



## EXHIBITOR SERVICE MANUAL

**SFB 2023**

April 19-22, 2023

Sheraton San Diego Hotel and Marina  
San Diego, CA



Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming SFB 2023 Annual Meeting & Exhibition scheduled for April 19-22, 2023 at the Sheraton San Diego Hotel and Marina in San Diego, CA.

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

**ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 7.75% SALES TAX TO THE TOTAL.**

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

Sincerely,

Arata Expositions, Inc.

Enclosures



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# DEADLINE DATES

Exhibitor Appointed Contractor .....	March 24, 2023
Rental Booths .....	March 24, 2023
Special Signs .....	March 24, 2023
Cleaning .....	March 31, 2023
Custom Furniture .....	March 31, 2023
Display Tables .....	March 31, 2023
Freight Routing .....	March 31, 2023
Furniture .....	March 31, 2023
Labor Installation/Dismantle .....	March 31, 2023
Standard/Plush Carpet .....	March 31, 2023
Warehouse Advance Shipment .....	April 7, 2023



**BOOTH EQUIPMENT:**

Each 10' x 10' booth will receive an 8' high back wall draped in blue/beige/beige/blue. The 3' high side rail drape will be blue. Each 10' x 10' booth space will be provided one (1) 6' 30" blue draped table, two (2) side chairs, one (1) wastebasket and one (1) one line identification sign indicating the name of the exhibiting company and booth number.

 **AISLE CARPET:**

The Exhibit Hall is carpeted.

**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.

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

Shipments should arrive between  
**March 10, 2023 and April 7, 2023.**

To: **Exhibiting Company and booth number**  
For: SFB 2023  
c/o: Arata Expositions, Inc.  
c/o: YRC  
9525 Padget Street  
San Diego, CA 92126

Receiving deadline for advanced freight is April 7, 2023. We will continue receiving freight at the advanced warehouse through April 12, 2023. Freight received from April 10, 2023 through April 12, 2023 will incur a late surcharge.

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

**DIRECT SHOWSITE SHIPMENTS**

Shipments will be received starting on  
**April 19, 2023**

To: **Exhibiting Company and booth number**  
For: SFB 2023  
c/o: Arata Expositions, Inc.  
c/o: Sheraton San Diego Hotel & Marina  
1380 Harbor Island Drive  
San Diego, CA 92101



# SHOW SCHEDULE

## SFB 2023

April 19-22, 2023

Sheraton Hotel San Diego and Marina  
San Diego, CA

### SET UP HOURS:

Wednesday, April 19, 2023

12:00 pm - 5:00 pm

### SHOW HOURS:

Wednesday, April 19, 2023

6:15 pm - 8:15 pm

Thursday, April 20, 2023

10:00 am - 1:00 pm  
2:30 pm - 6:45 pm

Friday, April 21, 2023

9:30 am - 1:30 pm  
3:30 pm - 5:30 pm

### MOVE OUT HOURS:

Friday, April 21, 2023

5:30 pm - 7:30 pm



# HELPFUL HINTS

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

## PRIOR TO THE SHOW:

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

## SHOWSITE:

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

## OUTBOUND - MOVE OUT:

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions Inc. does not provide security at the show site. It is the Exhibitor's responsibility to stay with their property. Arata Expositions, Inc. is not responsible for loss or damage to property left in the Exhibitor's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination) and all of your shipping paperwork is turned into the Exhibitor Service Center before leaving the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the 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.



# PAYMENT POLICY AGREEMENT

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

**Arata Expositions, Inc.** requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express), and/or wire transfers. Please contact our office for wire transfer information. **A \$50.00 bank transfer fee for wire transfers must be added to the amount transferred. Exhibiting company will be responsible for all bank fees.** All companies must provide a charge authorization form with orders even when paying via cash, company check and/or wire transfer. If paying by credit card, a 3% processing charge will be added to the total amount due.

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

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

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

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

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

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

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

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

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

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

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

Company Name <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"/>



# CHARGE AUTHORIZATION

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

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

## PLEASE PRINT OR TYPE

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

## CREDIT CARD AUTHORIZATION

American Express ☐ Visa ☐ MasterCard ☐

Account#

Exp. Date

Cardholder's Name

Cardholder's Signature

**Cardholder's Billing Address:**

Street Address

City  State  Zip

Telephone  E-Mail

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



# THIRD PARTY PAYMENT

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

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

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

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

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

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

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

## THIRD PARTY

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

Address \_\_\_\_\_

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

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

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

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

### CREDIT CARD CHARGE AUTHORIZATION

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

Address \_\_\_\_\_

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

American Express ☐ Visa ☐ MasterCard ☐

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE \_\_\_\_\_

## EXHIBITING COMPANY

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

Address \_\_\_\_\_

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

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

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

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

### CREDIT CARD CHARGE AUTHORIZATION

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

Address \_\_\_\_\_

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

American Express ☐ Visa ☐ MasterCard ☐

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF MARCH 31, 2023.**



# COST CALCULATION

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

## COST CALCULATION WORKSHEET

1. Cleaning ..... \_\_\_\_\_
2. Custom Furniture ..... \_\_\_\_\_
3. Display Tables ..... \_\_\_\_\_
4. Furniture..... \_\_\_\_\_
5. Labor Dismantle ..... \_\_\_\_\_
6. Labor Installation..... \_\_\_\_\_
7. Material Handling Estimate..... \_\_\_\_\_
8. Rental Booths..... \_\_\_\_\_
9. Signs..... \_\_\_\_\_
10. Standard Carpet / PlushCarpet ..... \_\_\_\_\_

11. **TOTAL LINES 1-10** ..... \$ \_\_\_\_\_
12. Add 7.75% Tax ..... \$ \_\_\_\_\_
13. **BALANCE DUE\*** ..... \$ \_\_\_\_\_

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



**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.







# 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	\$8.00 per sq. ft	\$11.20 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	\$2.00 per sq. ft	\$2.80 per sq. ft	= _____
Double Padding	_____ X _____	= _____	sq.ft.	X	\$5.00 per sq. ft	\$7.00 per sq. ft	= _____

Discount Deadline: **March 31, 2023**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

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

7.75% Tax \_\_\_\_\_

TOTAL \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



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

CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$278.00	\$389.20	\$
	Side Chair	\$218.00	\$305.20	\$
	Counter Stool	\$284.00	\$397.60	\$
ACCESSORIES				
	Wastebasket	\$38.00	\$53.20	\$
	Literature Rack	\$224.00	\$336.00	\$
	Bag Holder	\$224.00	\$313.60	\$
	Easel (Tripod)	\$82.00	\$114.80	\$
	Chrome Sign Holder (22"W x 28"H)	\$224.00	\$336.00	\$
	Fishbowl	\$73.00	\$102.20	\$
	Posterboard, 4'W x 8'H, Vertical	\$270.00	\$378.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$270.00	\$378.00	\$
	Tensa Barriers	\$109.00	\$152.60	\$
	Credenza (38"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$561.00	\$841.50	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$362.00	\$543.00	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$33.00	\$46.20	\$
	3' High (per lin. foot) (\$55 min)	\$20.00	\$28.00	\$
	Special Skirting (per lin. foot)	\$19.00	\$26.60	\$
	8' High End Cap / Close Off	\$86.00	\$120.40	\$

**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: **March 31, 2023** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

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

7.75% Tax \_\_\_\_\_

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# DISPLAY TABLES

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

## DRAPED DISPLAY TABLES 30" HIGH

Qty.	Description	Discount Price	Standard Price	Extended Price
	4'L x 2'D x 30"H	\$234.00	\$327.60	\$
	6'L x 2'D x 30"H	\$271.00	\$379.40	\$
	8'L x 2'D x 30"H	\$304.00	\$425.60	\$
	4th Side Drapes for 30" Tables	\$80.00	\$112.00	\$

## DRAPED DISPLAY TABLES 42" HIGH

	4'L x 2'D x 42"H	\$284.00	\$397.60	\$
	6'L x 2'D x 42"H	\$330.00	\$462.00	\$
	8'L x 2'D x 42"H	\$377.00	\$527.80	\$
	4th Side Drapes for 42" Tables	\$93.00	\$130.20	\$

## (CHECK COLOR BELOW)

☐ Black ☐ Red ☐ Teal ☐ Silver ☐ Burgundy ☐ Gold ☐ Blue ☐ 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	\$180.00	\$252.00	\$
	6'L x 2'D x 30"H	\$213.00	\$298.20	\$
	8'L x 2'D x 30"H	\$243.00	\$340.20	\$

## UNDRAPED DISPLAY TABLES 42" HIGH

### EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT

	4'L x 2'D x 42"H	\$229.00	\$320.60	\$
	6'L x 2'D x 42"H	\$257.00	\$359.80	\$
	8'L x 2'D x 42"H	\$284.00	\$397.60	\$

## DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	\$82.00	\$114.80	\$
	6 ft. Riser (white vinyl)	\$105.00	\$147.00	\$

Discount Deadline: **March 31, 2023**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

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

7.75% Tax \_\_\_\_\_

TOTAL \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

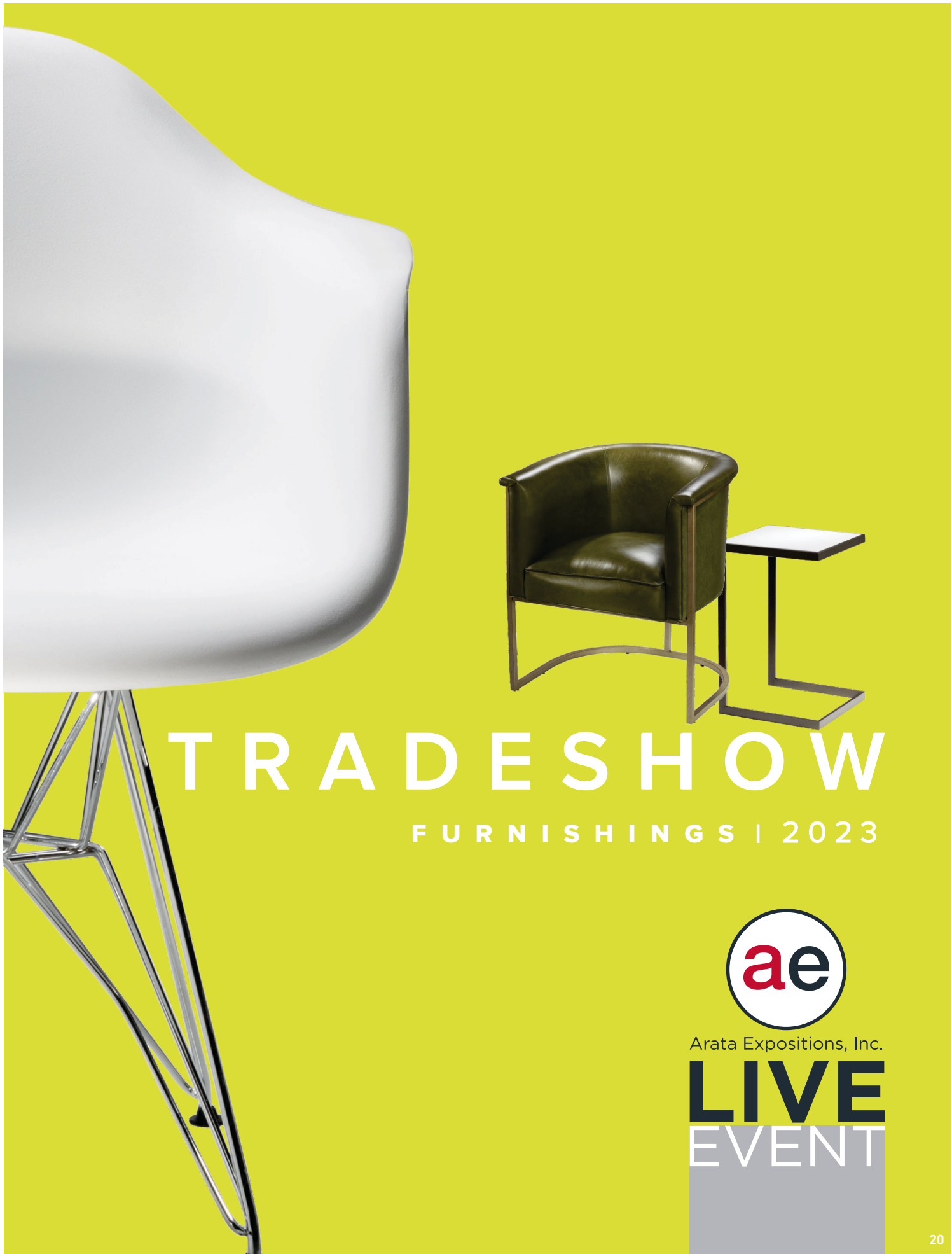
Contact Name

Email Address

Telephone Number

Fax Number





# TRADESHOW

FURNISHINGS | 2023



Arata Expositions, Inc.

**LIVE**  
EVENT



# Design safe environments without sacrificing style.

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



## 20'x20' - Midtown, Greenery Booth

Midtown Bar  
Dividers  
Bar Tables  
Barstools  
Greenery



# Top Design Tips for Tradeshow Exhibits

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



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



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

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



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



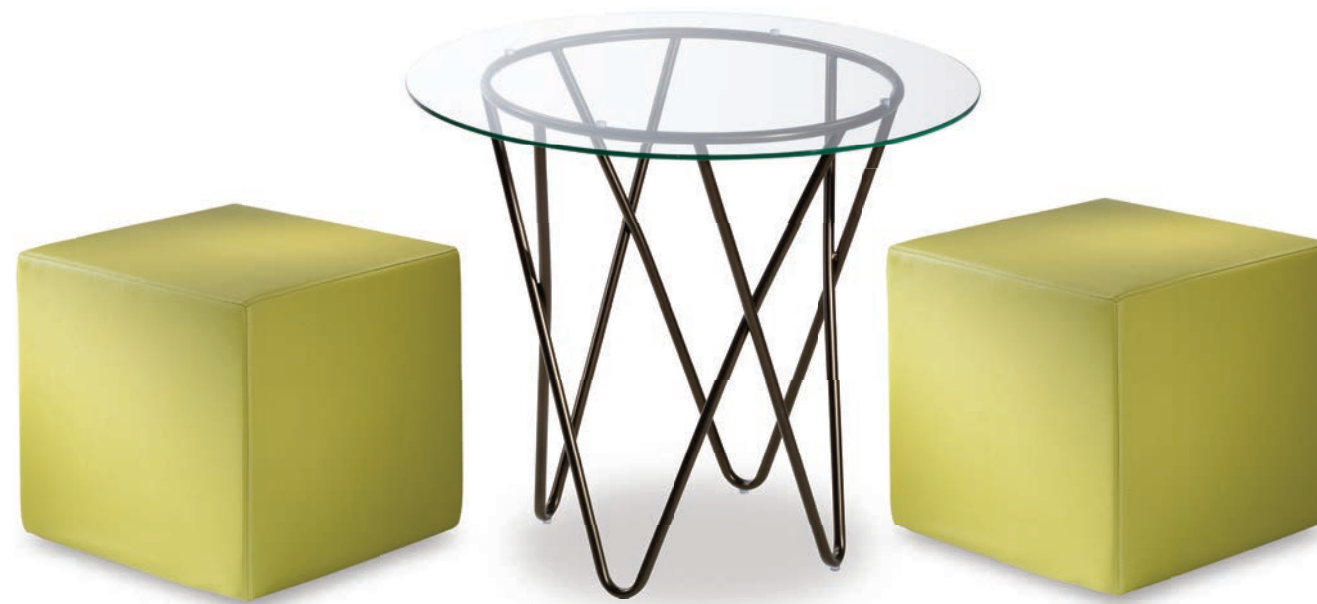
**Demo Down.** Ottomans are a great way to design small theaters for quick demonstrations.

# Top Design Tips for Tradeshow Exhibits

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



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



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

## **Level the Field!**

Low and casual seating makes clients more comfortable and open to learning.



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



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



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







# **S A F E T Y**

Collection

# Dividers

- Clear Dividers**  
**A) DIVFRE Freestanding**  
(Silver, Clear) 39"L 1.5"D 72"H
- B) DIVFWL Freestanding Wall Unit**  
(Silver, Clear) 40"L 1.5"D 72"H
- C) DIVFCR Freestanding Corner**  
(Silver, Clear) 39"L 39"D 72"H



Bar Tables  
Barstools



Bars | pg 118

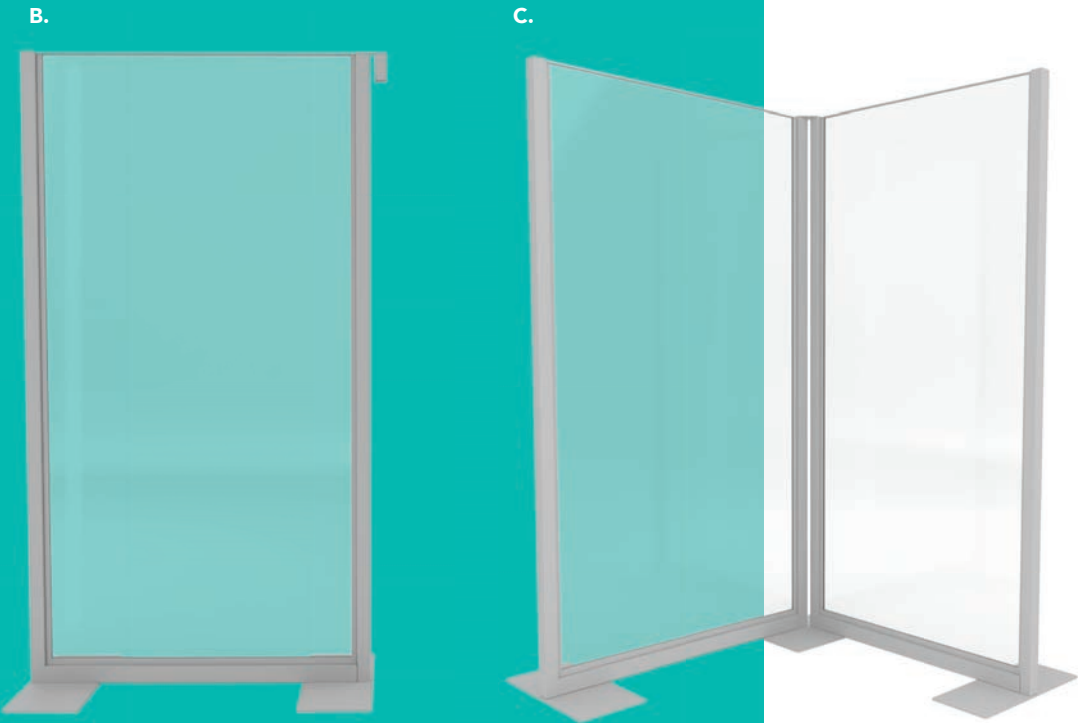


- Clear Dividers**  
**D) DIVBAR Bar/Counter**  
(Silver, Clear)  
48-70"L 12"D 31.5"H

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

## Attract, Connect and Inspire.

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

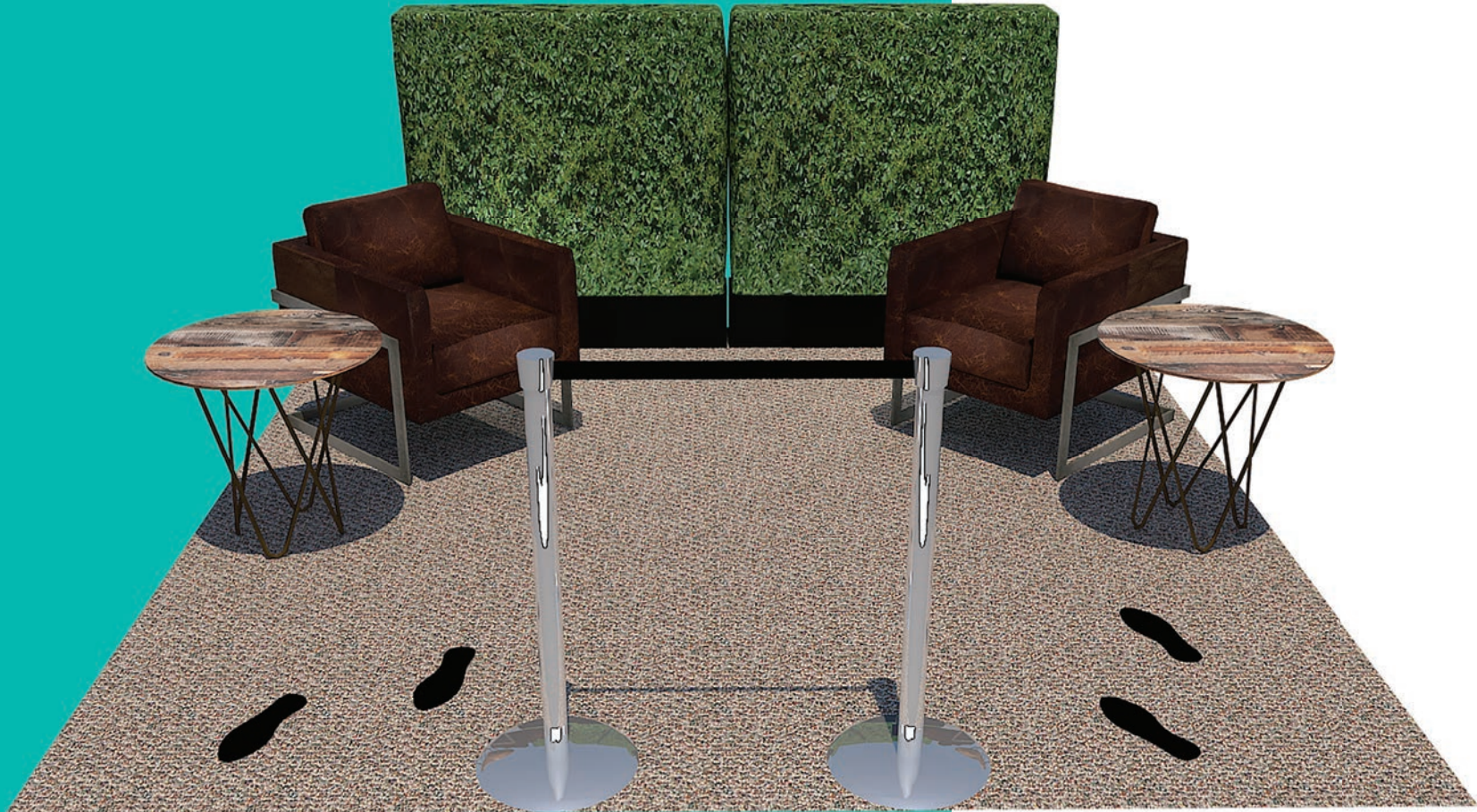


Sofa





# Dividers



Accent Chairs  
Side Tables  
Greenery



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



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



Accent Chairs  
Side Tables



# Boxwood Hedges

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

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



Accent Chairs  
Side Tables



## Keep it Green

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

Bar Tables  
Barstools





# POWERED

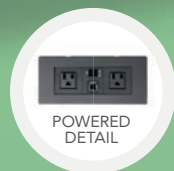
Collections





# Powered<sup>⚡</sup> Seating

## Naples<sup>50</sup> Collection



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

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

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



## Charge It!

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



## Tech Tablet Chair

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



POWERED  
DETAIL



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

# Powered⚡ Communal Tables



## Ventura Bar Tables, Powered

A) VNTWHT (white top)

B) VNTBLK (black top)

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



### Styling Tip:

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

## Ventura Cafe Tables, Powered

C) VNTCWH (white top)

D) VNTCBK (black top)

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



## Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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



# Powered<sup>⚡</sup> Tables

# Sydney

Powered  
Cocktail Tables



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



10'x20' -  
Wireless Charging  
Demonstration  
Booth

# Wireless Charging Table

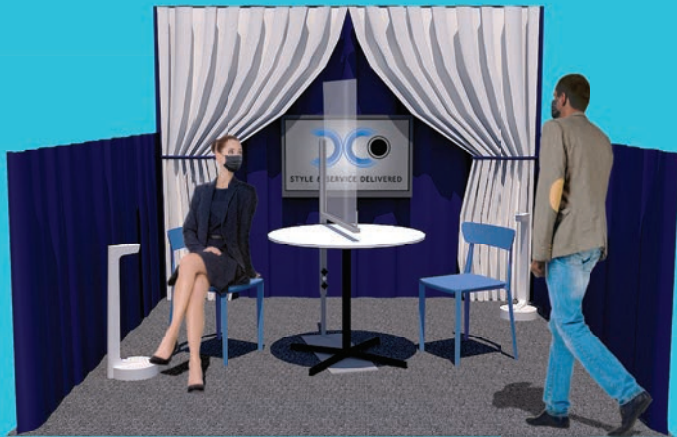
**CUBPOW Wireless  
Charging Table, Powered**  
(white, AC plug-in) 20"L 20"D 18"H  
Mobile devices must have Qi  
wireless charging capability.



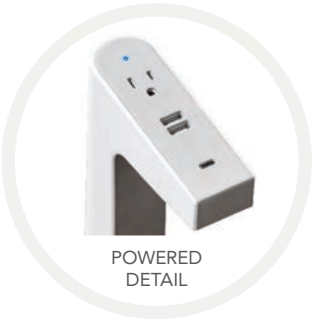
**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Powered<sup>⚡</sup> Products

## Village Charging Hub



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



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



# Powered Pedestals

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



### Powered Locking Pedestals

White  
**PDL36W** 24"L 24"D 36"H  
**PDL42W** 24"L 24"D 42"H

Black  
**PDL36B** 24"L 24"D 36"H  
**PDL42B** 24"L 24"D 42"H

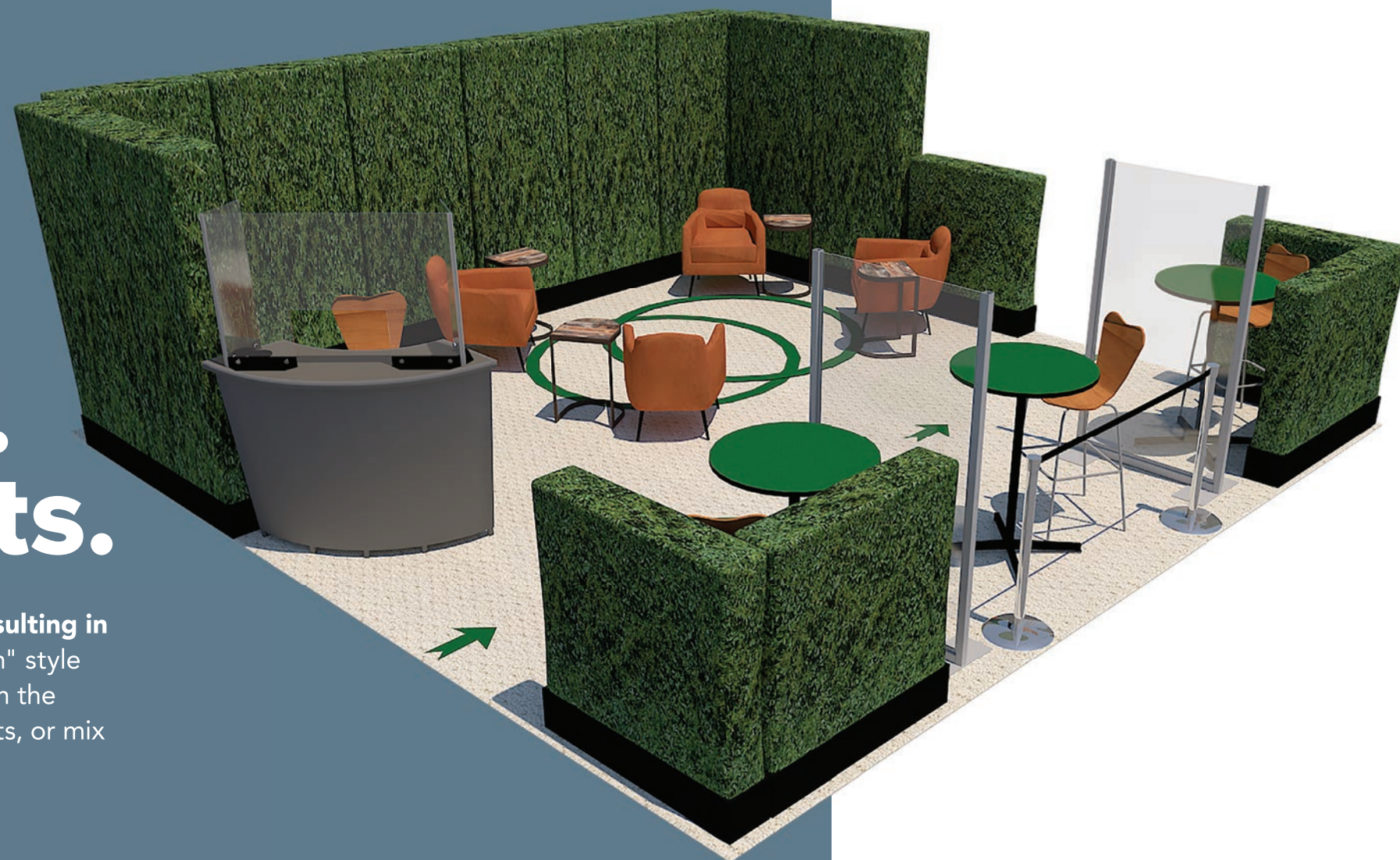


**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



# Inspired Designs. Creature Comforts.

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



## 20'x20' - Valencia Networking Booth

Dividers  
Soft Seating  
Bars  
Bar Tables  
Barstools  
Greenery



# **S O F T   S E A T I N G**

Collections



# Soft Seating Collections

## Valencia

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

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



Dividers

**Level The Field!:**  
Low and casual seating makes clients  
more comfortable and open to learn  
about your product.

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



## Fairfax

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

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

## Sterling

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

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





# Soft Seating Collections

## Allegro

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

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



## Palm Beach

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



## Key Largo

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

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

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





# Soft Seating Collections


## Baja

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

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

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



Powered Products 



## Naples

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

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

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

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

# ACCENT

Chairs





# Accent Chairs



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



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



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

Make it ●  
**swivel**



10'x20' - Meeting Booth



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



# Accent Chairs



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



A.



B.



C.



D.



E.



F.

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



Accent Tables | pg 70

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



## Create Space

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

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

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

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

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

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

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

# INDIVIDUAL

Seating







M A R I N A

# CHAIRS

17.5"L 19.5"D 35"H



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

All frames brushed metal.

# Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

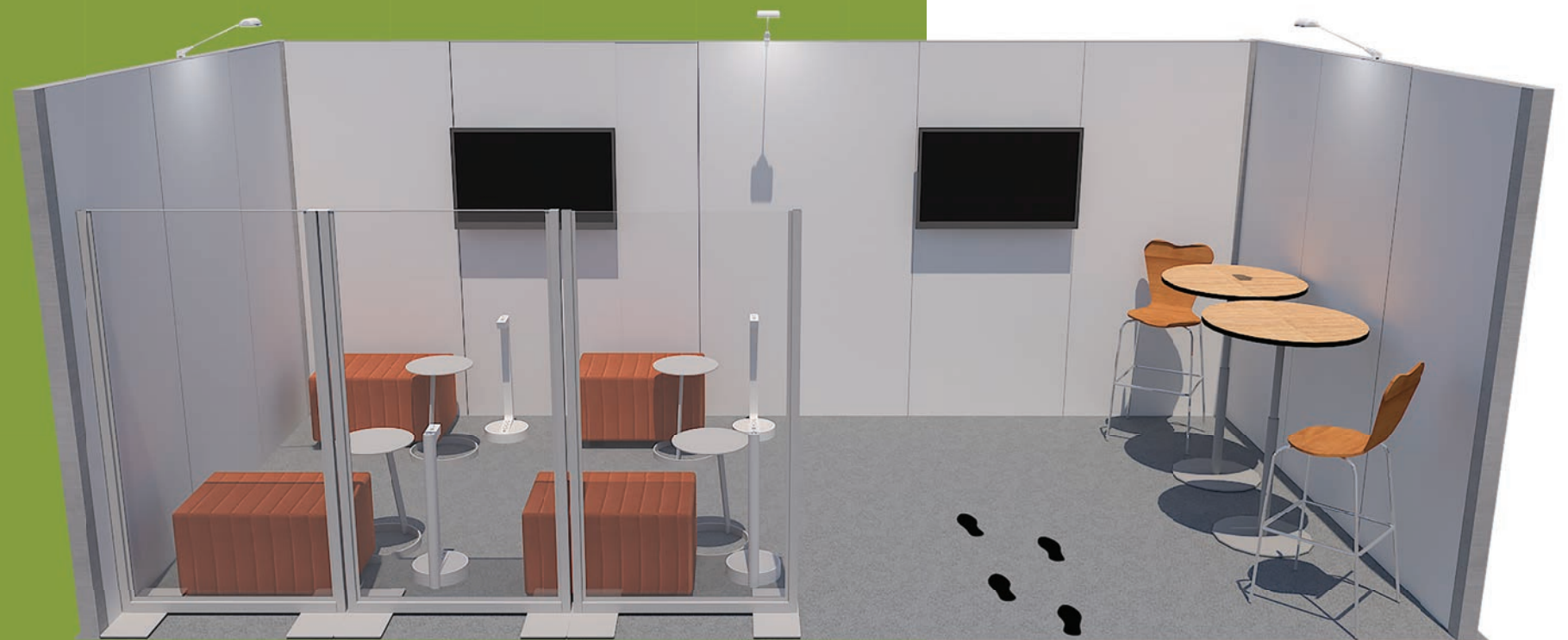
**H) OCMWHT Meeting Chair**  
(white vinyl, wenge)  
25.5"L 23.5"D 34"H

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

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

# Versatile Executions.

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



## 10'x20' - Beverly Demonstration Booth

Ottomans  
Powered Products  
Dividers  
Barstools  
Bar Tables





# OTTOMAN

Collections

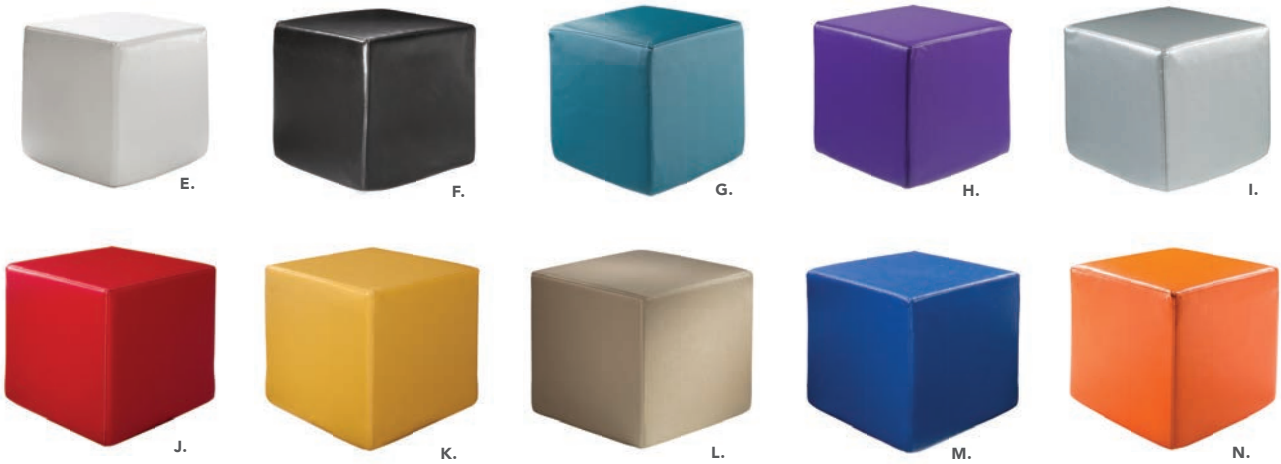
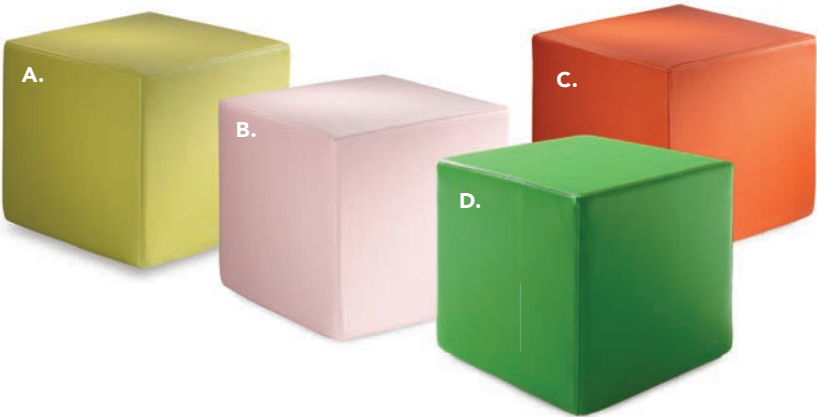


**Provide a Pop!**  
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# CUBE

## OTTOMANS

18" L 18" D 18" H



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





# SMALL BENCH

## OTTOMANS

30"L20"D18"H



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





# BENCH

## OTTOMANS

60"L20"D18"H



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



# SWIVEL

## OTTOMANS

17" RND 18"H



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



# Ottomans



## Squares

### Endless

**END02B** (black vinyl, chrome)

**END02W** (white vinyl, chrome)  
34"L 34"D 15"H



## Curves

### Endless

**END01W** (white vinyl, chrome)

**END01B** (black vinyl, chrome)  
60.5"L 37.5"D 15"H



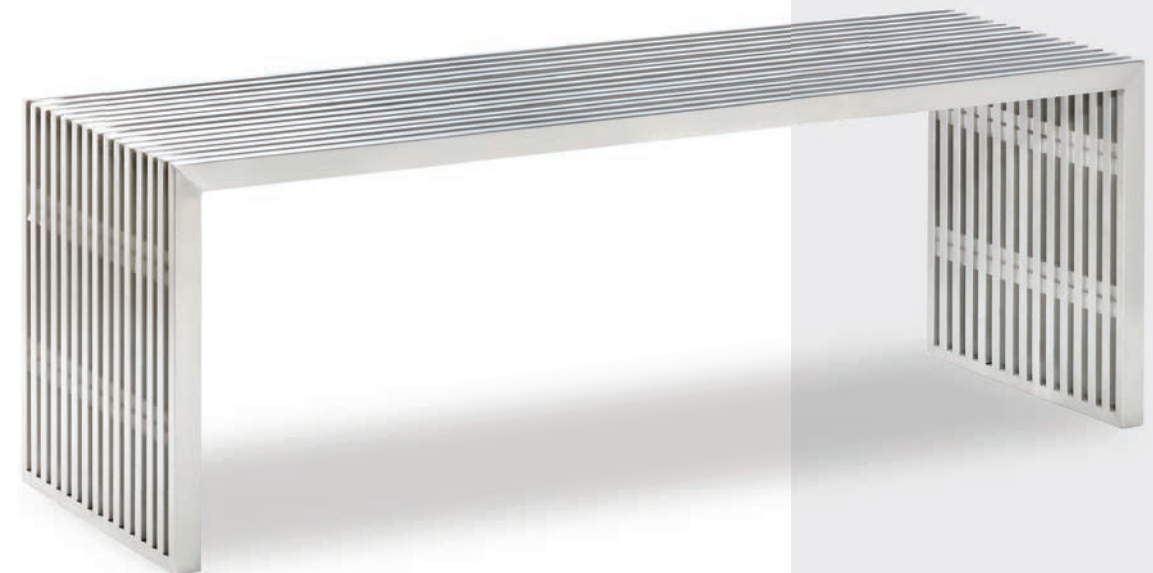
## Demo Down

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

## Bench

**REGBEN Regis**

(brushed metal)  
47"L 15.5"D 16"H



# ACCENT

Tables







M E S A



# ACCENT

## COCKTAIL & END TABLES

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



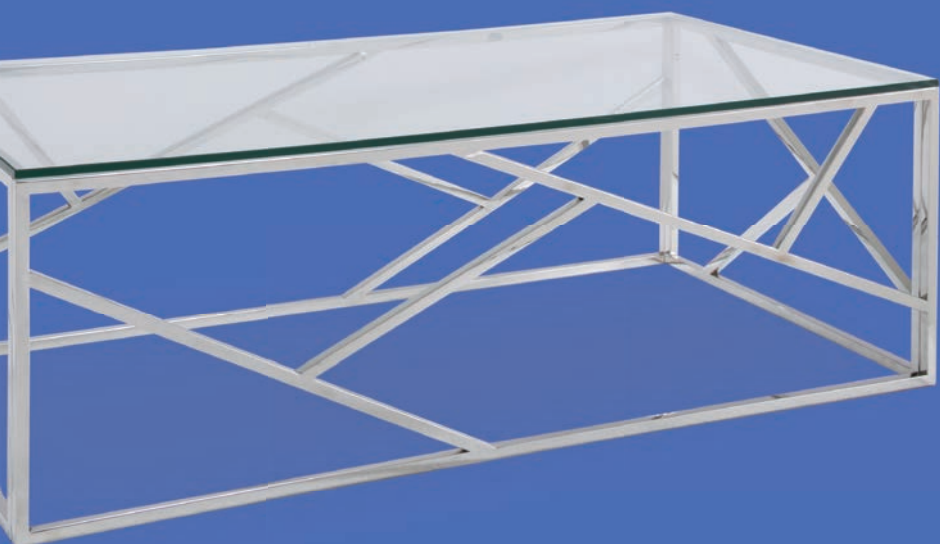
A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)

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

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

All frames bronze finish.





**A L O N D R A**



# ACCENT

## COCKTAIL & END TABLES

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

A.



B.



C.



D.



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

All frames chrome finish.



G E O



# ACCENT

COCKTAIL & END TABLES



A.



B.



C.



D.

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



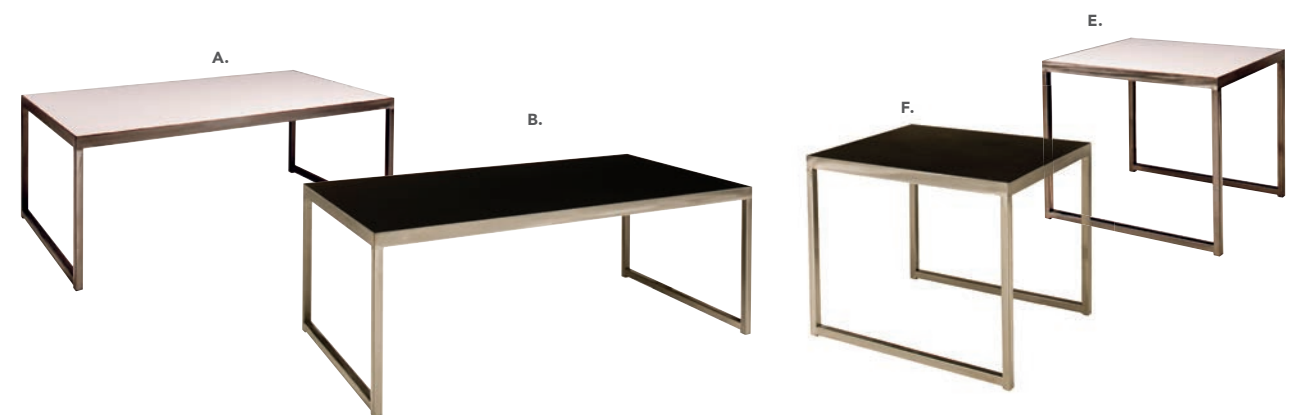
**S Y D N E Y**



# ACCENT

## COCKTAIL & END TABLES

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



*A/B Powered options available.*



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

*All frames brushed steel.*





TAOS | SEDONA

# SIDE

## TABLES

15.75 "L 15.75 "D 24 "H



A.

B.

C.



D.

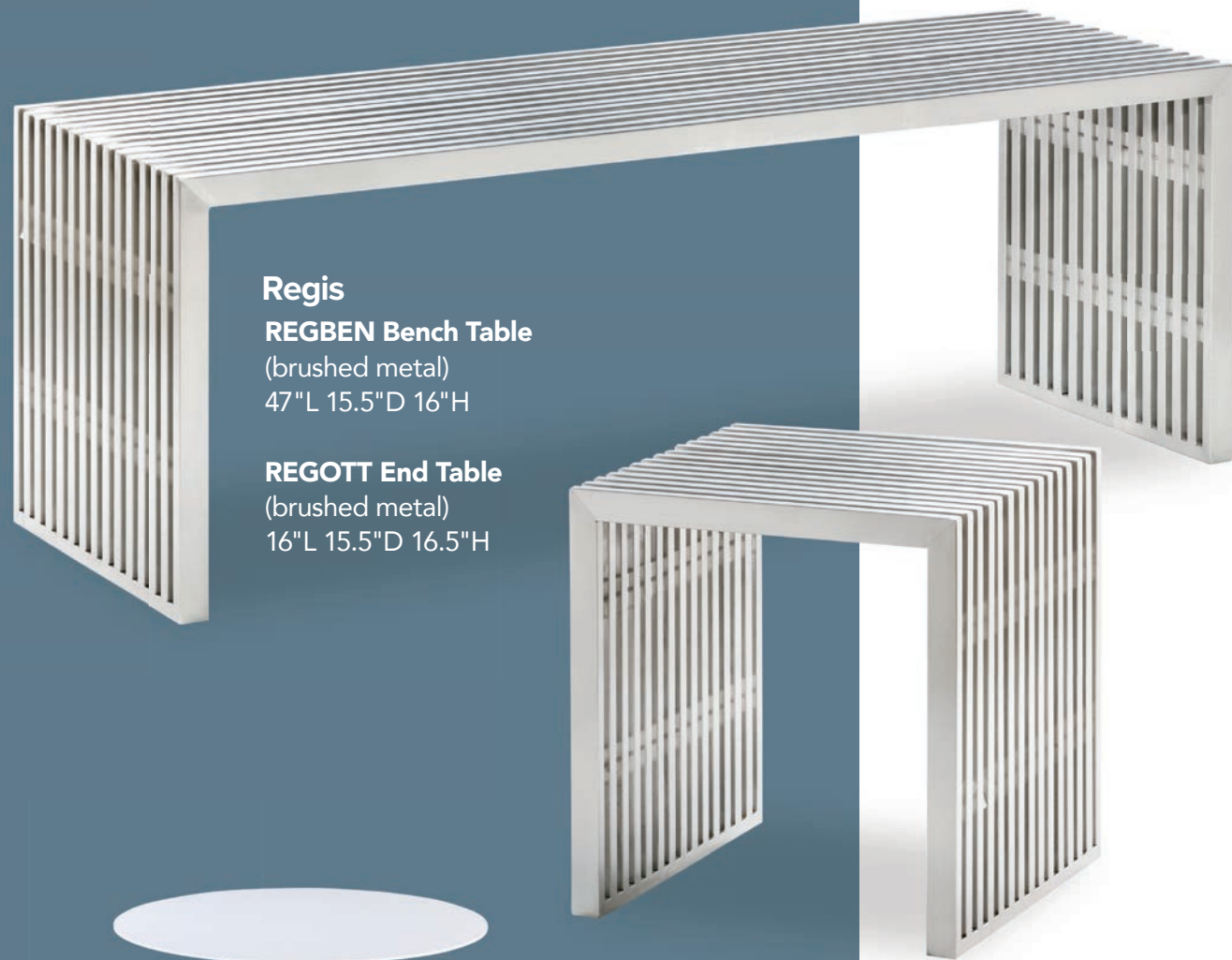
E.

F.

**Taos Tables A) TAOBWH** (white top) **B) TAOBBK** (black top) **C) TAOBWD** (barnwood top)  
**Sedona Tables D) SEDBWH** (white top) **E) SEDBBK** (black top) **F) SEDBWD** (barnwood top)

All frames bronze finish.

# Accent Tables



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

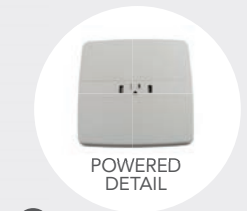
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



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



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



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

## Gather Round

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



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

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

# Stay on Brand.

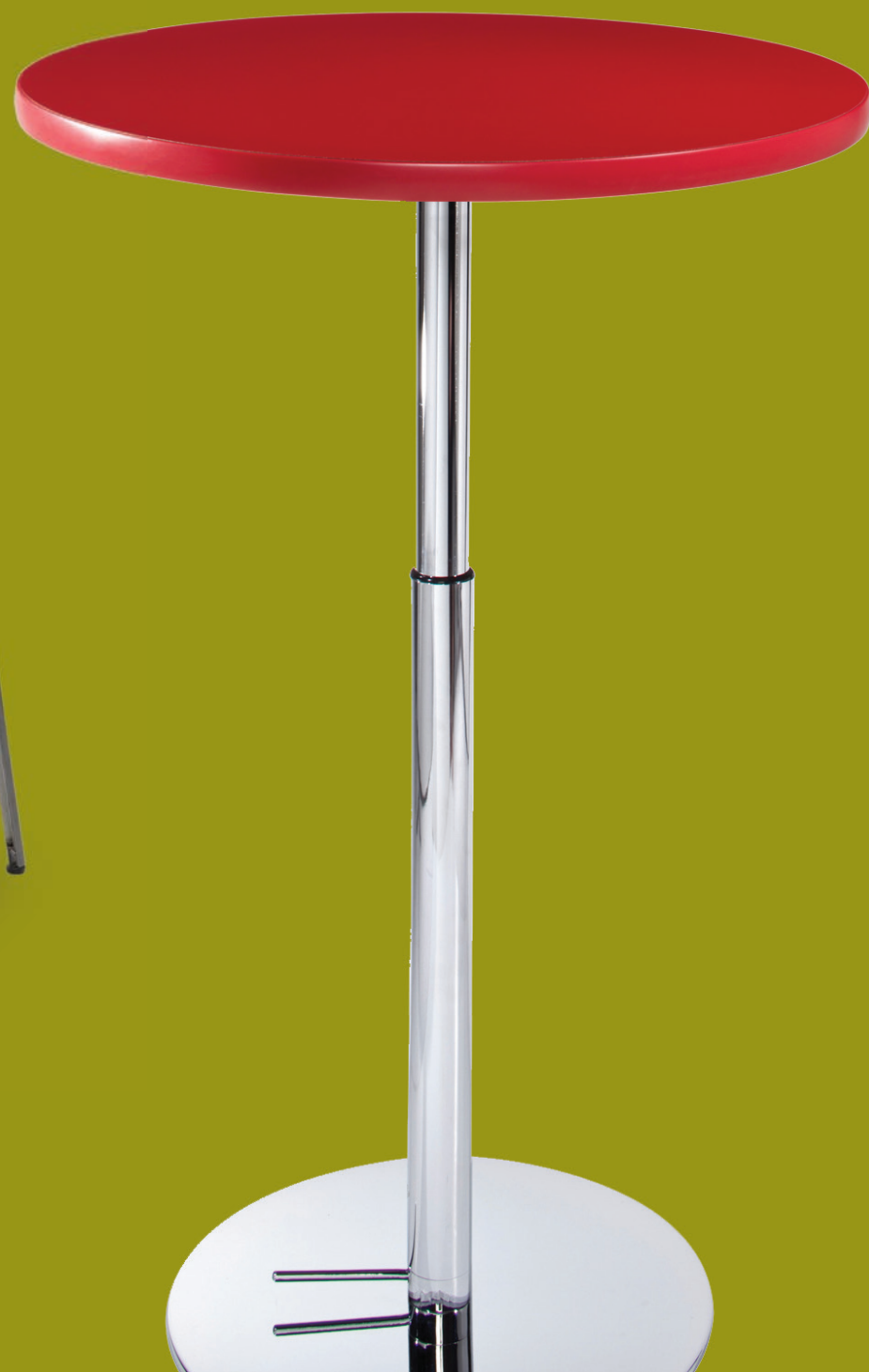
**Tie in your brand's style or color scheme in your booth designs to leave a lasting impression on your customers.** Classic black and whites, or venture out with bold colors; go natural with wood textures, or stay sleek with metals! No matter your preference, dozens of bar and cafe table options are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



## 10'x20' - Wireless Charging Demonstration Booth

Bar Tables  
Barstools  
Ottomans  
Power Tables  
Dividers & Stanchions





# **BAR & CAFE**

Tables

# Bar & Cafe Tables

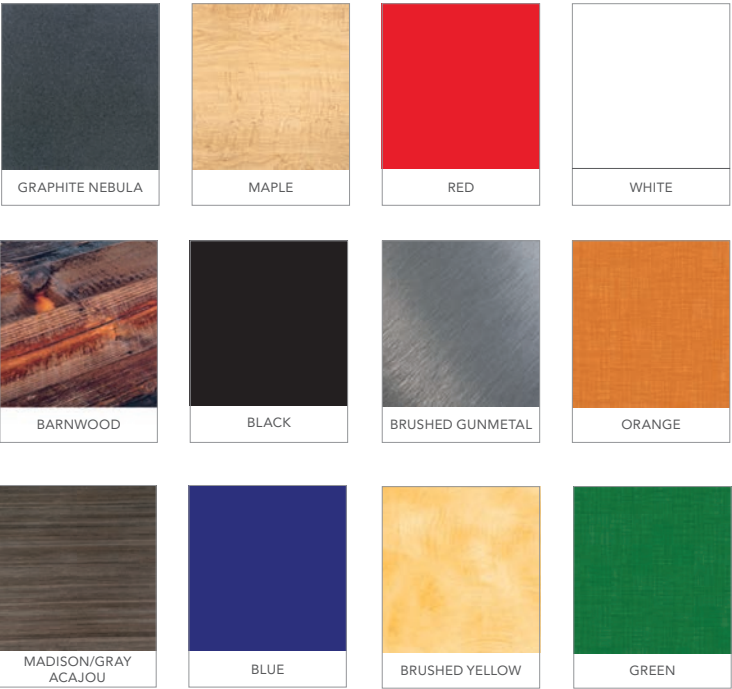


**Rustique**  
**RSTSQT Square**  
**Metal Bar Table**  
(gunmetal)  
23.75"L 23.75"D 41.25"H

- Bar Tables**  
Standard Black Base  
30" RND 42"H  
**VTJ** (graphite nebula top)  
**VTK** (maple top)  
**VTB** (red top)  
**30WH42** (white top)  
**30WDBB** (barnwood top)  
**30BKSB** (black top)  
**30AGBB**  
(brushed gunmetal top)  
**30OSBB** (orange top)  
**VTA**  
(Madison/gray acajou top)  
**30BEBB** (blue top)  
**30YBBB** (brushed yellow top)  
**30GSBB** (green top)
- 36" RND 42"H  
**VTN** (graphite nebula top)  
**VTP** (maple top)  
**VTW** (white top)  
**36BKSB** (black top)

- Bar Tables**  
Hydraulic Chrome Base  
30" RND 45"H  
**30GRHB**  
(graphite nebula top)  
**30MTHB** (maple top)  
**30BRHB** (red top)  
**30WHHB** (white top)  
**30WDHB** (barnwood top)  
**30BKHB** (black top)  
**30AGHB**  
(brushed gunmetal top)  
**30OSHB** (orange top)  
**30MAHB**  
(Madison/gray acajou top)  
**30BEHB** (blue top)  
**30YSHB** (brushed yellow top)  
**30GSHB** (green top)
- 36" RND 45"H  
**36GRHB** (graphite nebula)  
**36MTHB** (maple top)  
**36WTHB** (white)  
**36BKHB** (black top)

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



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



- Cafe Tables**  
Hydraulic Chrome Base  
30" RND 29"H  
**30GRHC** (graphite nebula top)  
**30MTHC** (maple top)  
**30BRHC** (red top)  
**30WHHC** (white top)  
**30WDHC** (barnwood top)  
**30BKHC** (black top)  
**30AGHC** (brushed gunmetal top)  
**30OSHC** (orange top)  
**30MAHC** (Madison/gray acajou top)  
**30BEHC** (blue top)  
**30YSHC** (brushed yellow top)  
**30GSHC** (green top)
- 36" RND 29"H  
**36GRHC** (graphite nebula top)  
**36MTHC** (maple top)  
**36WTHC** (white top)  
**36BKHC** (black top)

- Cafe Tables**  
Standard Black Base  
30" RND 29"H  
**ZTJ** (graphite nebula top)  
**ZTK** (maple top)  
**ZTB** (red top)  
**30WH29** (white top)  
**30WDBC** (barnwood top)  
**30BKSC** (black top)  
**30AGBC** (brushed gunmetal top)  
**30OSBC** (orange top)  
**ZTA** (Madison/gray acajou top)  
**30BEBC** (blue top)  
**30YSBC** (brushed yellow top)  
**30GSBC** (green top)
- 36" RND 29"H  
**ZTN** (graphite nebula top)  
**ZTP** (maple top)  
**ZTQ** (white top)  
**36BKSC** (black top)

**BARSTOOL**  
Collections







M A R I N A

# BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.



# BARSTOOL

**COLLECTION**

15 "RND 23 - 33.5 "H



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

All bases crome finish.



ZOEY BANANA

# BARSTOOL

COLLECTIONS



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

All bases crome finish.



# Barstools

## Styles



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



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



A.



B.



C.



D.



E.

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

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

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

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

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



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

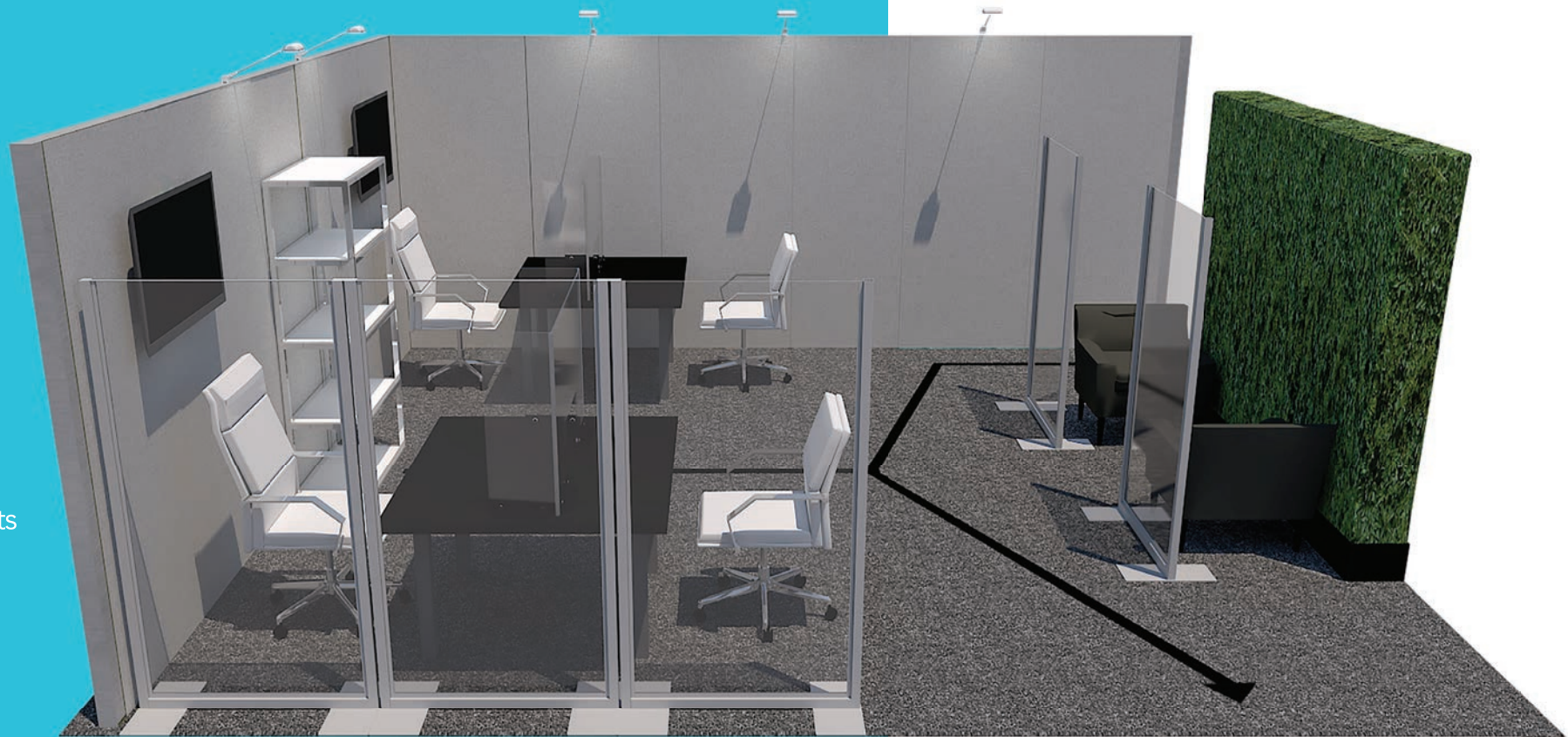
### Styling Tip:

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

# Meet in Style.

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

10'x20' -  
Madison  
Presentation  
Booth



20'x20' - Executive Meeting Booth

Conference Tables  
Madison Desk & Storage  
Executive Seating  
Dividers





# OFFICE

Collections



# Executive Seating

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

**B) PROEXB**  
(black vinyl, chrome)  
25"L 24"D 45-48"H  
Adjustable height



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

**D) PROMDB**  
(black vinyl, chrome)  
24"L 22"D 36.75-39.75"H  
Adjustable height



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



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



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



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





42" ROUND



# CONFERENCE

**TABLES**  
42" RND 29" H



A.



C.

D.

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

All bases black finish.





G E O



# CONFERENCE TABLES



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



# Conference Tables

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

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



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



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



MADISON



# CONFERENCE TABLES



Dividers | pg 16

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

All frames silver finish.

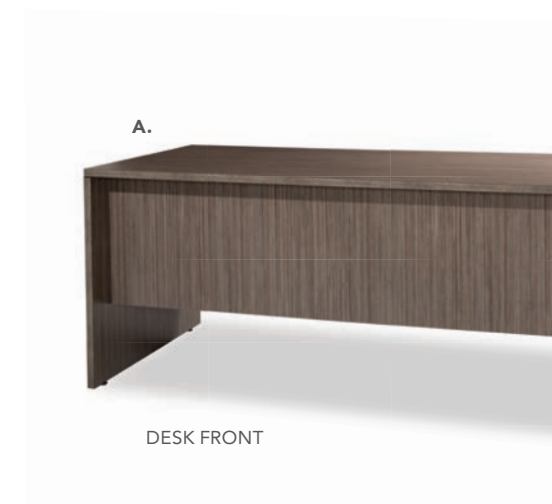


# MADISON



10'x20' - Madison Presentation Booth

## EXECUTIVE DESK & STORAGE

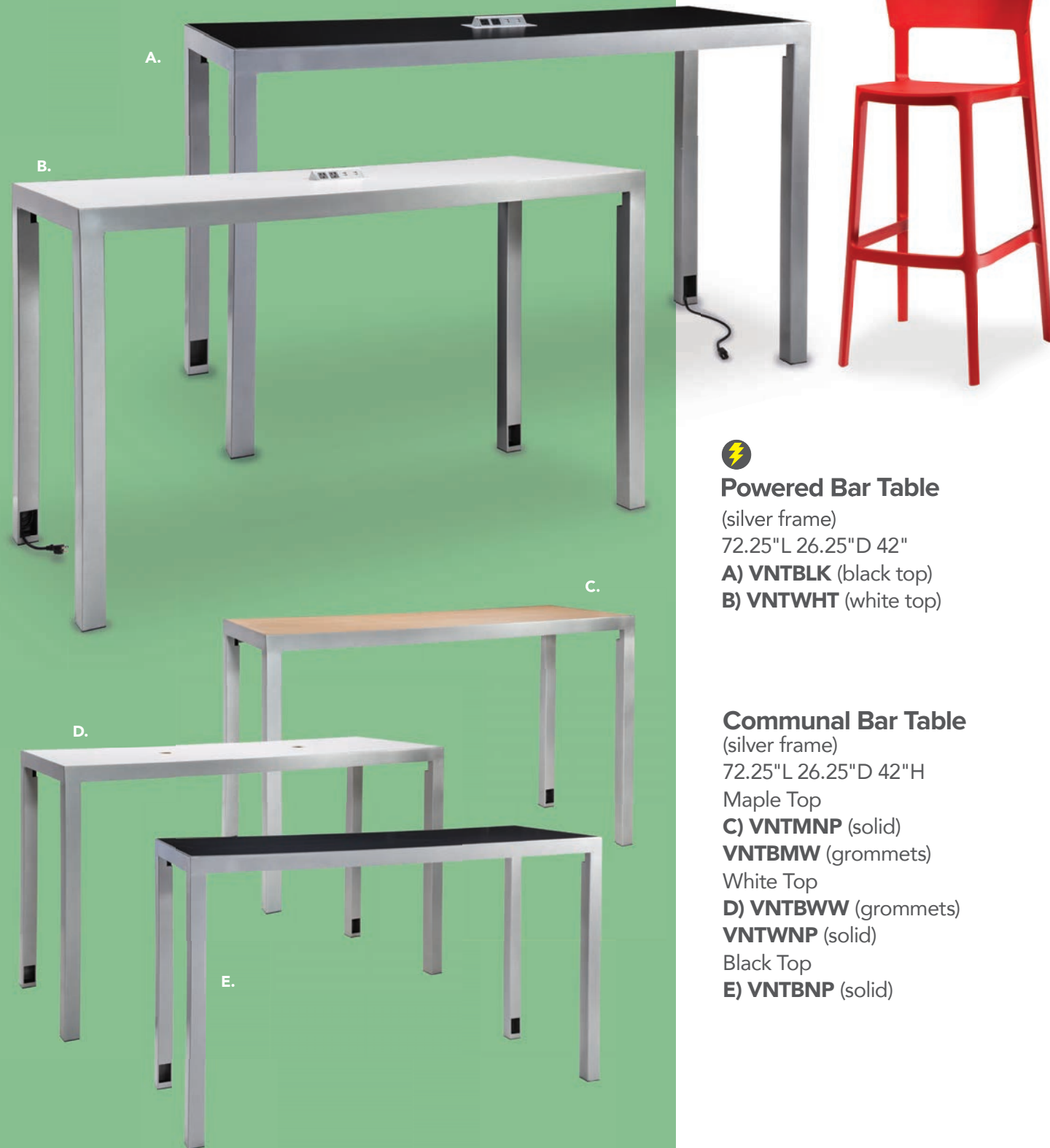


- A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H  
B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H



# Ventura

## Powered & Communal Tables



### Powered Bar Table

(silver frame)

72.25"L 26.25"D 42"

**A) VNTBLK** (black top)

**B) VNTWHT** (white top)

### Communal Bar Table

(silver frame)

72.25"L 26.25"D 42"H

Maple Top

**C) VNTMNP** (solid)

**VNTBMW** (grommets)

White Top

**D) VNTBWW** (grommets)

**VNTWNP** (solid)

Black Top

**E) VNTBNP** (solid)



### TABLE TOP OPTIONS

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



### Powered Cafe Table

(silver frame)

72.25"L 26.25"D 30"H

**F) VNTCBK** (black top)

**G) VNTCWH** (white top)

### Communal Cafe Table

(silver frame)

72.25"L 26.25"D 30"H

Maple Top

**H) VNTCMN** (solid)

**VNTCMW** (grommets)

White Top

**I) VNTCWW** (grommets)

**VNTCWN** (solid)

Black Top

**J) VNTCBN** (solid)

Powered Products



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

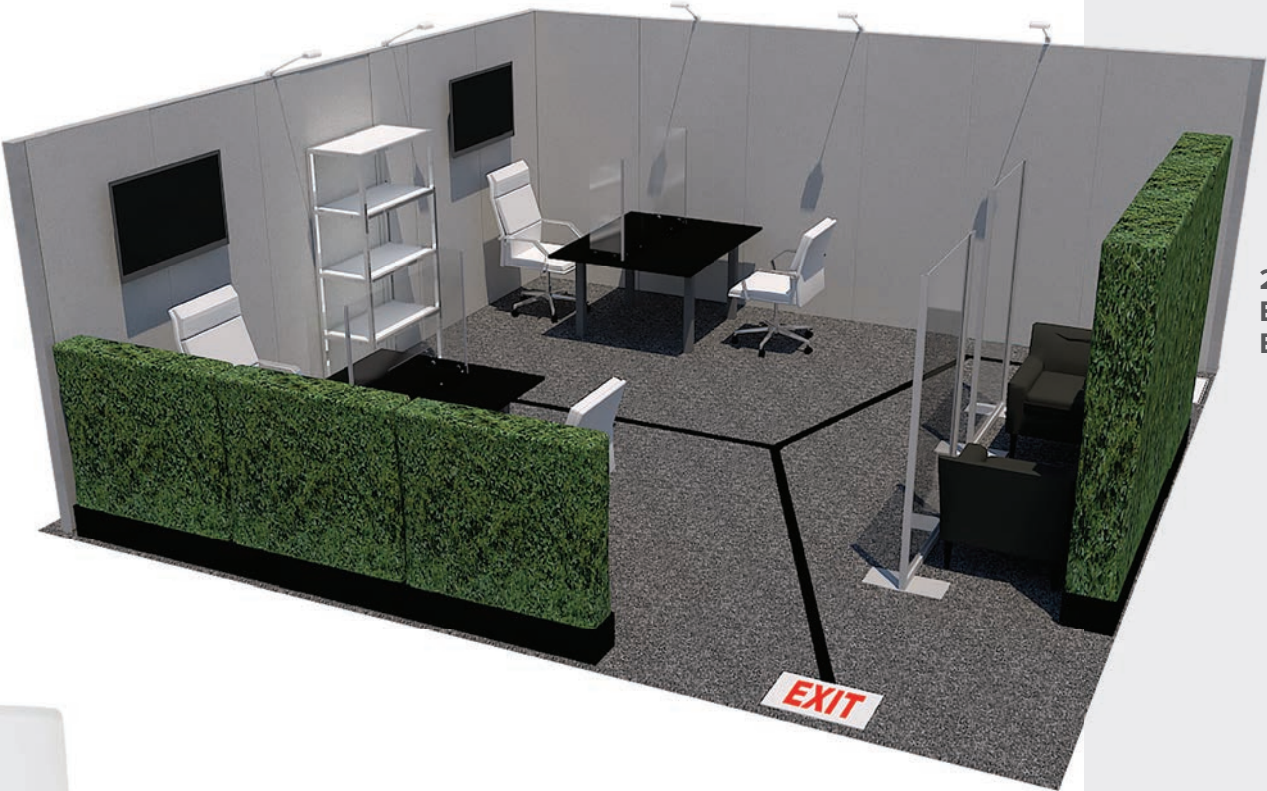


# Office

## Accessories & Decor

### Embrace The Organic

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



20'x20' - Executive Meeting Booth



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



A.

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

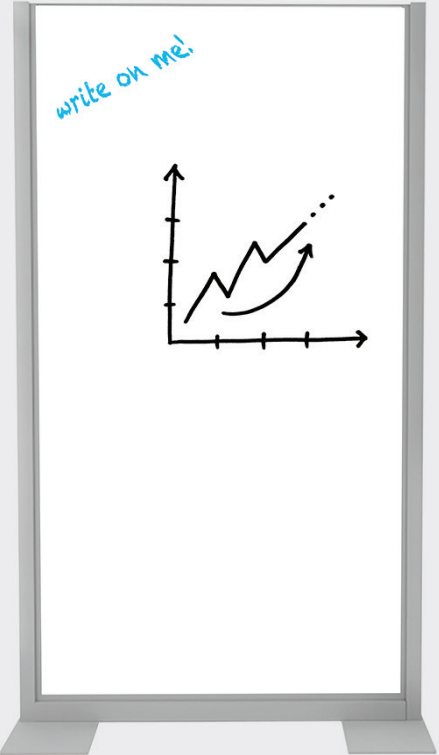


B.

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



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





# Midtown Counter & Bar



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



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



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

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







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## SAFETY DIVIDERS

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

## POWERED FURNITURE

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

## SOFT SEATING

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

## SOFT SEATING (CONTINUED)

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

## ACCENT CHAIRS

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

## INDIVIDUAL SEATING

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

COMPANY NAME:

BOOTH NUMBER:

STREET ADDRESS:

CITY, STATE:

ZIP CODE:

EMAIL ADDRESS:

TELEPHONE NUMBER:



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

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

<b>COMPANY NAME:</b>	<b>BOOTH NUMBER:</b>
<b>STREET ADDRESS:</b>	<b>CITY, STATE:</b>
	<b>ZIP CODE:</b>
<b>EMAIL ADDRESS:</b>	<b>TELEPHONE NUMBER:</b>



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## ACCENT TABLES (CONTINUED)

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

## BAR TABLES – BLACK BASE – 42”H

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

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

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

## BAR TABLES – HYDRAULIC CHROME BASE – 45”H

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

## CAFÉ TABLES – HYDRAULIC CHROME BASE - 29”H

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

COMPANY NAME:

BOOTH NUMBER:

STREET ADDRESS:

CITY, STATE:

ZIP CODE:

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TELEPHONE NUMBER:





## CUSTOM FURNITURE

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

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

## CAFÉ TABLES – BLACK BASE – 29"H

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

## BARSTOOLS

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

## BARSTOOLS (CONTINUED)

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

## EXECUTIVE SEATING

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

## CONFERENCE TABLES

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

## EXECUTIVE DESK &amp; STORAGE

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

COMPANY NAME:

BOOTH NUMBER:

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## CUSTOM FURNITURE

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## POWERED &amp; COMMUNAL TABLES (CONTINUED)

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

## OFFICE ACCESSORIES &amp; DÉCOR

CODE	QTY	ITEM DESCRIPTION	PRICE
HDG7FT		7' Boxwood Hedge/36.5"l x 12"d x 84"h	\$945.60
HDG4FT		4' Boxwood Hedge/46"l x 9"d x 47"h	\$587.00
LA15		Mason Floor Lamp/Brushed Silver	\$270.90
LA14		Mason Table Lamp/Brushed Silver	\$183.80
PSHCCS		Posh Shelving/Chrome/Acrylic	\$636.30
DIVFWB		Freestanding Whiteboard/39"l x 1.5"d x 72"h	\$521.90

## COUNTERS &amp; BARS

CODE	QTY	ITEM DESCRIPTION	PRICE
MTCPUL		Midtown Powered Counter/Pewter/Unlighted	\$1838.60
MTCLPI		Midtown Powered Counter/Pewter/Lighted	\$1949.90
MTBUUL		Midtown Bar/Pewter/Unlighted	\$1829.10
MTBLPI		Midtown Bar/Pewter/Lighted/Blue	\$1949.90
MTBLPI		Midtown Bar/Pewter/Lighted/Red	\$1949.90
MTBLPI		Midtown Bar/Pewter/Lighted/Green	\$1949.90
MTBLPI		Midtown Bar/Pewter/Lighted/White	\$1949.90

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

Discount Deadline: **March 31, 2023.** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Custom Furniture Total \$ \_\_\_\_\_  
 Add 30% after March 31, 2023 \$ \_\_\_\_\_  
 7.75% Tax \$ \_\_\_\_\_  
 Delivery Fee \$ 50.00  
 TOTAL \$ \_\_\_\_\_

<b>COMPANY NAME:</b>	<b>BOOTH NUMBER:</b>
<b>STREET ADDRESS:</b>	<b>CITY, STATE:</b>
	<b>ZIP CODE:</b>
<b>EMAIL ADDRESS:</b>	<b>TELEPHONE NUMBER:</b>

# 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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

**\$4,158.00**

Standard:

**\$6,237.00**

Quantity	Panel	Sides	Width	Height
3	<b>A</b>	Single-Sided	38.125"	92.875"
2	<b>B</b>	Single-Sided	18.5"	92.875"
2	<b>C</b>	Single-Sided	38.125"	38.875"
1	<b>(D)</b> 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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

**\$4,573.80**

Standard:

**\$6,860.70**

Quantity	Panel	Sides	Width	Height
2	<b>A1</b>	Single-Sided	39"	96"
1	<b>A2</b>	Single-Sided	39.375"	96"
2	<b>B</b>	Single-Sided	19.5"	96"
2	<b>C</b>	Single-Sided	39.375"	42"
1	<b>(D)</b> 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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

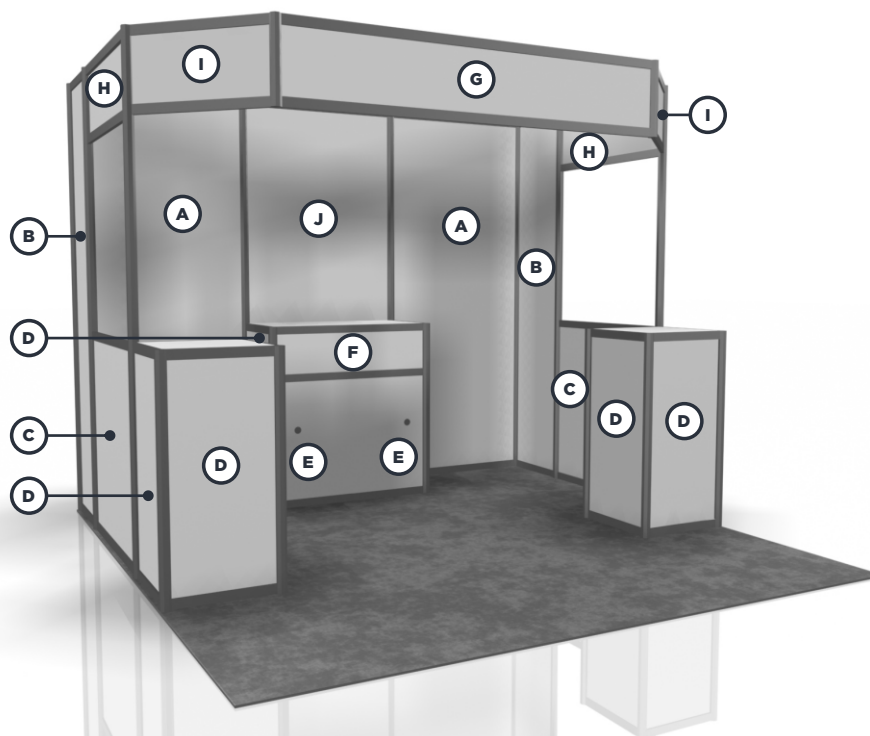
**\$5,254.00**

Standard:

**\$7,881.00**

Quantity	Panel	Sides	Width	Height
2	<b>A</b>	Single-Sided	38.125"	92.875"
2	<b>B</b>	Single-Sided	18.5"	92.875"
2	<b>C</b>	Single-Sided	38.125"	38.875"
10	<b>D</b>	Single-Sided	18.5"	38.875"
2	<b>(E) Doors</b>	Single-Sided	20"	27"
1	<b>F</b>	Single-Sided	38.125"	10.25"
1	<b>(G) Header</b>	Single-Sided	77.625"	11.875"
1	<b>(H) Header</b>	Single-Sided	38.125"	11.875"
2	<b>(I) Header</b>	Single-Sided	26.625"	11.875"
1	<b>J</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

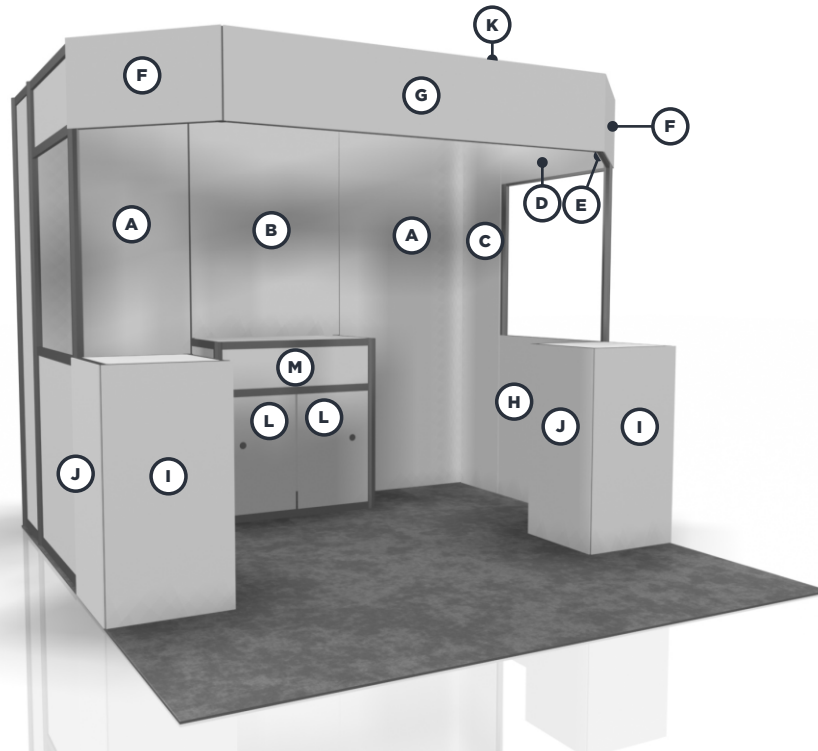
**\$5,779.40**

Standard:

**\$8,669.10**

Quantity	Panel	Sides	Width	Height
2	<b>A</b>	Single-Sided	39"	96"
1	<b>B</b>	Single-Sided	39.375"	54"
2	<b>C</b>	Single-Sided	19.5"	96"
2	<b>(D)</b> Inside Header	Single-Sided	39"	15"
2	<b>(E)</b> Inside Header	Single-Sided	27"	15"
2	<b>(F)</b> Header	Single-Sided	28.25"	15"
1	<b>(G)</b> Header	Single-Sided	80.625"	15"
2	<b>H</b>	Single-Sided	39.375"	42"
4	<b>I</b>	Single-Sided	22.125"	42"
4	<b>J</b>	Single-Sided	21.75"	42"
1	<b>(K)</b> Inside Header	Single-Sided	77.75"	15"
2	<b>(L)</b> Doors	Single-Sided	20"	27"
1	<b>M</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

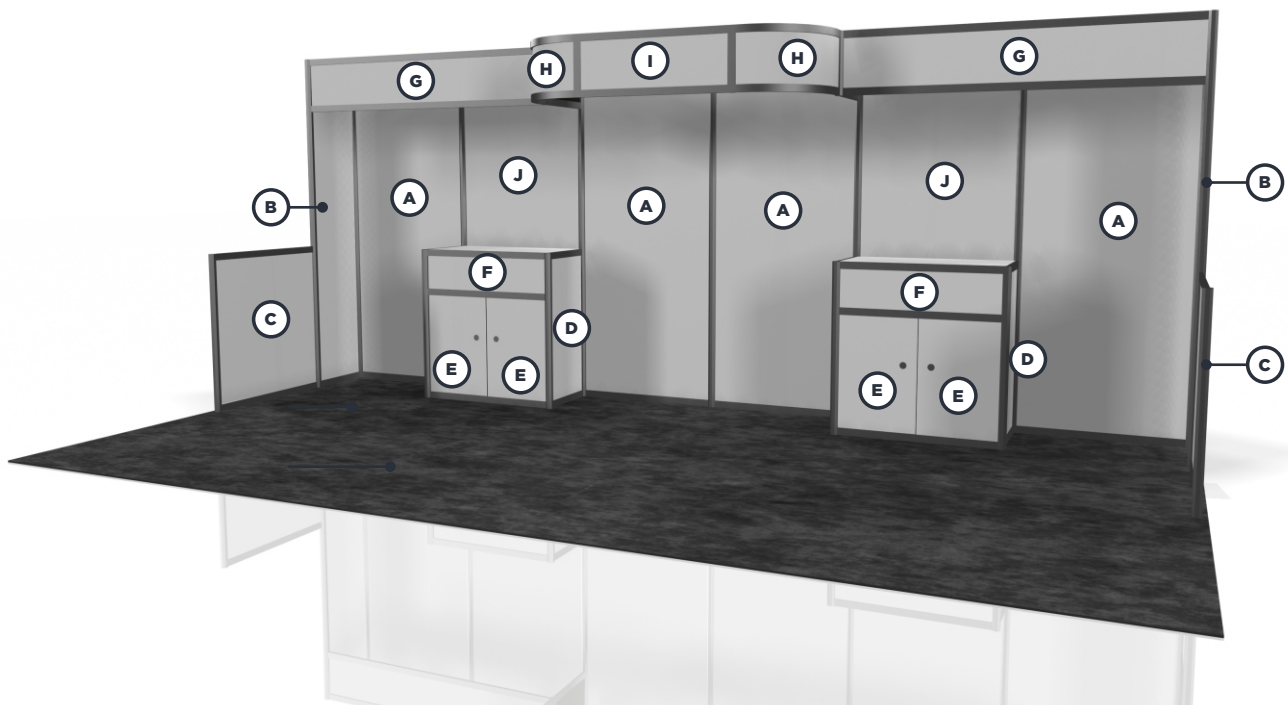
**\$9,834.00**

Standard:

**\$14,751.00**

Quantity	Panel	Sides	Width	Height
4	<b>A</b>	Single-Sided	38.125"	92.875"
2	<b>B</b>	Single-Sided	18.5"	92.875"
2	<b>C</b>	Single-Sided	38.125"	38.875"
4	<b>D</b>	Single-Sided	18.5"	38.875"
4	<b>(E) Doors</b>	Single-Sided	20"	27"
2	<b>F</b>	Single-Sided	38.125"	10.25"
2	<b>(G) Header</b>	Single-Sided	77.625"	11.875"
2	<b>(H) Header</b>	Single-Sided	29.75"	11.875"
1	<b>(I) Header</b>	Single-Sided	38.125"	11.875"
2	<b>J</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

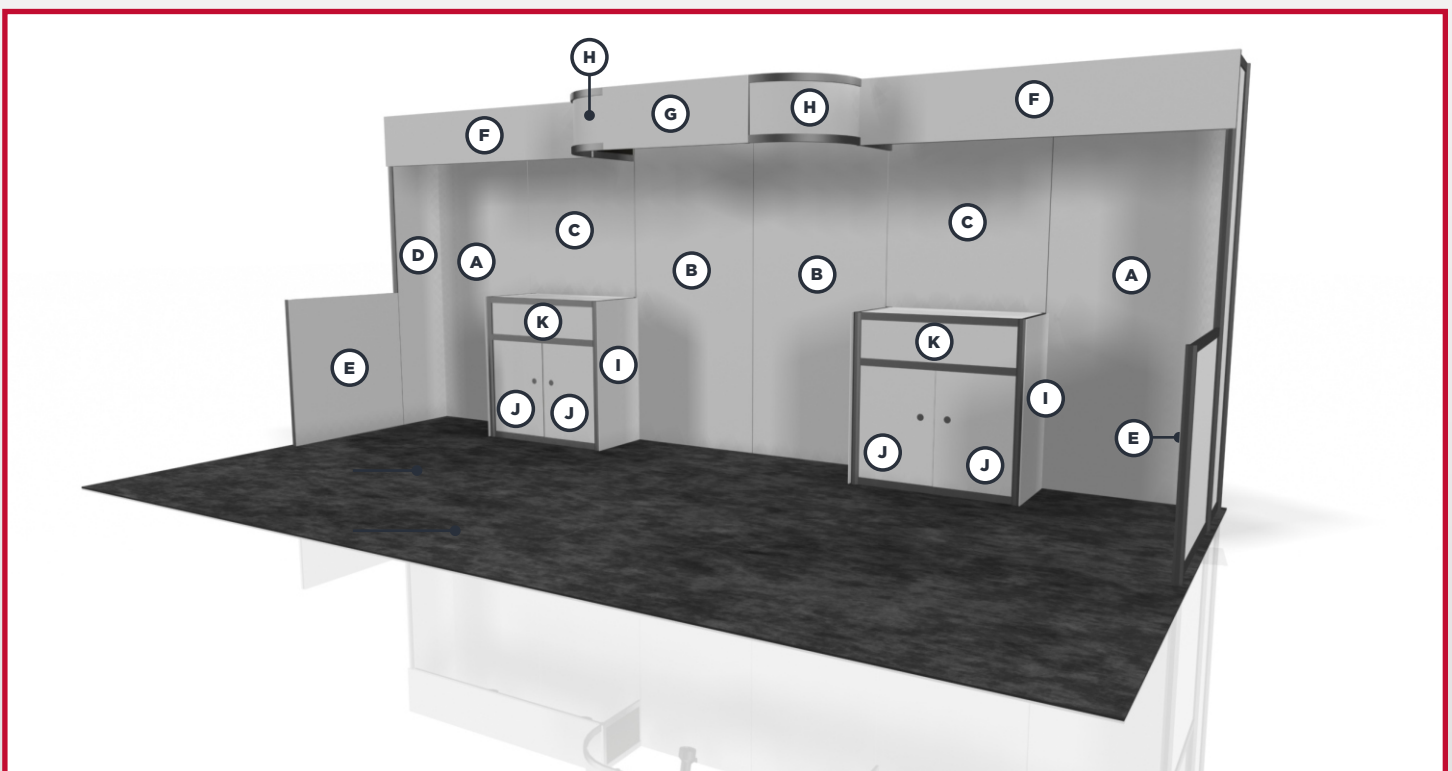
**\$10,817.40**

Standard:

**\$16,226.10**

Quantity	Panel	Sides	Width	Height
2	<b>A</b>	Single-Sided	39"	96"
2	<b>B</b>	Single-Sided	39.375"	96"
2	<b>C</b>	Single-Sided	39.375"	54"
2	<b>D</b>	Single-Sided	19.5"	96"
2	<b>E</b>	Single-Sided	39.375"	42"
2	<b>(F)</b> Header	Single-Sided	79.375"	15"
1	<b>(G)</b> Header	Single-Sided	41.125"	15"
2	<b>(H)</b> Header	Single-Sided	29.75"	11.875"
4	<b>I</b>	Single-Sided	19.5"	42"
4	<b>(J)</b> Doors	Single-Sided	20"	27"
2	<b>K</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

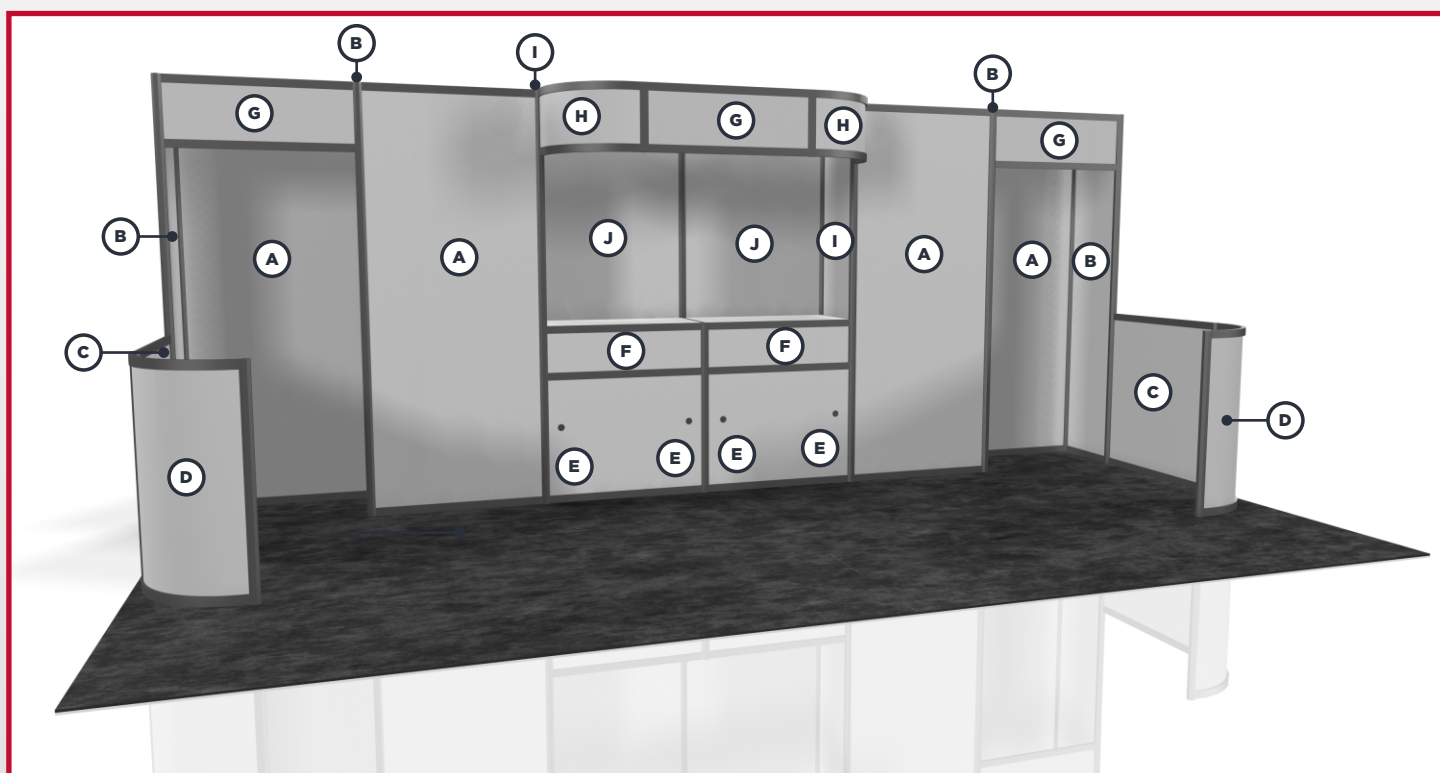
**\$11,418.00**

Standard:

**\$17,127.00**

Quantity	Panel	Sides	Width	Height
4	<b>A</b>	Single-Sided	38.125"	92.875"
4	<b>B</b>	Single-Sided	18.5"	92.875"
2	<b>C</b>	Single-Sided	38.125"	38.875"
2	<b>D</b>	Single-Sided	29.75"	38.875"
4	<b>E</b>	Single-Sided	20"	27"
2	<b>F</b>	Single-Sided	38.125"	10.25"
3	<b>(G)</b> Header	Single-Sided	38.125"	11.875"
2	<b>(H)</b> Header	Single-Sided	29.75"	11.875"
2	<b>I</b>	Single-Sided	18.5"	52.75"
2	<b>J</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

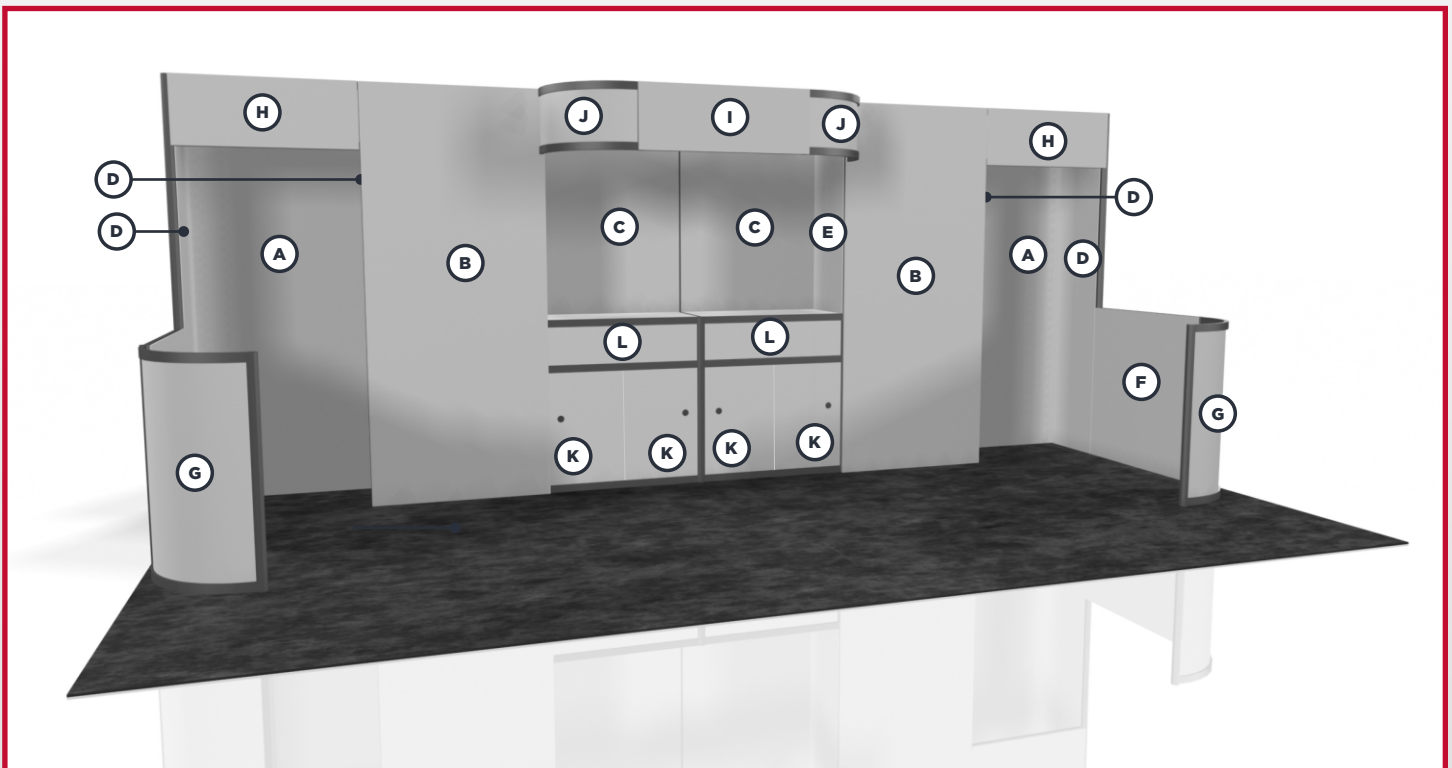
**\$12,559.80**

Standard:

**\$18,839.70**

Quantity	Panel	Sides	Width	Height
2	<b>A</b>	Single-Sided	38.5"	96"
2	<b>B</b>	Single-Sided	41.125"	96"
2	<b>C</b>	Single-Sided	39.875"	54"
4	<b>D</b>	Single-Sided	18.5"	92.875"
2	<b>E</b>	Single-Sided	18.5"	52.75"
4	<b>F</b>	Single-Sided	41.125"	42"
2	<b>G</b>	Single-Sided	29.75"	38.875"
2	<b>(H)</b> Header	Single-Sided	39.375"	15"
1	<b>(I)</b> Header	Single-Sided	41.25"	15"
2	<b>J</b> Header	Single-Sided	29.75"	11.875"
4	<b>(K)</b> Doors	Single-Sided	20"	27"
2	<b>L</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

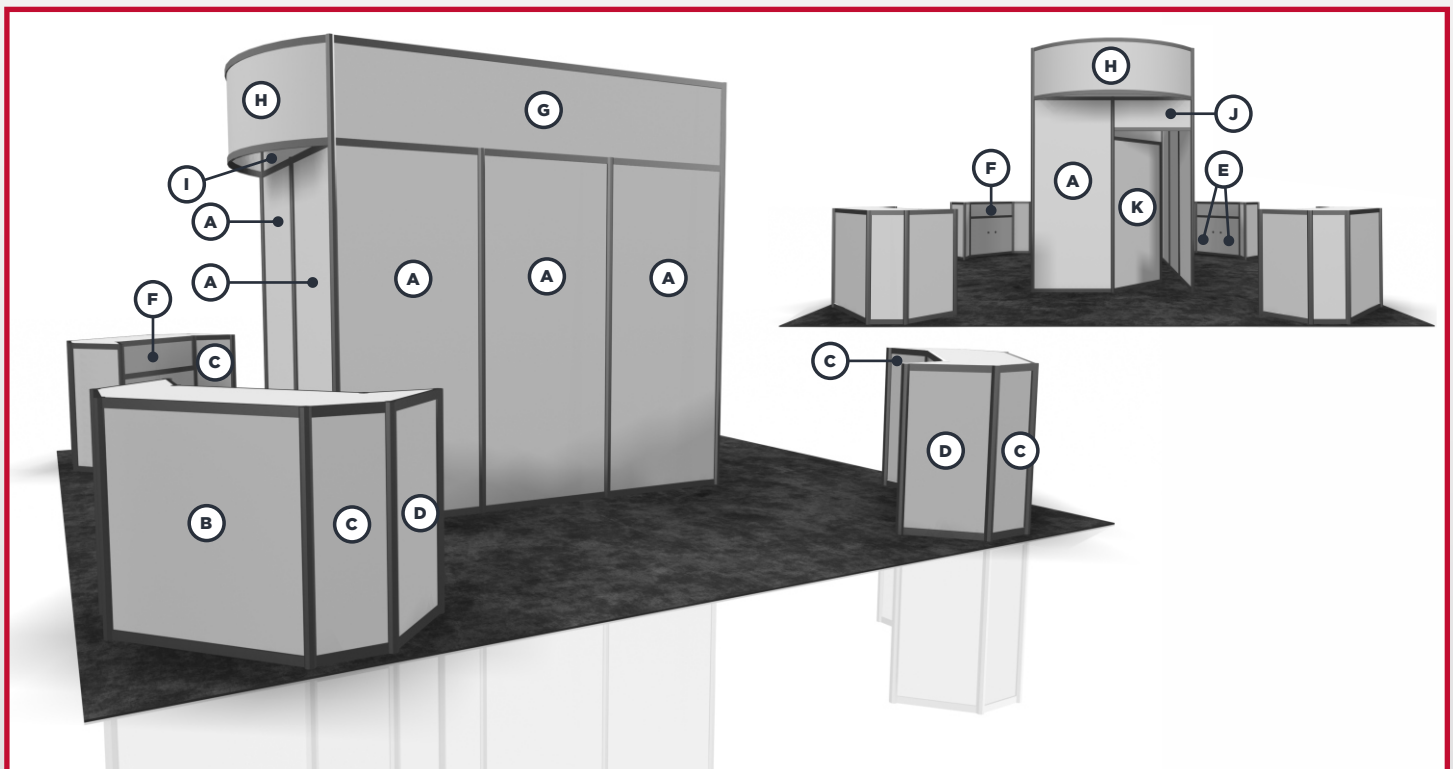
**\$17,358.00**

Standard:

**\$26,037.00**

Quantity	Panel	Sides	Width	Height
9	<b>A</b>	Single-Sided	38.125"	92.875"
4	<b>B</b>	Single-Sided	38.125"	38.875"
16	<b>C</b>	Single-Sided	12.625"	38.875"
8	<b>D</b>	Single-Sided	18.5"	38.875"
8	<b>(E) Doors</b>	Single-Sided	20"	27"
4	<b>F</b>	Single-Sided	38.125"	10.25"
2	<b>(G) Header</b>	Single-Sided	116.875"	22.875"
2	<b>(H) Header</b>	Single-Sided	86.25"	22.875"
2	<b>I</b>	Single-Sided	77.625"	22.875"
1	<b>J</b>	Single-Sided	38.125"	14"
1	<b>(K) Door</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

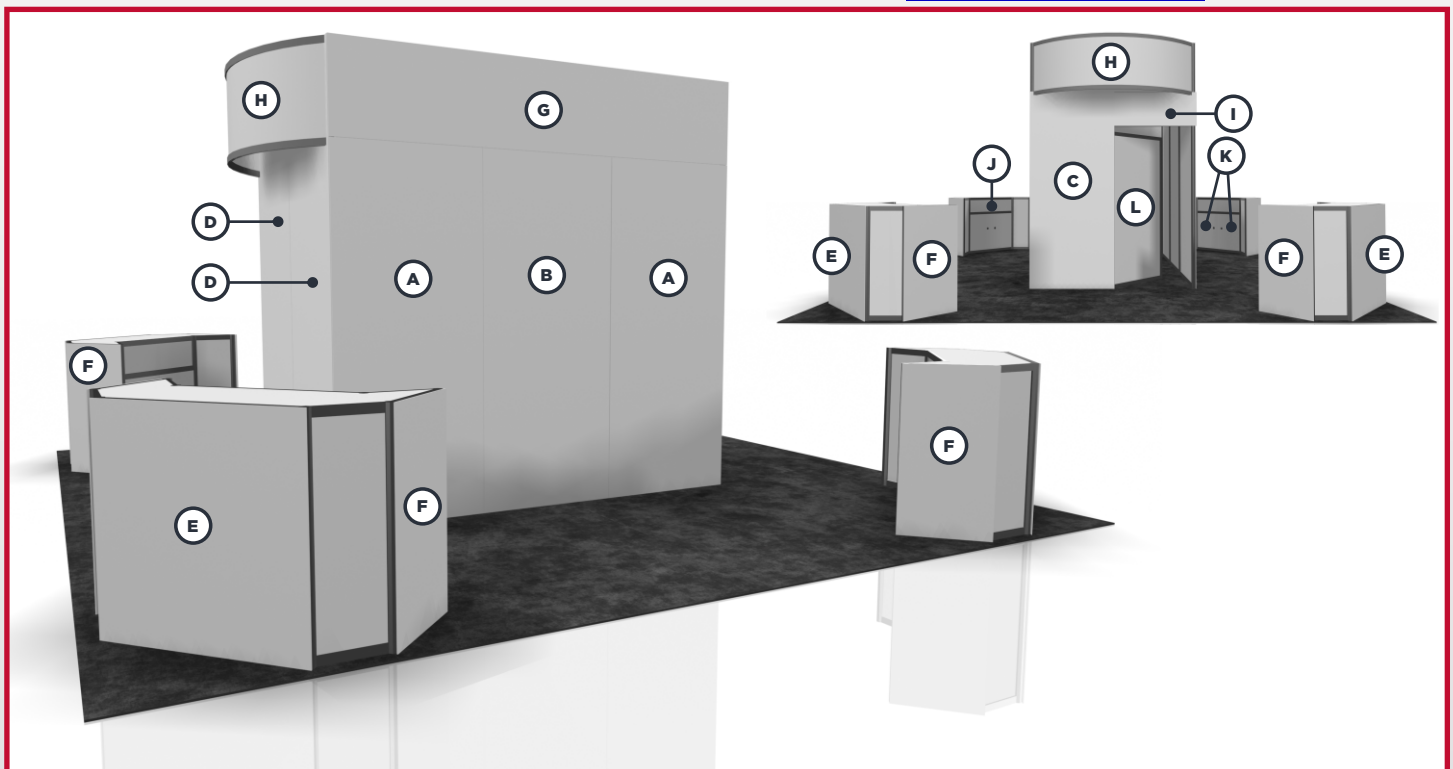
**\$19,093.80**

Standard:

**\$28,640.70**

Quantity	Panel	Sides	Width	Height
4	<b>A</b>	Single-Sided	40.5"	96"
2	<b>B</b>	Single-Sided	39.375"	96"
1	<b>C</b>	Single-Sided	41.375"	120"
2	<b>D</b>	Single-Sided	40.5"	120"
4	<b>E</b>	Single-Sided	41.125"	42"
8	<b>F</b>	Single-Sided	21.5"	42"
2	<b>(G)</b> Header	Single-Sided	119.875"	24"
2	<b>(H)</b> Header	Single-Sided	86.25"	22.875"
1	<b>I</b>	Single-Sided	39.5"	42"
4	<b>J</b>	Single-Sided	38.125"	14"
8	<b>(K)</b> Doors	Single-Sided	20"	27"
1	<b>(L)</b> 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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

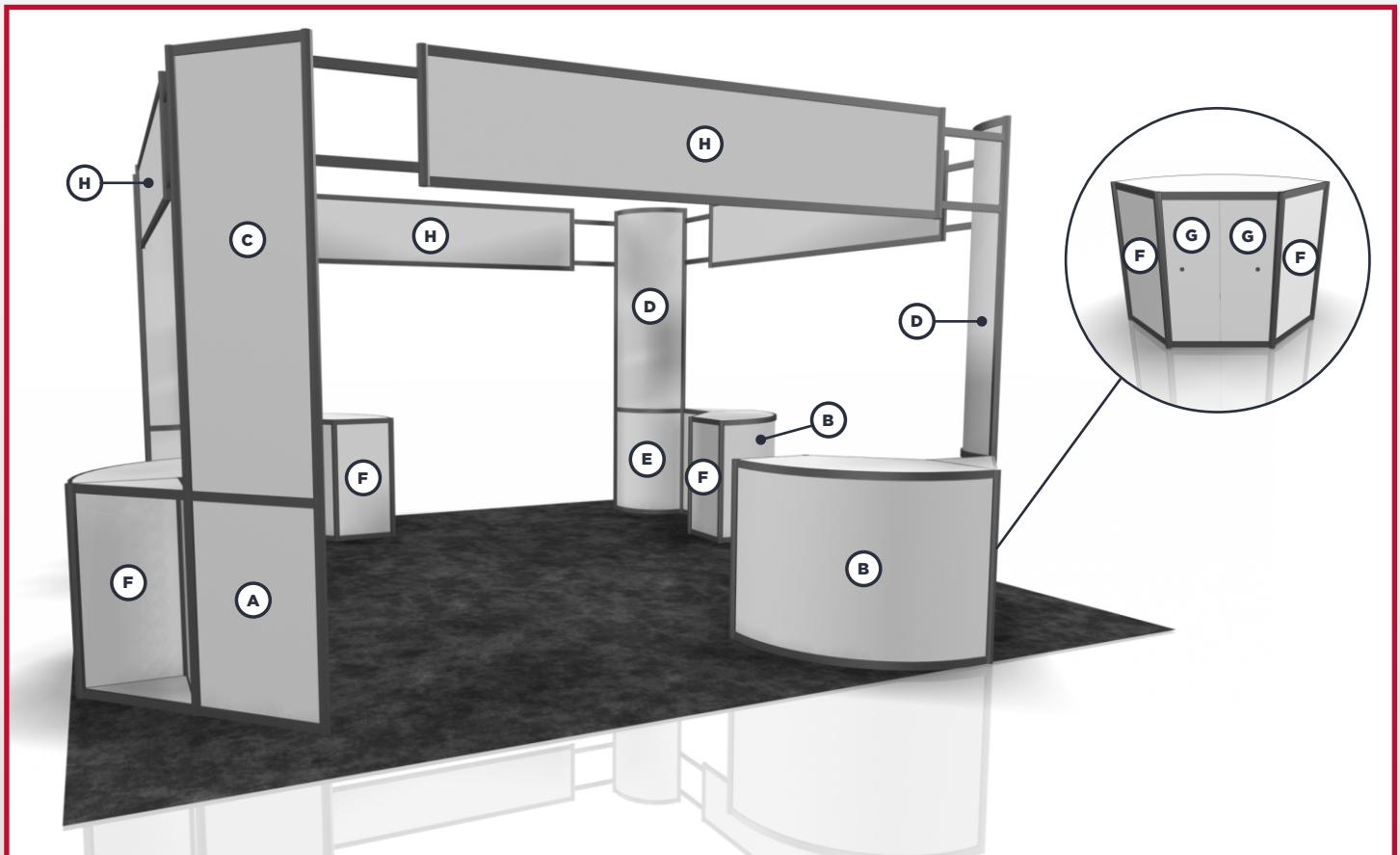
**\$18,916.00**

Standard:

**\$28,374.00**

Quantity	Panel	Sides	Width	Height
4	<b>A</b>	Single-Sided	26.625"	38.875"
4	<b>B</b>	Single-Sided	60.625"	38.875"
4	<b>C</b>	Single-Sided	26.625"	76.75"
4	<b>D</b>	Single-Sided	29.75"	76.75"
4	<b>E</b>	Single-Sided	29.75"	38.875"
12	<b>F</b>	Single-Sided	18.5"	38.875"
8	<b>(G) Doors</b>	Single-Sided	14"	38.125"
4	<b>(H) Header</b>	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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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:

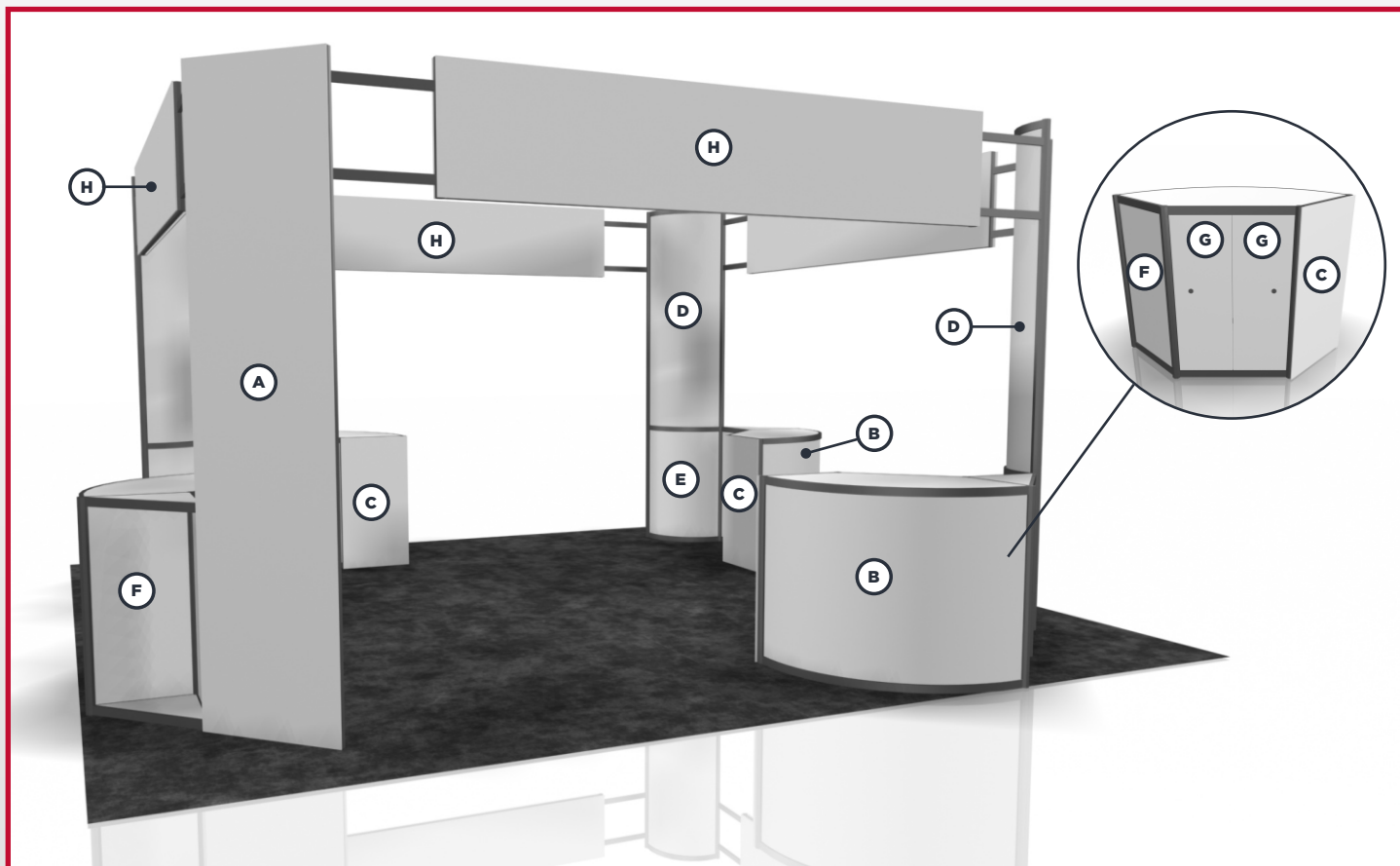
**\$20,807.60**

Standard:

**\$31,211.40**

Quantity	Panel	Sides	Width	Height
4	<b>A</b>	Single-Sided	29.625"	120"
4	<b>B</b>	Single-Sided	60.625"	38.875"
4	<b>C</b>	Single-Sided	21.5"	42"
4	<b>D</b>	Single-Sided	29.75"	76.75"
4	<b>E</b>	Single-Sided	29.75"	38.875"
8	<b>F</b>	Single-Sided	18.5"	38.875"
8	<b>(G) Doors</b>	Single-Sided	14"	38.125"
4	<b>(H) Header</b>	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](mailto: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:

\$224.00 (each)



\_\_\_\_\_ \$ \_\_\_\_\_  
Qty. Cost

### Literature Stand:

\$224.00 (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**

\$561.00 (each)



Qty. \$  
Cost

**58"w x 18"d x 42"h**

\$981.75 (each)



Qty. \$  
Cost

**77"w x 18"d x 42"h**

\$1,122.00 (each)



Qty. \$  
Cost

**38"w x 18"d x 42"h**

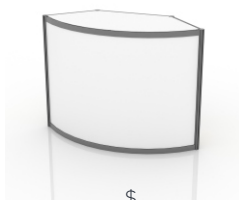
\$701.25 (each)



Qty. \$  
Cost

**60"w x 18"d x 42"h**

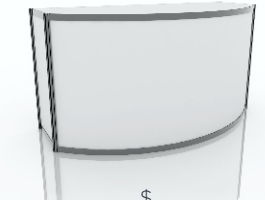
\$1,227.19 (each)



Qty. \$  
Cost

**77"w x 18"d x 42"h**

\$1,402.50 (each)



Qty. \$  
Cost

### PEDESTALS:

**18"w x 18"d x 30"h**

\$271.50 (each)



Qty. \$  
Cost

**18"w x 18"d x 42"h**

\$362.00 (each)



Qty. \$  
Cost

**26"w x 18"d x 42"h**

\$633.50 (each)



Qty. \$  
Cost

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](mailto: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: March 24, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% 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' ☐10'x30' ☐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 ☐N  
Select Panel Letters from Booth Package Page

☐ **Accessories Needed** ☐ **Custom Furniture** \_\_\_\_\_  
Please Fill Out Accessories Page 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 (7.75%)**

\$ \_\_\_\_\_

**Total Cost**



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



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"	\$95.00	\$190.00
	7" x 44"	\$109.00	\$218.00
	11" x 14"	\$114.00	\$228.00
	14" x 22"	\$128.00	\$256.00
	22" x 28"	\$152.00	\$304.00
	28" x 44"	\$262.00	\$524.00
	Easel back	\$17.00	\$34.00

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.

**LARGE FORMAT GRAPHICS CALCULATION**

QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL

**LARGE FORMAT GRAPHICS MATERIAL**

Material	Discount Price/Sq. Ft.	Standard Price/Sq. Ft.
Sintra	\$35.00	\$70.00
Foam core	\$35.00	\$70.00
Masonite	\$32.00	\$64.00
Gator Foam	\$38.00	\$76.00
Plexi	\$56.00	\$112.00
Fabric Banner	\$30.00	\$60.00
Vinyl Banner	\$27.00	\$54.00

**Discount Deadline: March 24, 2023.** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Canceled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

7.75% Tax \_\_\_\_\_

TOTAL \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# File Prep



Arata Expositions, Inc.

## Accepted Files:

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

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

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

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

**PleaseNote:** Graphics formatted for websites are not suited for large-format printing.

## FTPAccess:

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

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

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

If you experience a problem or have questions, please contact Jay Cornell at [jcornell@arataexpo.com](mailto:jcornell@arataexpo.com).

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



Arata Expositions, Inc.

### Corporate Headquarters

15928 Tournament Drive  
Gaithersburg, MD20877

**301.921.0800**

### Florida Office

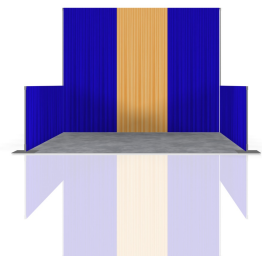
2501 Investors Row, Ste. 1000  
Orlando, FL 32837

**407.422.3636**



# STANDARD SIGN REQUEST

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



## STANDARD BOOTH EQUIPMENT

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

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

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

44"		7"
<div style="display: flex; justify-content: space-between;"> <span>COMPANY NAME</span> <span>BOOTH NUMBER (s)</span> </div>		

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

**NOTE: This form must be completed and returned before March 31, 2023.**  
**Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.**

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



# BOOTH CLEANING

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

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

## BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets. The square footage is based on the overall size of the space occupied.

					Discount Price	Standard Price	Extended Price
Pre Show Cleaning	_____	X	_____	=	_____ sq. ft. X \$1.85 per sq. ft.	\$2.59 per sq. ft.	= \$ _____
Daily Booth Cleaning	_____	X	_____	=	_____ sq. ft. X \$5.55 per sq. ft.	\$7.77 per sq. ft.	= \$ _____

## PORTER SERVICE

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

Cost per Day				
Booth Size	Discount Price	Standard Price	Number of Show Days	Extended Price
Up to 500 sq. ft.	\$175.00	\$245.00	x _____	= _____

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

**Discount Deadline: March 31, 2023.** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing. All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total \_\_\_\_\_  
7.75% Tax \_\_\_\_\_  
TOTAL \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number





# LABOR REGULATIONS

## LABOR/UNION REGULATIONS:

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

## GENERAL INFORMATION:

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

## INSTALLATION AND DISMANTLE LABOR:

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

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

## FREIGHT HANDLING:

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

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

# MECHANICAL LIFTS

## OPERATION OF ALL MECHANICAL LIFTS

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

- The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors. Genie lifts are prohibited.
- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes mechanical scooters and carts.
- 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 MARCH 31, 2023.**

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
<b>STRAIGHT TIME:</b> 8:00 am - 4:30 pm weekdays	\$171.60 PER MAN PER HOUR	\$240.24 PER MAN PER HOUR
<b>OVERTIME:</b> Between 6:00 am and 8:00 am and between 4:30 pm and Midnight weekdays and all day Saturday and Sunday.	\$306.60 PER MAN PER HOUR	\$429.24 PER MAN PER HOUR
<b>DOUBLETIME:</b> Holidays	\$379.50 PER MAN PER HOUR	\$531.30 PER MAN PER HOUR

## INSTALLATION OF DISPLAY

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

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

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

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

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

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

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

## DISMANTLING OF DISPLAY

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

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

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

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

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

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number





# AEI SUPERVISED LABOR

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

## INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ☐ Showsite ☐

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

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

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

## SET UP INFORMATION

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

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

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

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

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

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

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

## OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

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

☐ T3 Logistics ☐ Common Carrier ☐ Van Line

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

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# EXHIBITOR APPOINTED CONTRACTOR

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

<b>DEADLINE:</b> Friday, March 24, 2023	<b>RETURN TO:</b> Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877 Fax: 301.990.1717 Email: pthurston@arataexpo.com
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If the exhibitor plans to utilize a firm other than the Arata Expositions, Inc., the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received by the above deadline date. If notification is not received by the deadline date, Arata Expositions, Inc. labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of California, 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., SFB 2023 and the Sheraton San Diego Hotel and Marina 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
<input type="text"/>		<input type="text"/>
Exhibitor Contact (Please Print)		Email Address
<input type="text"/>		<input type="text"/>
Exhibitor Authorized Signature	Phone Number	Type of work being performed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Exhibitor Appointed Contractor/Display House		Email Address
<input type="text"/>		<input type="text"/>
Contact Name	Phone Number	
<input type="text"/>	<input type="text"/>	

# CERTIFICATE OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

ARATA-1

OP ID: JAR

DATE (MM/DD/YYYY)  
05/11/2018


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

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

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

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per Location Aggre GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ZDQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AZQA865901 01	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UHQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	82-889154-0103	05/01/2018	05/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/ Rented		IHQQA308002 03	05/01/2018	05/01/2019	1,000 Ded 1,000,000
C	Hired Auto Phy Dam		AZQA865901 01	05/01/2018	05/01/2019	1,000 Ded 50,000

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

<b>CERTIFICATE HOLDER</b>  Arata Expositions Inc. 15928 Tournament Drive Gaithersburg, MD 20877	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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ACORD 25 (2014/01)

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# TIPS FOR MATERIAL HANDLING

## HELPFUL HINTS

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

## THE EXPENSIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
April 7, 2023	80 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
April 7, 2023	50 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
April 7, 2023	70 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
<b>200 Lbs. Total</b>		<b>Material Handling Charges</b>		<b>\$870.00</b>

## THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
April 7, 2023	200 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
<b>200 Lbs. Total</b>		<b>Material Handling Charges</b>		<b>\$290.00</b>



## LIMITS OF LIABILITY

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



## LIMITS OF LIABILITY

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





# SHIPPING INFORMATION

## SHIPPING INFORMATION:

### ADVANCE WAREHOUSE

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

To: **Exhibiting Company and booth number**  
 For: SFB 2023  
 c/o: Arata Expositions, Inc.  
 c/o: YRC  
 9525 Padgett Street  
 San Diego, CA 92126

Receiving deadline for advanced freight is April 7, 2023. We will continue receiving freight at the advanced warehouse through April 12, 2023. Freight received from April 10, 2023 through April 12, 2023 will incur a late surcharge.

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

### SHOWSITE

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

To: **Exhibiting Company and booth number**  
 For: SFB 2023  
 c/o: Arata Expositions, Inc.  
 c/o: Sheraton San Diego Hotel & Marina  
 1380 Harbor Island Drive  
 San Diego, CA 92101

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 ACCEPT-ED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 3:00 pm on Friday, April 7, 2023. Any material received at the warehouse after this date and time will be subject to a late surcharge and may incur additional delivery fees.

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

All shipments **MUST BE PREPAID**. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the 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 6:30 pm on Friday, April 21, 2023.**

**If your designated carrier fails to pick up or refuses to accept your shipment by 7:30 pm on Friday, April 21, 2023, 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	\$145.00 per CWT
Special Handling Shipment	\$188.50 per CWT
Carpet and/or Padding Only Shipment	\$217.50 per CWT

### SITE SHIPMENTS

Crated Shipment	\$150.00 per CWT
Special Handling Shipment	\$195.00 per CWT
Uncrated/Pad Wrapped Shipment	\$225.00 per CWT
Carpet and/or Padding Only Shipment	\$225.00 per CWT

### OVERTIME SURCHARGE

Crated Shipment	\$37.50 per CWT
Special Handling Shipment	\$48.75 per CWT
Uncrated/Pad Wrapped Shipment	\$56.25 per CWT
Carpet and/or Padding Only Shipment	\$56.25 per CWT

### LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER APRIL 7, 2023.

Crated Shipment	\$36.25 per CWT	Special Handling Shipment	\$47.13 per CWT	Carpet and/orPadding Only Shipment	\$54.38 per CWT
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**SMALL PACKAGE SHIPMENTS (FEDEX & UPS only):** Direct shipments to show site will be received at a rate of \$65.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier. Small package rates do not apply to 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

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number





# SPECIAL HANDLING

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

## SPECIAL HANDLING DEFINITIONS

### **Ground Unloading/Loading:**

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

### **Stacked Shipments:**

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

### **Constricted Space Unloading/Loading:**

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

### **Designated Piece Unloading/Loading:**

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

### **Mixed Loads:**

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

### **Crated vs. Uncrated:**

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

### **Multiple Shipments:**

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

### **Alternate Delivery Location:**

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

### **Carpet /Padding Only Shipments:**

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

### **Improper Paperwork / No Documentation:**

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

### **Improper Weight:**

Shipments that come in and are re-weighed showing the documentation was incorrect 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
<b>Example: Warehouse Crated</b>	<b>250 lbs (300) Divided by 100 =</b>	<b>3</b>	<b>X</b>	<b>\$145.00</b>	<b>=</b>	<b>\$435.00</b>
Warehouse Crated			X	\$145.00	=	
Warehouse Special Handling			X	\$188.50	=	
Warehouse Carpet/Padding Only			X	\$217.50	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
<b>Example: Showsite Crated</b>	<b>250 lbs (300) Divided by 100 =</b>	<b>3</b>	<b>X</b>	<b>\$150.00</b>	<b>=</b>	<b>\$450.00</b>
Showsite Crated			X	\$150.00	=	
Showsite Special Handling			X	\$195.00	=	
Showsite Uncrated/Pad-Wrapped			X	\$225.00	=	
Showsite Carpet/Padding Only			X	\$225.00	=	

**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

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# FREIGHT ROUTING

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

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

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

To enable our tracking delayed shipments, please mail duplicate bill of lading to:  
Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, 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	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name		Email Address	
<input type="text"/>		<input type="text"/>	
Telephone Number		Fax Number	
<input type="text"/>		<input type="text"/>	

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

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





# INBOUND FREIGHT PROCEDURES

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

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

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

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

1. CRATES (WOODEN BOXES)
2. CARTONS (CARDBOARD BOXES)
3. CARPETS (RUGS AND PADS)
4. 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.



# OUTBOUND FREIGHT PROCEDURES

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

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

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

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

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### SERVICES OFFERED

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

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

**Email:** [operations@t3logistics.com](mailto:operations@t3logistics.com)

**Phone:** [1.866.920.4228](tel: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](mailto: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.

## 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**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

SFB 2023  
c/o: Arata Expositions, Inc.  
c/o: YRC  
9525 Padget Street  
San Diego, CA 92126

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**HOLD FOR STORAGE**

SHIP TO ARRIVE BY APRIL 7, 2023

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR ADVANCE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

SFB 2023  
c/o: Arata Expositions, Inc.  
c/o: YRC  
9525 Padget Street  
San Diego, CA 92126

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**HOLD FOR STORAGE**

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BOOTH NUMBER

SSFB 2023  
c/o: Arata Expositions, Inc.  
c/o: YRC  
9525 Padget Street  
San Diego, CA 92126

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SHIP TO ARRIVE BY APRIL 7, 2023

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR ADVANCE SHIPMENTS ONLY**

---

NAME OF EXHIBITING COMPANY

---

BOOTH NUMBER

SFB 2023  
c/o: Arata Expositions, Inc.  
c/o: YRC  
9525 Padget Street  
San Diego, CA 92126

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**HOLD FOR STORAGE**

SHIP TO ARRIVE BY APRIL 7, 2023

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

SFB 2023

c/o: Arata Expositions, Inc.

c/o: Sheraton San Diego Hotel & Marina

1380 Harbor Island Drive

San Diego, CA 92101

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

SFB 2023

c/o: Arata Expositions, Inc.

c/o: Sheraton San Diego Hotel & Marina

1380 Harbor Island Drive

San Diego, CA 92101

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

---

NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

SFB 2023

c/o: Arata Expositions, Inc.

c/o: Sheraton San Diego Hotel & Marina

1380 Harbor Island Drive

San Diego, CA 92101

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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NAME OF EXHIBITING COMPANY

---

BOOTH NUMBER

SFB 2023

c/o: Arata Expositions, Inc.

c/o: Sheraton San Diego Hotel & Marina

1380 Harbor Island Drive

San Diego, CA 92101

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**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**



## Easy Ordering

As the exclusive Technology Provider of Sheraton San Diego Hotel & Marina, Encore is committed to making your experience as easy and stress-free as possible.



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Visit the customized EventNow order link for the [2023 SFB Annual Meeting & Exposition](#).

### Step 2

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### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

\* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

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- Flipchart Packages
- Power and Internet Connectivity Packages

## NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

**Encore representative will be in touch with you.**

## We make it easy



**Easy ordering options**



**Confirmation email is sent with your order details**



**We regularly maintain and service all equipment**



**Encore delivers, installs, and tests equipment**



**After the show, Encore picks up your rental equipment**



**Need assistance or products/solutions not offered in EventNow?**

**Call your Encore on-site contact directly:**

**[sdsheratonsales@encoreglobal.com](mailto:sdsheratonsales@encoreglobal.com)**

**O +1 (619) 692-2296**