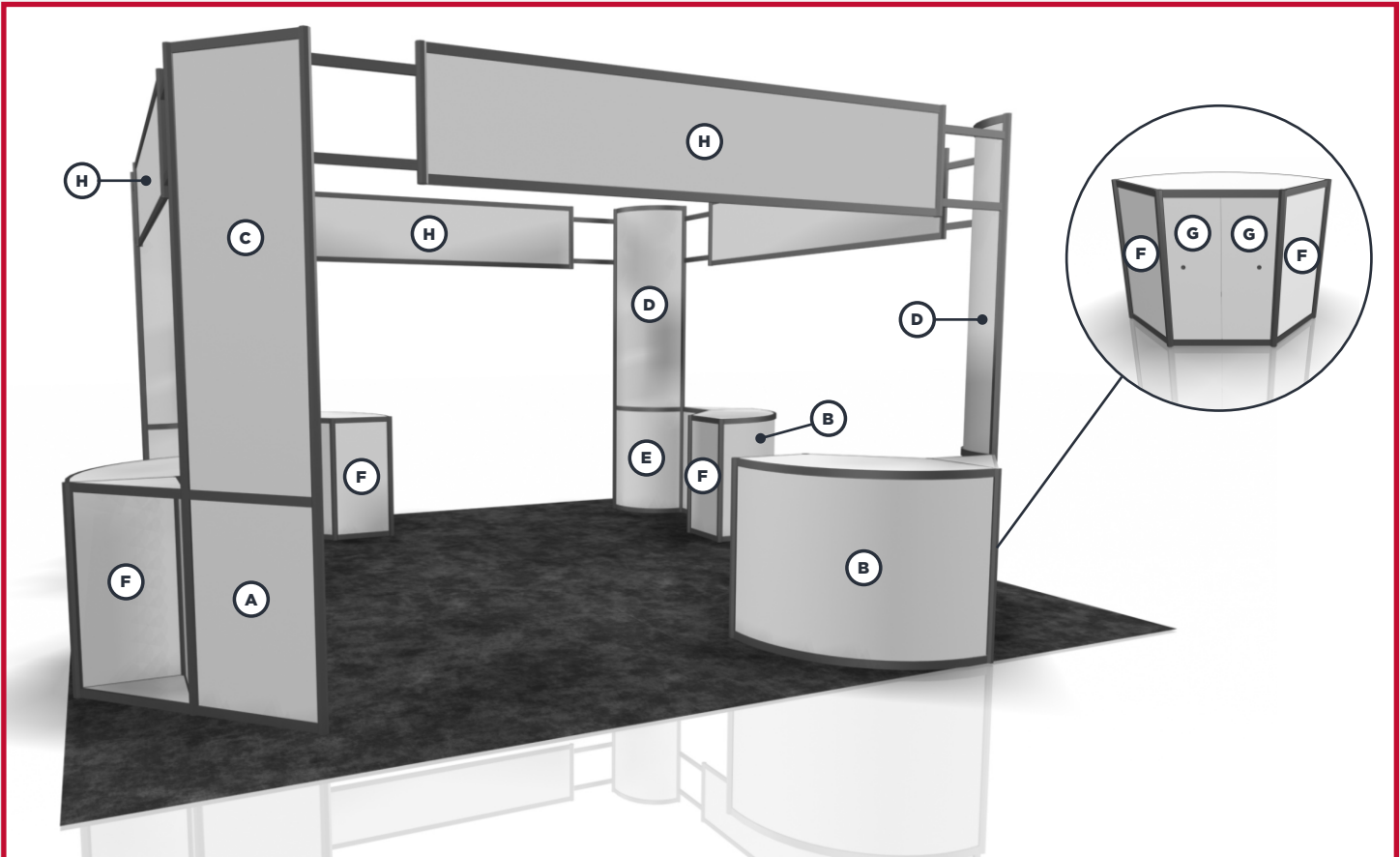
ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$17,340.00

Standard:
\$26,010.00

Quantity	Panel	Sides	Width	Height
4	A	Single-Sided	26.625"	38.875"
4	B	Single-Sided	60.625"	38.875"
4	C	Single-Sided	26.625"	76.75"
4	D	Single-Sided	29.75"	76.75"
4	E	Single-Sided	29.75"	38.875"
12	F	Single-Sided	18.5"	38.875"
8	(G) Doors	Single-Sided	14"	38.125"
4	(H) Header	Double-Sided	116.875"	20.875"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.



RENTAL UNIT **RF-002**



Arata Expositions, Inc.

What's Included:

- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

\$19,074.00

Standard:

\$28,611.00

Quantity	Panel	Sides	Width	Height
4	A	Single-Sided	29.625"	120"
4	B	Single-Sided	60.625"	38.875"
4	C	Single-Sided	21.5"	42"
4	D	Single-Sided	29.75"	76.75"
4	E	Single-Sided	29.75"	38.875"
8	F	Single-Sided	18.5"	38.875"
8	(G) Doors	Single-Sided	14"	38.125"
4	(H) Header	Single-Sided	119.875"	24"

File Specifications: Submitted artwork requires **1/2" bleed** (do not include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact pthurston@arataexpo.com for assistance.

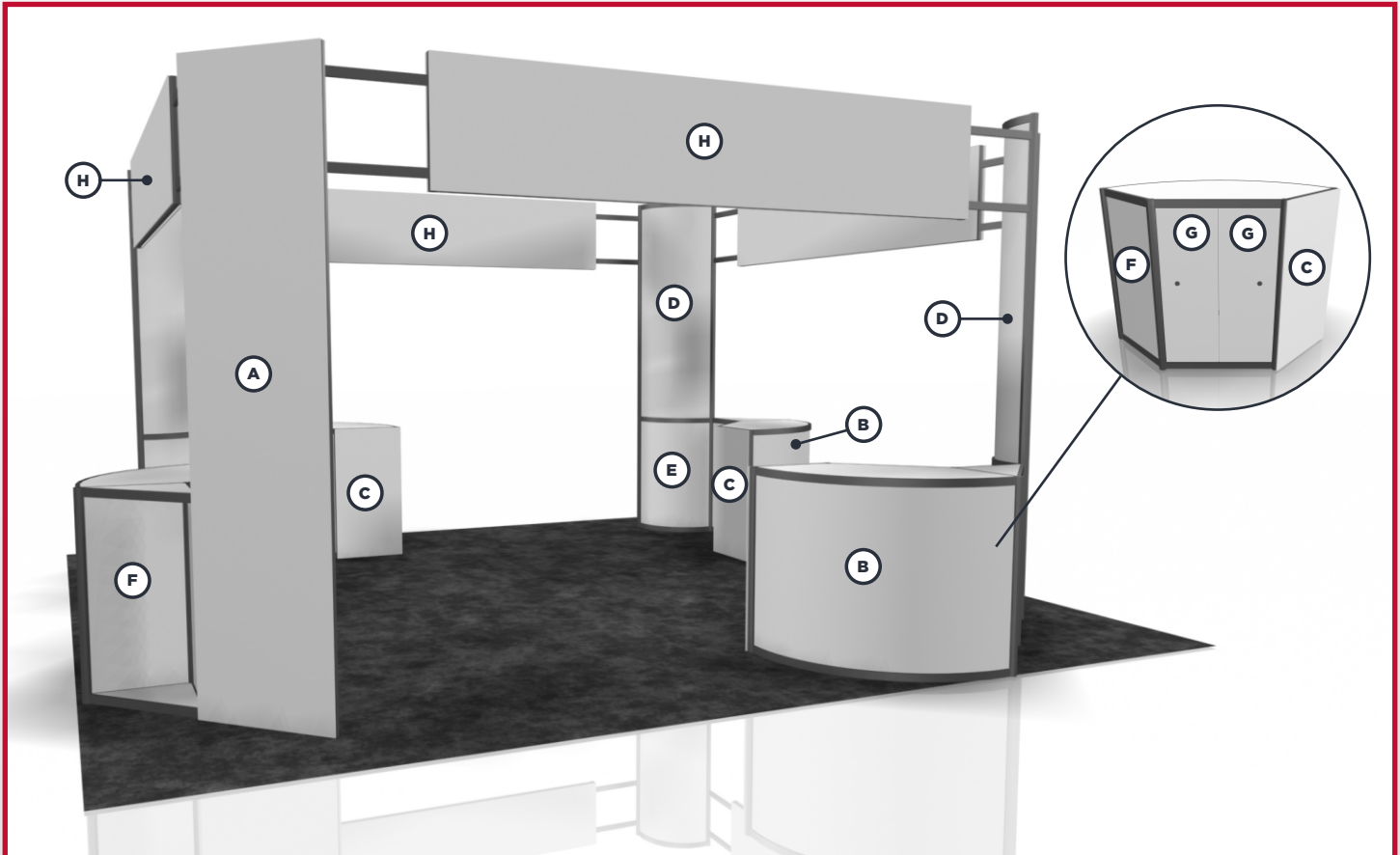


Exhibit Order



Arata Expositions, Inc.

Accessories:

Use accessories to increase flexibility, function and add customized features to your exhibit space.

Clip-On Lights:

\$45.00 (each)



_____ \$ _____
Qty. Cost

Monitor Mount:

\$75.00 (each)



_____ \$ _____
Qty. Cost

Chrome Sign Holder:

\$115.00 (each)



_____ \$ _____
Qty. Cost

Literature Stand:

\$299.00 (each)



_____ \$ _____
Qty. Cost

Clip-On Lights:

\$ _____
Sub-Total

Monitor Mount:

\$ _____
Sub-Total

Chrome Sign Holder:

\$ _____
Sub-Total

Literature Stand:

\$ _____
Sub-Total

Exhibit Order



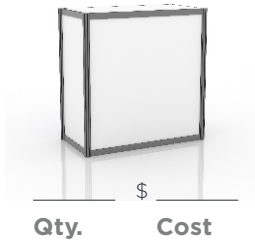
Arata Expositions, Inc.

Accessories:

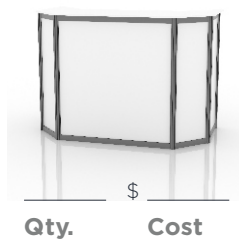
Use accessories to increase flexibility, function and add customized features to your exhibit space.

CREDENZAS:

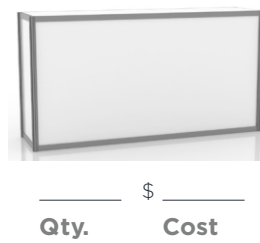
38" w x 18" d x 42" h
\$525.00 (each)



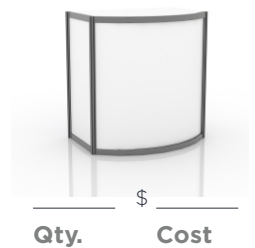
58" w x 18" d x 42" h
\$918.75 (each)



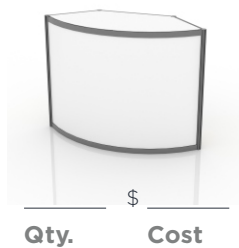
77" w x 18" d x 42" h
\$1050.00 (each)



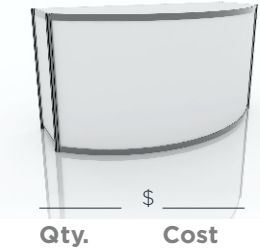
38" w x 18" d x 42" h
\$656.25 (each)



60" w x 18" d x 42" h
\$1148.50 (each)



77" w x 18" d x 42" h
\$1312.50 (each)



PEDESTALS:

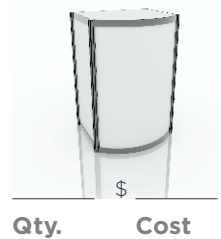
18" w x 18" d x 30" h
\$318.75 (each)



18" w x 18" d x 42" h
\$425.00 (each)



26" w x 18" d x 42" h
\$743.75 (each)



Accessories
Totals:

Credenzas:
\$ _____
Sub-Total

Pedestals:
\$ _____
Sub-Total

\$ _____
Total Cost

Electrical Requirements: Pricing does not include electrical hook-up or labor for installation of clip-on lights. You must contact the electrical contractor directly to order outlets and other electrical needs (including labor) for your exhibit space. For convenience, the electrical ordering form has been included within this service manual.

Please contact pthurston@arataexpo.com for pricing and assistance with color changes, logo design, velcro panels and for additional information on customized design and display graphics.

ORDER EARLY Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.5% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Exhibit Order



Arata Expositions, Inc.

Exhibitor Name _____

Booth # _____ **Booth Size** 10'x10' 10'x20' 20'x20' Custom
Fill Custom Booth Order Form

Rentals Options:

Package Selection RA-001 RB-001 RC-001 RD-001 RE-001 RF-001
RA-002 RB-002 RC-002 RD-002 RE-002 RF-002

Carpet Color Red Black Blue Purple Grey Burgundy Teal Hunter Green

Blank Sintra Color Black White Grey Red Blue Light Blue Green Purple

Header Digital Print Bold Black Letters

The display header will be bolded black letters.

(print clearly or type to ensure correct spelling)

Digital Graphics Needed A B C D E F G H I J K L M
Select Panel Letters from Booth Package Page

Accessories Needed Please Fill Out Accessories Page **Custom Furniture** Please List Item Model #'s _____

Payment Information:

Visa Mastercard AMEX

_____ **Card Number** _____ **Exp. Date** _____ **Cardholder Name** (print clearly)

_____ **Authorized Signature**

_____ **Organization** _____ **Show Name** _____ **Booth Number(s)**

_____ **Street Address** _____ **City / State / Zip**

_____ **Email Address** _____ **Phone Number** _____ **Fax**

_____ **Authorized by** (please print) _____ **Signature**

Package Cost:
 \$ _____
Design Package
 \$ _____
Accessories
 \$ _____
Subtotal
 \$ _____
Sales Tax (8.5%)
 \$ _____
Total Cost



SPECIAL SIGNS

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

CUSTOM SIGNS/SERVICES

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

DIGITAL SHOWCARD SIGNS			
QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE
	7" x 11"	\$82.00	\$164.00
	7" x 44"	\$93.00	\$186.00
	11" x 14"	\$110.00	\$220.00
	14" x 22"	\$121.00	\$242.00
	22" x 28"	\$170.00	\$340.00
	28" x 44"	\$242.00	\$484.00
	Easel back	\$15.00	\$30.00

Horizontal

Vertical

Special Instructions/Copy:

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

Discount Deadline: July 19, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Canceled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

LARGE FORMAT GRAPHICS CALCULATION				
QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL

LARGE FORMAT GRAPHICS MATERIAL		
Material	Discount Price/Sq. Ft.	Standard Price/Sq. Ft.
Sintra	\$38.00	\$76.00
Foam core	\$38.00	\$76.00
Masonite	\$38.00	\$76.00
Gator Foam	\$38.00	\$76.00
Plexi	\$38.00	\$76.00

Special Signs Total _____
 8.5% 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)
- CoreIDRAW

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.

You can upload your files to any free cloud storage service (ie Dropbox, WeTransfer, etc.). Please send your link to Jay Cornell (jcornell@arataexpo.com).

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



Arata Expositions, Inc.

Corporate Headquarters

15928 Tournament Drive
Gaithersburg, MD 20877

301.921.0800

Florida Office

2501 Investors Row, Ste. 1000
Orlando, FL 32837

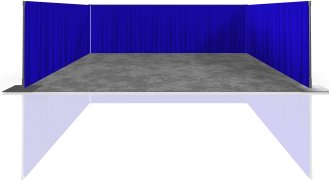
407.422.3636



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 3' 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"
7"

COMPANY NAME
BOOTH NUMBER (s)

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

NOTE: This form must be completed and returned before July 26, 2024.

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: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>	
Street Address		City	
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>	
State	Zip Code	Country	
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	
Contact Name		Email Address	
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>	
Telephone Number		Fax Number	
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" 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	\$0.85 per sq. ft.
						\$1.19 per sq. ft.	= \$ _____
Daily Booth Cleaning **	_____	X	_____	=	_____ sq. ft.	X	\$1.70 per sq. ft.
						\$2.38 per sq. ft.	= \$ _____

** Daily Booth Cleaning includes Pre-Show Cleaning

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

PORTER SERVICE

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

Booth Size	Cost per Day		Number of Show Days	Extended Price
	Discount Price	Standard Price		
Up to 500 sq. ft.	\$135.00	\$189.00	x _____	= \$ _____

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

Discount Deadline: July 26, 2024. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing. All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total _____
8.5% Tax _____
TOTAL _____

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

LABOR REGULATIONS



LABOR/UNION REGULATIONS:

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

GENERAL INFORMATION:

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

INSTALLATION AND DISMANTLE LABOR:

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

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

FREIGHT HANDLING:

Arata Expositions, Inc. will be responsible for the loading and unloading of all trucks, trailers, common and contract carriers, as well as the handling of empty crates and the operation of handling equipment. Exhibitors may hand carry their own material from POV's (privately owned vehicles). They are not permitted to use any material handling equipment. This includes dollies, carts or other mechanical equipment. Only full-time employees of the exhibiting company will be allowed to hand carry items.

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading areas at all times. Unloading and/or reloading at the dock of all contracted carriers will be handled by Arata Expositions, Inc.

BOOTH CLEANING:

An exhibitor may clean and wipe down products and display merchandise as well as other parts of your exhibit. Exhibitor Appointed Contractors are not permitted to vacuum or utilize floor cleaning equipment on the show floor. AEI has exclusive jurisdiction for all booth vacuuming and porter service.

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 exhibitors must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing.

ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO JULY 26, 2024.

RATES: (ONE HOUR MINIMUM PER MAN)		ADVANCE RATE	STANDARD RATE
STRAIGHT TIME:	Monday-Friday 8:00am-4:30pm	\$150.00 PER MAN PER HOUR	\$210.00 PER MAN PER HOUR
OVERTIME:	Monday-Friday 7:00am-8:00am and 4:30pm-12:00am; Saturday-Sunday 7:00am-12:00am	\$225.00 PER MAN PER HOUR	\$315.00 PER MAN PER HOUR
DOUBLETIME:	Monday-Sunday 12:00am-7:00am; All Holidays	\$300.00 PER MAN PER HOUR	\$420.00 PER MAN PER HOUR

INSTALLATION OF DISPLAY Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not 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 _____	= _____	@ \$ _____	= \$ _____

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.

AEI Supervision (30%/\$45.00) _____
 Total Estimated Labor Costs _____

Supervisor's Name: _____ Telephone Number: _____

DISMANTLING OF DISPLAY Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not 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 _____	= _____	@ \$ _____	= \$ _____

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

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

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

Supervisor's Name: _____ Telephone Number: _____

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



AEI SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse Showsite

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

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

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

SET UP INFORMATION

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

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

Special Electrical Instructions: _____

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

Special set up or dismantle instructions: _____

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

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

Carrier: _____

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

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



EXHIBITOR APPOINTED CONTRACTOR

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

<p>DEADLINE: Friday, July 12, 2024</p>	<p>RETURN TO: Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877 Fax: 301.990.1717 Email: pthurston@arataexpo.com</p>
---	--

If the exhibitor plans to utilize a firm other than the Arata Expositions, Inc., the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received by the above deadline date. If notification is not received by the deadline date, Arata Expositions, Inc. labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of COLORADO, 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., 2024 Rocky Mountain Symposium and the Gaylord Rockies Resort & Convention Center as additional insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Arata Expositions, Inc. The Exhibitor Appointed Contractor must coordinate all 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 EMAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. WE ALSO REQUIRE A CERTIFICATE OF INSURANCE FROM YOUR APPOINTED CONTRACTOR. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

Company Name		Booth Number	
Exhibitor Contact (Please Print)		Email Address	
Exhibitor Authorized Signature	Phone Number	Type of work being performed	
Exhibitor Appointed Contractor/Display House		Email Address	
Contact Name		Phone Number	



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
8/2/2024	80 Lbs.	200 Lbs. Min.	\$140.00	\$280.00
8/2/2024	50 Lbs.	200 Lbs. Min.	\$140.00	\$280.00
8/2/2024	70 Lbs.	200 Lbs. Min.	\$140.00	\$280.00
200 Lbs. Total		Material Handling Charges		\$840.00

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
8/2/2024	200 Lbs.	200 Lbs. Min.	\$140.00	\$280.00
200 Lbs. Total		Material Handling Charges		\$280.00



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.

CART LOAD SERVICE



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.

CART LOAD SERVICES

Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to small passenger vehicles such as cars, small mini vans or SUV's. If you arrive with a truck, van, or trailer filled with exhibit material you will not qualify for this service and will be required to utilize material handling services.

Arata Expositions, Inc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Charges for these services are \$275.00 round trip.

This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only.

A cart load is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cart load allowed per booth. Freight that is too large or heavy will be charged material handling rates.

Vehicle must load and unload from the dock area. AEI personnel will direct vehicles. The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. Vehicles must have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

No AEI equipment is allowed to be used by exhibitors.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss, and other hazards. The coverage should start when the product and exhibit materials leave an exhibitor's place of business and end upon the return to the exhibitor facility after the show. This can be done by adding "riders" to existing policies.

Cart load service will be available at the following times:



MOVE IN SCHEDULE	
Thursday, August 15, 2024	12:00pm - 5:00pm

MOVE OUT SCHEDULE	
Saturday, August 17, 2024	3:30pm - 6:00pm

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"/>		

SHIPPING INFORMATION



SHIPPING INFORMATION:

ADVANCE WAREHOUSE

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

To: **Exhibiting Company and booth number**
 For: 2024 Rocky Mountain Symposium
 c/o: Arata Expositions, Inc.
 c/o: ArcBest
 5871 N. Broadway
 Denver, CO 80216

Receiving deadline for advanced freight is August 2, 2024.
 We will continue receiving freight at the advanced warehouse through August 9, 2024. Freight received from August 5, 2024 through August 9, 2024 will incur a late surcharge.

Receiving hours are 8:00am - 3:00pm Monday-Friday

SHOWSITE

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

To: **Exhibiting Company and booth number**
 For: 2024 Rocky Mountain Symposium
 c/o: Arata Expositions, Inc.
 c/o: Gaylord Rockies Resort & Convention Center
 Adams Ballroom A & Corridor
 6700 N. Gaylord Rockies Boulevard
 Aurora, CO 80019

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 3:00pm on August 2, 2024. 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 venue. **Under no circumstances should any shipment be consigned to the venue prior to move-in dates. The venue will refuse and return all such shipments direct to consignee without notification.**

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.

All carriers must check in no later than 5:00pm on Saturday, August 17, 2024.

If your designated carrier fails to pick up or refuses to accept your shipment by Saturday, August 17, 2024 by 6:00pm, your freight will be shipped by one of the official show carriers. 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 round trip, per shipment basis.

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

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

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

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

WAREHOUSE SHIPMENTS

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

SITE SHIPMENTS

Crated Shipment	\$135.00 per CWT
Special Handling Shipment	\$175.50 per CWT
Uncrated/Pad Wrapped Shipment	\$202.50 per CWT
Carpet and/or Padding Only Shipment	\$202.50 per CWT

OVERTIME SURCHARGE

Crated Shipment	\$33.75 per CWT
Special Handling Shipment	\$43.88 per CWT
Uncrated/Pad Wrapped Shipment	\$50.63 per CWT
Carpet and/or Padding Only Shipment	\$50.63 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER AUGUST 2, 2024.			
Crated Shipment	\$35.00 per CWT	Special Handling Shipment	\$45.50 per CWT
Carpet and/or Padding Only Shipment		\$52.50 per CWT	

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to show site will be received at a rate of \$70.00 per package. Small package shipments are defined as envelopes or small cartons with a weight not to exceed 40 pounds that are received at the same time, from the same carrier per shipment. Small package rates do not apply to advance warehouse shipments.

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

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

Company Name		Booth Number	
<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"/>		



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 will be charged the special handling rate 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. Absolutely, no credits will be issued after show closing.

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	\$140.00	=	\$420.00
Warehouse Crated			X	\$140.00	=	
Warehouse Special Handling			X	\$182.00	=	
Warehouse Carpet/Padding Only			X	\$210.00	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	X	\$135.00	=	\$405.00
Showsite Crated			X	\$135.00	=	
Showsite Special Handling			X	\$175.50	=	
Showsite Uncrated/Pad-Wrapped			X	\$202.50	=	
Showsite Carpet/Padding Only			X	\$202.50	=	

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 \$ _____
Total Show Site 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 site

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

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



INBOUND FREIGHT PROCEDURES

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

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

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

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

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

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

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

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



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

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

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

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

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



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

2024 Rocky Mountain Symposium
c/o: Arata Expositions, Inc.
c/o: ArcBest
5871 N. Broadway
Denver, CO 80216

HOLD FOR STORAGE

SHIP TO ARRIVE BY AUGUST 2, 2024

EXHIBIT MATERIAL, DO NOT DELAY

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2024 Rocky Mountain Symposium
c/o: Arata Expositions, Inc.
c/o: Gaylord Rockies Resort & Convention Center
Adams Ballroom A & Corridor
6700 N. Gaylord Rockies Boulevard
Aurora, CO 80019

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