



EXHIBITOR SERVICE MANUAL

Franchise Expo Houston 2022

October 7-8, 2022
NRG Center
Houston, Texas



Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming Franchise Expo Houston 2022 scheduled for October 7 - 8, 2022 at the NRG Center in Houston, Texas.

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

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8.250% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with Franchise Expo Houston 2022. If you find you need additional information, at any time, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures



What is included with our booth?

Your booth comes with black carpet, 2 chairs, 6' black draped table, and a waste basket. All linear booth spaces include 8' blue drape along the back and 3' along the side of your booth and a booth ID sign.

Are exhibitors required to have carpet in their booth space?

Yes, carpet will be supplied by MFV. There is NO carpet cleaning unless specifically ordered.

Are there height restrictions for our booth display?

Linear booth spaces: The back and the side section cannot exceed eight (8) feet.

Island booth spaces: Island booths (those with aisles on all sides) have a maximum exhibit height of 12 feet. All island booth layouts and hanging signs must be approved by show management. Contact Anthony @ Anthony.gurrieri@comexposium.com for approval.

Is electric included in our booth?

No, electrical service is provided through NRG Electrical Services. An electrical order form is located in the exhibitor manual.

Is there a cost for exhibitor badges and is there a limit to the number of badges I can order?

No, there is no cost for exhibitor badges and there is no limit. However, no more than three representatives of the exhibitor may work per 100 sq. ft. of rented space at any one time.

When is exhibitor set up and move out?

Exhibitor set up is Thursday, October 6th from 10:00 am to 5:00 pm. Exhibitor move out is Saturday, October 8th from 4:00 pm to 8:00 pm.

When and where do I ship my show materials?

You can either send your freight to the advance shipping warehouse or directly to the convention center. Please refer to the online exhibitor manual for shipping and material handling rates and how to address your shipments.

Do I need to use a specific shipping company?

Exhibitors are welcome to use any carrier they choose. However, Haulistic is the preferred shipper for Franchise Expo Houston 2022. See the exhibitor manual for more detailed information.

Can I set up my own booth or do I have to hire labor?

Exhibitors can install and/or dismantle their own display as long as does not require tools and take over 1/2 hour to finish.

Can I bring in my own material?

One person, in one trip, may hand carry items onto show floor. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, or a 2-wheel baggage cart, by one full-time employee of the exhibiting company.

Is there security on the show floor?

Show security guards will be on duty 24 hours a day from move in to move out. However, show security should not be relied upon to provide more than a presence to inhibit theft.

As an additional safeguard, exhibitors may hire security service to provide exclusive security for their booth. Check with your insurance provider for information on an inexpensive Show Exhibiting Insurance Rider.

Are discounts available for show services (carpet, furniture, electric, etc.)?

Most of the vendors provide a substantial discounted rate on their services provided you submit your order forms to them by a specific date. The due dates listed on all order forms refers to the date the discounted rates expire. All services are available after the due dates and on site but at a higher cost.

Will the Exhibitor Manual also be mailed?

No, the Exhibitor Manual is emailed. A hard copy of the Exhibitor Manual will not be mailed.

Are there exhibitor events scheduled during the weekend?

Exhibitor Coffee: Morning coffee is available to all exhibitors each show morning from 8:30 am to 9:30 am in front of the sales office on the show floor.

Exhibitor Party*: All Exhibitors are invited to join us at a private cocktail reception — *Invitations will be emailed to all Exhibitors

If you have additional questions, please contact:

Anthony Gurrieri

Anthony.Gurrieri@comexposium.com



208 Harristown Road, Suite 102
Glen Rock, NJ 07452

FRANCHISE EXPO

HOUSTON

Exhibiting for the First Time?

Thank you for exhibiting at the FE Houston October 7-8 2022 Show. We'd like to make your first event with MFV Expositions a positive experience. Below are answers to some of the questions you may have. And if you have more, contact the Operations Team at Anthony.gurrieri@comexposium.com

Does our booth space include carpet or furniture?

Your booth comes with black carpet, 2 chairs, 6' black draped table, and a waste basket (per 100sqf). All linear booth spaces include 8' blue drape along the back and 3' along the side of your booth and a booth ID sign.

Are exhibitors required to have carpet in their booth space?

Yes, carpet or other approved flooring is required. Your booth comes with black carpet or you can bring your own carpet or flooring as long as it covers the entire floor space of your booth. If an exhibitor requires labor to lay their own carpet or floor covering, they should contact ARATA for an estimate.

Are there discounted hotels in the area?

You should make your hotel reservations early and through the official Franchise Expo Houston Rooming Block. Please visit the travel page on our website. Rates at show hotels are significantly lower than standard rates.

How do I gather leads from the attendees?

All attendee badges have their name, an ID number and a bar code. Expo Logic can provide you with a lead app to gather this information to make your follow up easy. Here is the [link](#) to order the lead scanners. Please use Show Code FEH22.

When and where do I ship my show materials?

You can either send your freight to the advance shipping warehouse or directly to the convention center. Please refer to the online exhibitor manual for shipping and material handling rates and how to address your shipments. We recommend that exhibitors do not use FedEx or UPS as delivery methods to the convention center as those are not always reliable. Our preferred shipper is Haulistic and they will be onsite to assist.

What happens at the end of the show?

Breaking down your booth before 4:00pm, when the show closes, is strictly forbidden for numerous reasons, but most importantly your liability with people still walking the aisles. So, plan your personal outbound transportation accordingly. Remember for move out that shipping on Saturday is overtime and everything must be removed from the Hall Saturday by 8:00pm.

Can I set up my own booth or do I have to hire labor?

Exhibitors can install and/or dismantle their own display as long as it does not require tools and take over 1/2 hour to finish.

Can I bring in my own material?

One person, in one trip, may hand carry items onto the show floor. Exhibitors may move a "pop-up" display, equal or less than 8' in length, if capable of being carried by hand, or a 2-wheel baggage cart, by one full-time employee of the exhibiting company

What is drayage?

Drayage is the transporting of exhibitor material from the loading dock to a booth and then back to the loading dock at the end of the show. All exhibitors shipping material to the convention center will incur a drayage/material handling charge. You can either send your freight to the advance shipping warehouse or directly to the convention center. Please refer to the online exhibitor manual for shipping and material handling rates and how to address your shipments. We recommend that exhibitors do not use FedEx or UPS as delivery methods to the convention center as those are not always reliable. Our preferred shipper is Haulistic and they will be onsite to assist.

Does our booth space come with electric?

No, but if you need electrical service to your booth, you can order it through the NRG Convention Center. The electrical order form can be found on the online technical manual.

Are discounts available for show services (carpet, furniture, electric, etc.)

Most of the vendors provide a substantial discounted rate on their services provided you submit your order forms to them by a specific date. The due dates listed on all order forms refers to the date the discounted rates expire. All services are available onsite but at a higher cost.

FRANCHISE EXPO

▪ HOUSTON ▪

Contact Us

MFV Expositions LLC
208 Harristown Road, Suite 102
Glen Rock, New Jersey 07452
Tel: 201-226-1130

EXHIBITOR BADGES, LOGOS, EVENT GUIDE FORMS

Coralí Romero
(201) 881-1662
corali.romero@comexpodium.com

EXHIBITOR SERVICES/ GUEST PASSES

Coralí Romero
(201) 881-1662
corali.romero@comexpodium.com

MARKETING, CONFERENCES & SPEAKERS

John Erich
(201) 515-3067
john.erich@comexpodium.com

OPERATIONS & BOOTH SET UP

Anthony Gurrieri
(201) 881-1610
Anthony.Gurrieri@comexpodium.com

PROMOTIONAL OPPORTUNITIES

Contact your sales representative

SALES TEAM

Sheila Fischer
201-881-1656
Sheila.Fischer@comexpodium.com

Dana Stein
201-881-1654
Dana.Stein@comexpodium.com

Jim Mastandrea
201-881-1626
James.Mastandrea@comexpodium.com

Sal Pecoraro
201-568-1896
Sal.Pecoraro@comexpodium.com



Welcome Letter	02	Hanging Signs	111-113
Deadline Dates	10	Exhibitor Appointed Contractor	114
Show Facts	11	Sample Certificate of Insurance	115
Show Schedule	12	Tips for Material Handling.....	116
Helpful Hints	13	Material Handling Limits of Liability.....	117-118
How To Place Your Order	14	Spotting Fee	119
Payment Policy Agreement	15	POV and Cart Load Service	120
Charge Authorization	16	Shipping Information	121
Third Party Payment	17	Glossary of Shipping Terms	122
Cost Calculation	18	Material Handling Rate Schedule.....	123
Safety	19	Special Handling Definitions.....	124
Standard Carpet Samples.....	20	Material Handling Rate Calculation	125
Standard Carpet	21	Freight Routing.....	126
Plush Carpet Samples.....	22	Inbound Freight Procedures	127
Plush Carpet	23	Outbound Freight Procedures	128
Furniture	24	T3 Logistics	129-130
Display Tables	25	Haulistic	131
Custom Furniture Catalogue.....	26-82	Shipping Labels	132-134
Custom Furniture	83-87	Marble, Stone and Paver Fees.....	135
Rental Booths	88-102	Audio Visual	136
Special Signs	103	Food and Beverage Sampling	137
File Preparation.....	104	Catering	138-148
Standard Sign Request	105	Electrical	149-154
Labor Regulations	106	Internet and Phone.....	155-158
Mechanical Lifts	107	Lead Retrieval	159-161
Display Labor.....	108	Cleaning	162
AEI Supervised Labor	109	Parking Permit.....	163
Forklift Labor	110	Rainprotection Insurance.....	164



DEADLINE DATES

Exhibitor Appointed Contractor	September 2, 2022
Rental Booths	September 9, 2022
Special Signs	September 9, 2022
Custom Furniture	September 16, 2022
Display Tables	September 16, 2022
Forklift Installation/Dismantle	September 16, 2022
Freight Routing	September 16, 2022
Furniture	September 16, 2022
Hanging Sign Installation/Dismantle	September 16, 2022
Labor Installation/Dismantle	September 16, 2022
Standard/Plush Carpet	September 16, 2022
Warehouse Advance Shipment	September 23, 2022



SHOW FACTS

BOOTH EQUIPMENT:

Each 10' x 10' booth space will receive an 8' high back wall draped in blue. The 3' high side rail drape will be blue. One (1) 6'l x 30"h black skirted table, two (2) side chairs, one (1) wastebasket, one (1) 10' x 10' black carpet and a one line identification sign indicating the name of the exhibiting company and booth number will also be provided. If you wish to have a different color of booth carpet, you may order on line or use the order forms located in this service manual.

AISLE CARPET:

Aisles will be carpeted in blue and grey.

HEIGHT LIMITS:

Linear booth may not exceed 8' in height on back wall. Island booths may not exceed 12' in height. Please call Arata Expositions, Inc. at 301-921-0800 if you have any questions regarding the height restrictions.

RIGGING:

All island booth layouts and hanging signs must be approved by show management. Contact Anthony Gurrieri at anthony.gurrieri@comexposium.com for approval.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive between
August 26, 2022 and September 23, 2022.

To: **Exhibiting Company and Booth Number**
For: Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

Receiving deadline for advanced freight is September 23, 2022.
We will continue receiving freight at the advanced warehouse through September 30, 2022. Freight received from September 26, 2022 through September 30, 2022 will incur a late surcharge.
Receiving hours are 9:00am - 3:00pm Monday-Friday

DIRECT SHOWSITE SHIPMENTS

Shipments will be received starting on
Thursday, October 6, 2022.

To: **Exhibiting Company and Booth Number**
For: Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: NRG Center
Hall A1
One NRG Park
Houston, TX 77010



SHOW SCHEDULE

FRANCHISE EXPO HOUSTON 2022

October 7 - 8, 2022

NRG Center

Houston, TX

SET UP HOURS:

Thursday, October 6, 2022

10:00am - 5:00pm

SHOW HOURS:

Friday, October 7, 2022

10:00am - 4:00pm

Saturday, October 8, 2022

10:00am - 4:00pm

MOVE OUT HOURS:

Saturday, October 8, 2022

4:00pm - 8:00pm



HELPFUL HINTS

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

PRIOR TO THE SHOW:

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

SHOWSITE:

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

OUTBOUND - MOVE OUT:

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



HOW TO PLACE YOUR ORDER

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

FORMS TO ARATA EXPOSITIONS INC.

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

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

Fax: 301.990.1717

Email: mmcelroy@arataexpo.com

FORMS TO THE OTHER OFFICIAL SUPPLIERS

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

ORDERS AFTER THE DEADLINE

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

SHOW SITE ORDERS

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



PAYMENT POLICY AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



CHARGE AUTHORIZATION

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

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

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

CREDIT CARD AUTHORIZATION

American Express ☐ Visa ☐ MasterCard ☐

Account#

Exp. Date

Cardholder's Name

Cardholder's Signature

Cardholder's Billing Address:

Street Address

City State Zip

Telephone E-Mail

This form must be signed and accompanied by your order.



THIRD PARTY PAYMENT

Name of Organization _____ Booth Number(s) _____

Authorized by _____ Title _____ Date _____

E-Mail _____ Signature SIGN HERE _____

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

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

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

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

THIRD PARTY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express ☐ Visa ☐ MasterCard ☐

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE _____

EXHIBITING COMPANY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express ☐ Visa ☐ MasterCard ☐

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE SEPTEMBER 16, 2022.

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. Custom Furniture _____
2. Display Tables _____
3. Forklift Installation / Dismantle _____
4. Furniture _____
5. Hanging Sign Assembly / Dismantle _____
6. Labor Installation / Dismantle _____
7. Material Handling Estimate _____
8. Plush Carpet / Standard Carpet _____
9. Rental Units _____
10. Signs _____

11. **TOTAL LINES 1-10** \$ _____
12. Add 8.250% 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

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

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

SAFETY GUIDELINES:

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

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

THINK SAFETY



STANDARD BOOTH CARPET

STANDARD BOOTH CARPET

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





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

STANDARD LINEAR BOOTH CARPET				
Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$240.00	\$336.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$480.00	\$672.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$720.00	\$1,008.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$960.00	\$1,344.00	\$
Standard carpet is supplied only for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.				

STANDARD SPECIAL CUT BOOTH CARPET			
Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.			
BOOTH SIZE			
_____ X _____ = _____ sq. ft.			
Total sq. ft	Discount Price	Standard Price	Extended Price
_____	X \$4.60 per sq. ft.	\$6.44 per sq. ft.	= _____

STANDARD CARPET COLORS	
SELECT COLOR BELOW	
<input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Hunter Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Purple <input type="checkbox"/> Teal	
If item colors are not selected in advance, AEI will select a color.	

CARPET PADDING			
Single Padding	_____ X _____ = _____ sq. ft.	Discount Price \$1.45 per sq. ft.	Standard Price \$2.03 per sq. ft.
Double Padding	_____ X _____ = _____ sq. ft.	\$2.90 per sq. ft.	\$4.06 per sq. ft.

VISQUEEN			
_____ X _____ = _____ sq. ft.	Discount Price \$1.45 per sq. ft.	Standard Price \$2.03 per sq. ft.	Extended Price = \$ _____

Discount Deadline: **September 16, 2022.** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Standard Booth Carpet Total _____
8.250% Tax _____
TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



CUSTOM PLUSH CARPET

CUSTOM PLUSH CARPET

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





PLUSH CARPET

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

PLUSH CARPET

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

BOOTH SIZE

_____ X _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____	\$5.60 per sq. ft	X \$7.84 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 @ \$9.25 per sq. ft. discount or \$12.95 standard**

CARPET PADDING

					Discount Price	Standard Price	Extended Price
Single Padding	_____	X _____	= _____	sq. ft.	X \$1.45 per sq. ft.	\$2.03 per sq. ft.	= \$ _____
Double Padding	_____	X _____	= _____	sq. ft.	X \$2.90 per sq. ft.	\$4.06 per sq. ft.	= \$ _____

Discount Deadline: **September 16, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Plush Booth Carpet Total _____
8.250% Tax _____
TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



FURNITURE

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

CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$136.00	\$190.40	\$
	Side Chair	\$131.25	\$183.75	\$
	Counter Stool (Black)	\$175.00	\$245.00	\$
ACCESSORIES				
	Wastebasket	\$30.50	\$42.70	\$
	Literature Rack	\$145.50	\$218.25	\$
	Bag Holder	\$132.50	\$185.50	\$
	Easel (Tripod)	\$55.00	\$77.00	\$
	Chrome Sign Holder (22"W x 28"H)	\$124.00	\$186.00	\$
	Fishbowl	\$43.00	\$60.20	\$
	Posterboard, 4'W x 8'H, Vertical	\$152.25	\$213.15	\$
	Posterboard, 8'W x 4'H, Horizontal	\$152.25	\$213.15	\$
	Tensa Barriers	\$54.00	\$75.60	\$
	Credenza (38"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$565.00	\$847.50	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$495.00	\$742.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$24.00	\$33.60	\$
	3' High (per lin. foot) (\$55 min)	\$20.00	\$28.00	\$
	Special Skirting (per lin. foot)	\$10.50	\$14.70	\$
	8' High End Cap / Close Off	\$71.00	\$99.40	\$

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: **September 16, 2022** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Furniture Total _____

8.250% 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	\$160.00	\$224.00	\$
	6'L x 2'D x 30"H	\$190.00	\$266.00	\$
	8'L x 2'D x 30"H	\$210.00	\$294.00	\$
	4th Side Drapes for 30" Tables	\$55.00	\$77.00	\$

DRAPED DISPLAY TABLES 42" HIGH

	4'L x 2'D x 42"H	\$195.00	\$273.00	\$
	6'L x 2'D x 42"H	\$210.00	\$294.00	\$
	8'L x 2'D x 42"H	\$240.00	\$336.00	\$
	4th Side Drapes for 42" Tables	\$61.00	\$85.40	\$

(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	\$103.00	\$144.20	\$
	6'L x 2'D x 30"H	\$115.00	\$161.00	\$
	8'L x 2'D x 30"H	\$128.00	\$179.20	\$

UNDRAPED DISPLAY TABLES 42" HIGH

EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT

	4'L x 2'D x 42"H	\$116.00	\$162.40	\$
	6'L x 2'D x 42"H	\$128.00	\$179.20	\$
	8'L x 2'D x 42"H	\$146.00	\$204.40	\$

DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	\$88.00	\$123.20	\$
	6 ft. Riser (white vinyl)	\$88.00	\$123.20	\$

Discount Deadline: **September 16, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Furniture Total _____

8.250% Tax _____

TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

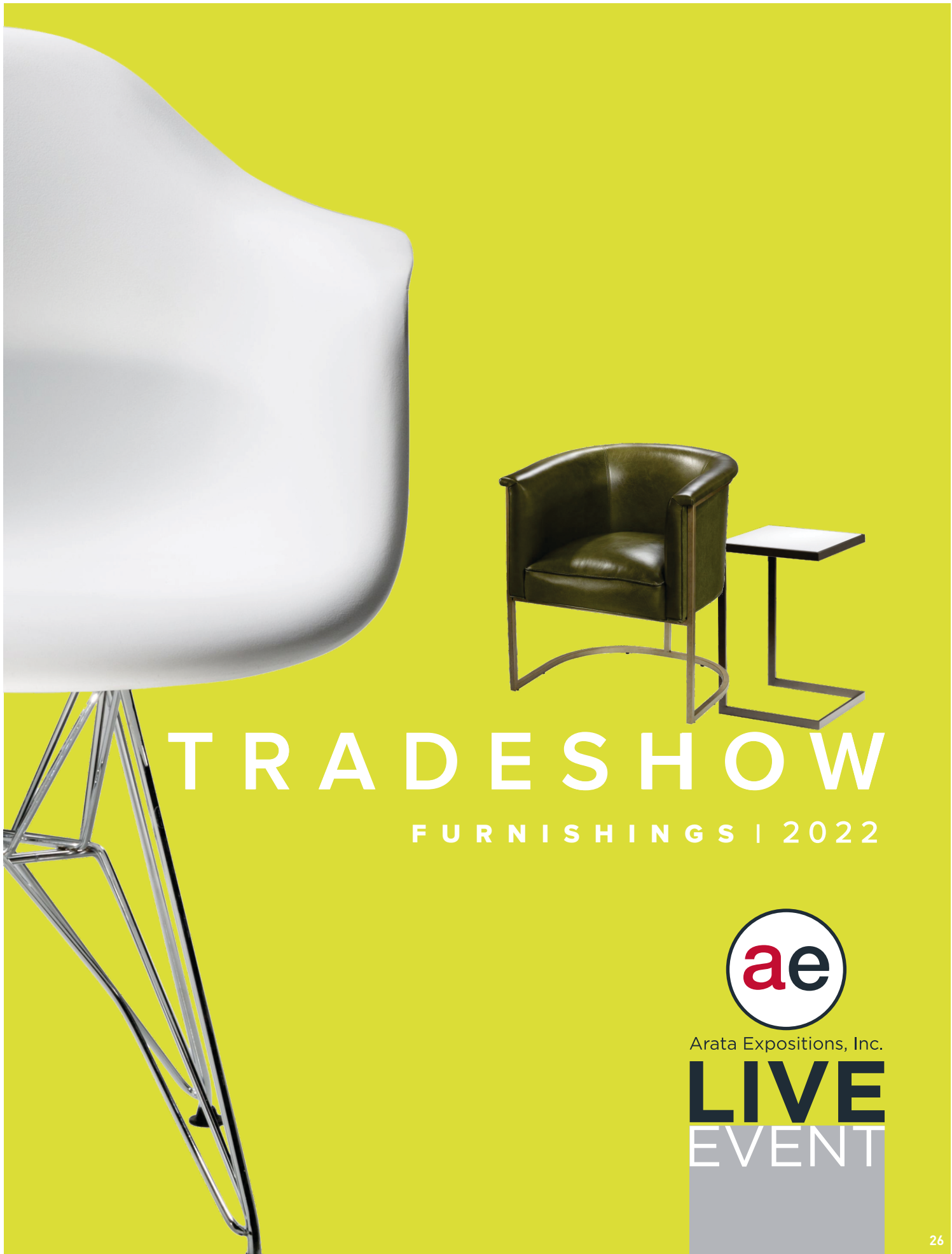
Country

Contact Name

Email Address

Telephone Number

Fax Number



TRADESHOW

FURNISHINGS | 2022



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.



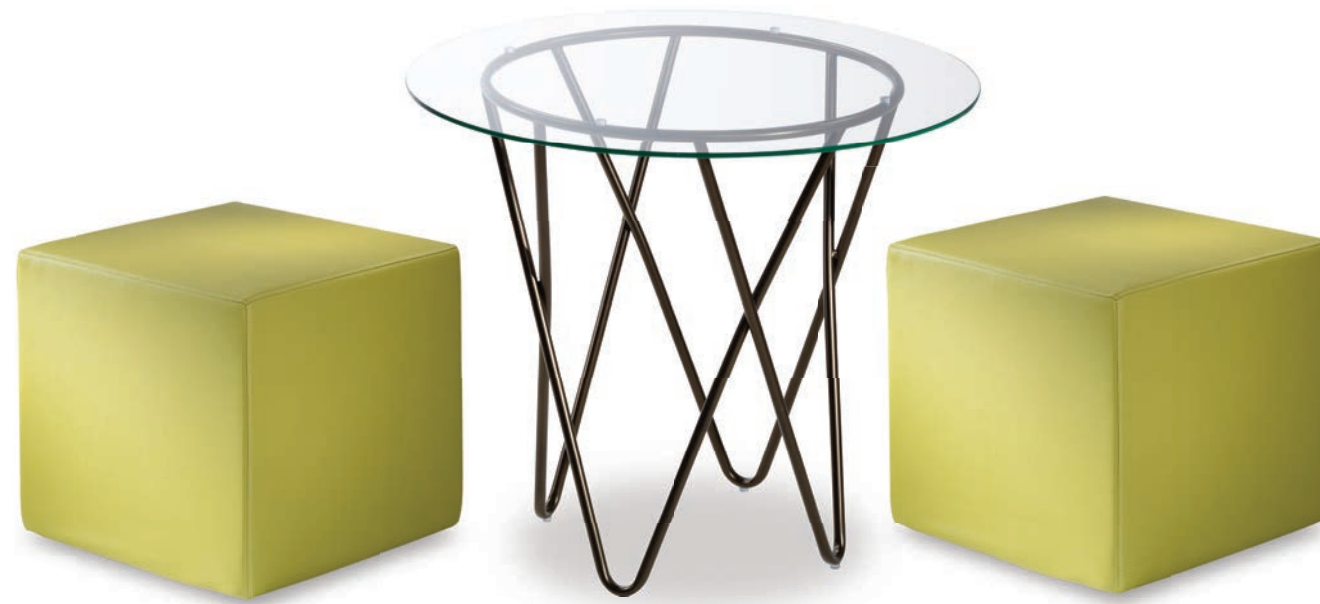
Demo Down. Ottomans are a great way to design small theaters for quick demonstrations.

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.



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



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



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.



Sofa



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.



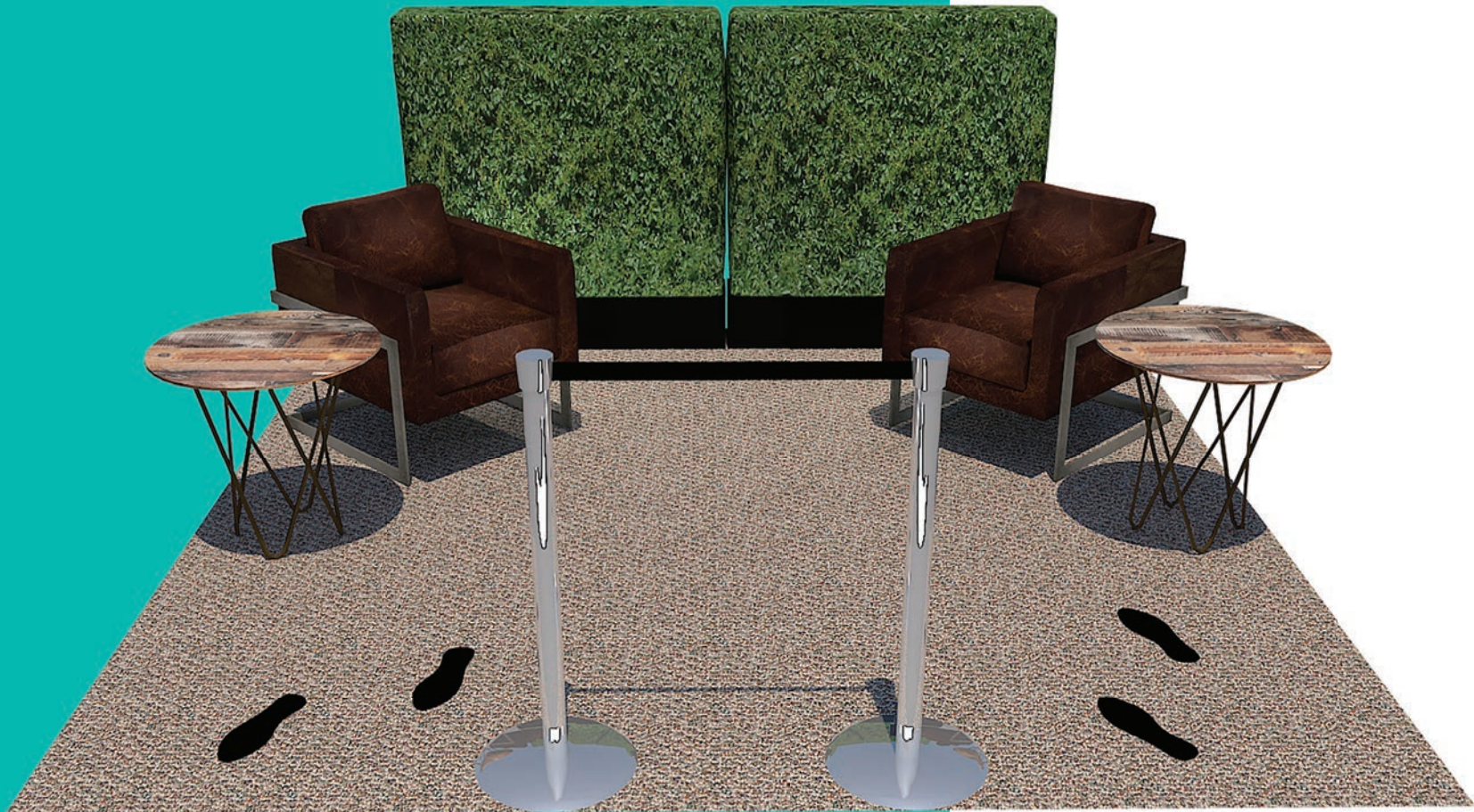
B.



C.



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[⚡] Seating

Naples⁵⁰ Collection



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

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

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



Charge It!

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



Tech Tablet Chair

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



POWERED
DETAIL



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

Powered⚡ Communal Tables



Ventura Bar Tables, Powered

A) VNTWHT (white top)

B) VNTBLK (black top)

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



Styling Tip:

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

Ventura Cafe Tables, Powered

C) VNTCWH (white top)

D) VNTCBK (black top)

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



Use Ventura 6' Bar or Cafe Tables

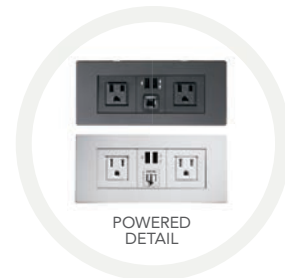
in your design to facilitate conversations while physical distancing.



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

Powered[⚡] Tables

Sydney Powered Cocktail Tables



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



10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

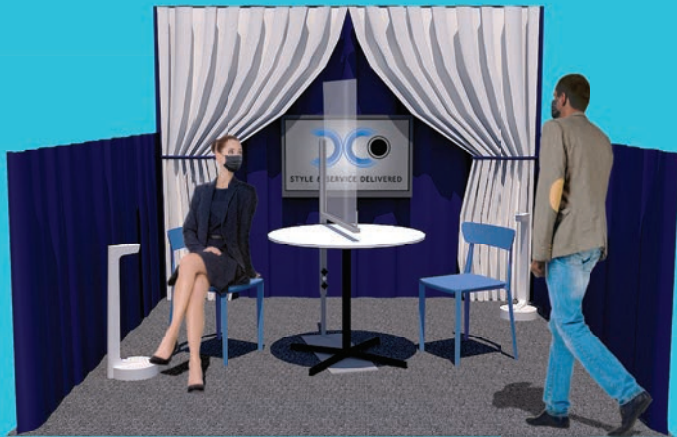
**CUBPOW Wireless
Charging Table, Powered**
(white, AC plug-in) 20"L 20"D 18"H
Mobile devices must have Qi
wireless charging capability.



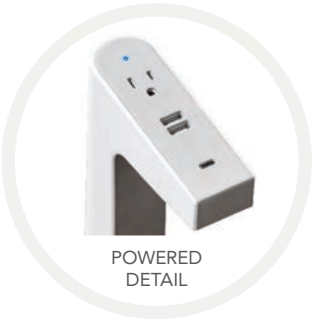
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered[⚡] Products

Village Charging Hub



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



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



Powered Pedestals

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



Powered Locking Pedestals

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

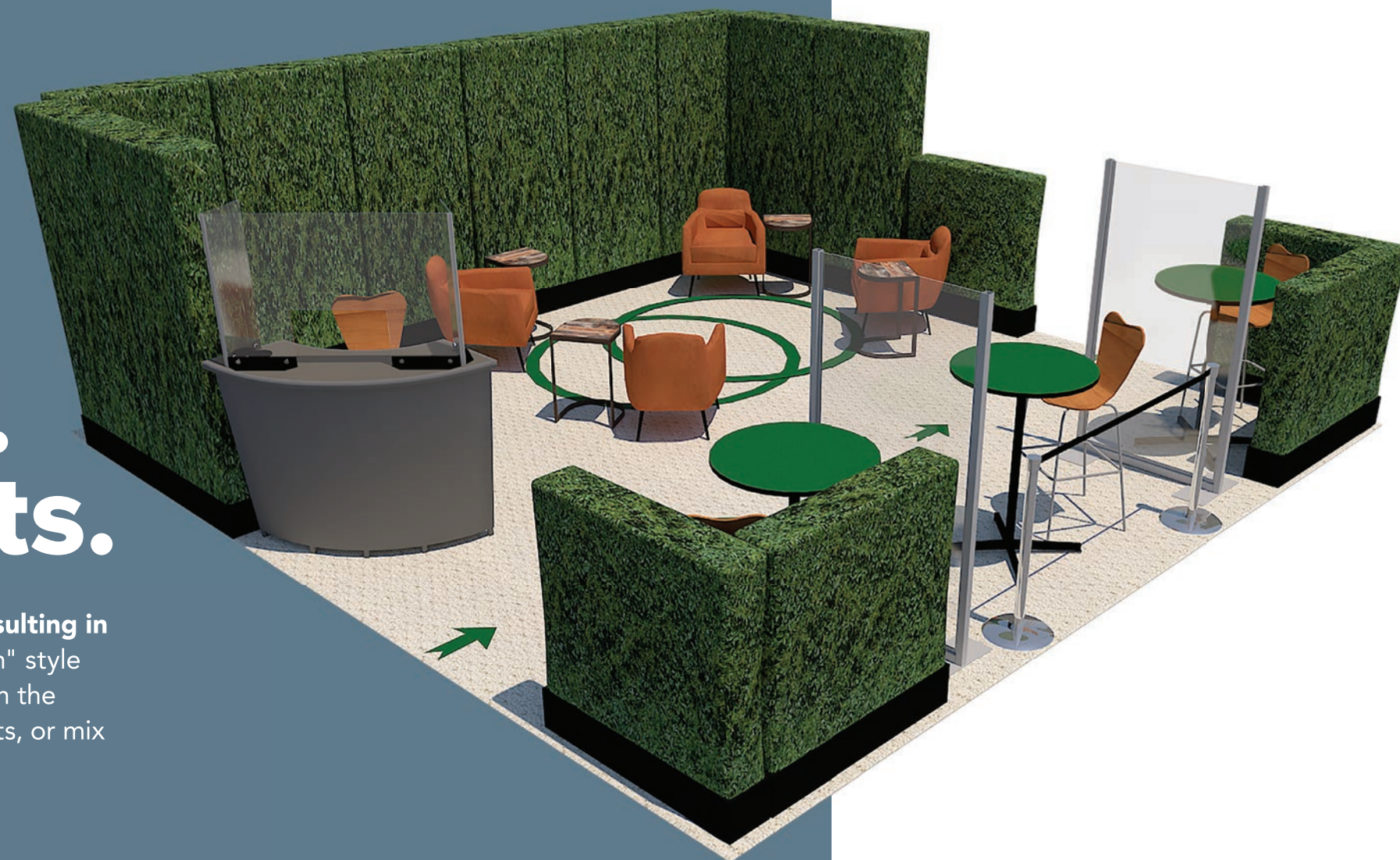
Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H



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

Inspired Designs. Creature Comforts.

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



20'x20' - Valencia Networking Booth

Dividers
Soft Seating
Bars
Bar Tables
Barstools
Greenery



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

STECHA Chair
(gray fabric)
33"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

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

Accent Tables | pg 70

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





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

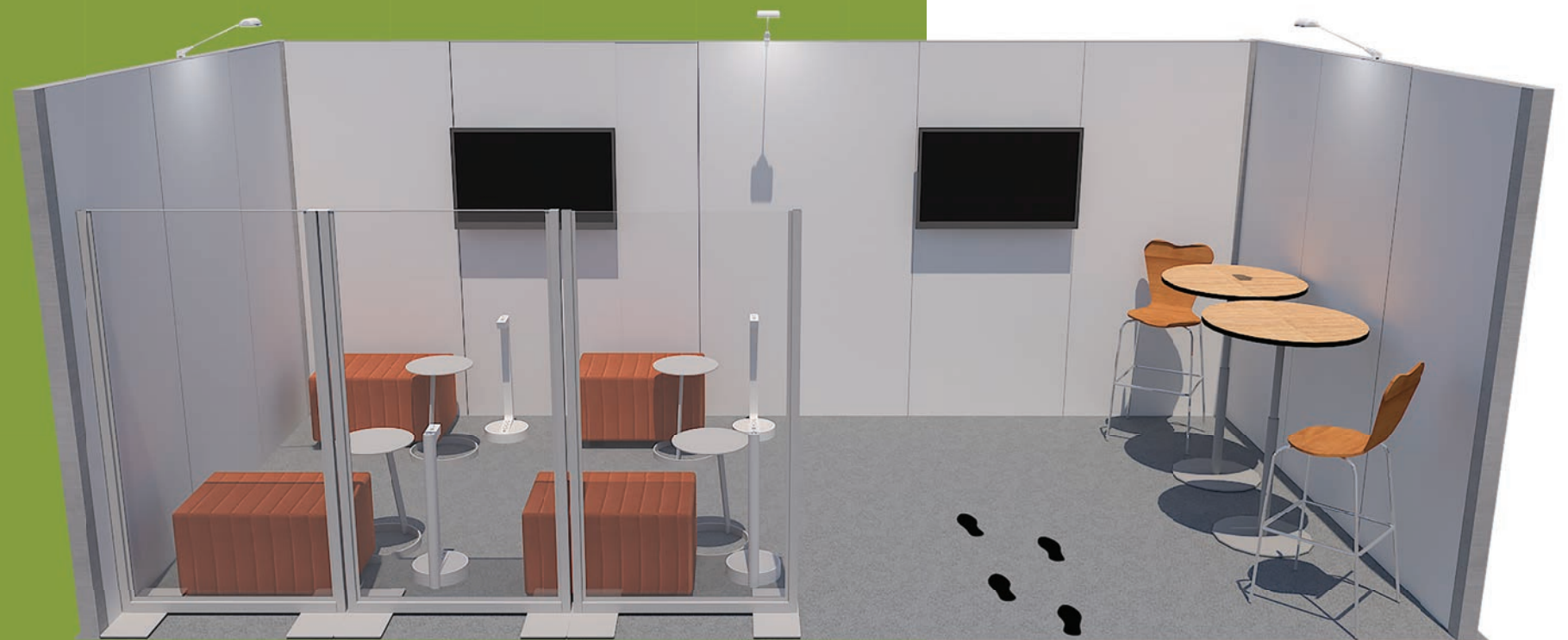
H) OCMWHT Meeting Chair
(white vinyl, wenge)
25.5"L 23.5"D 34"H

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



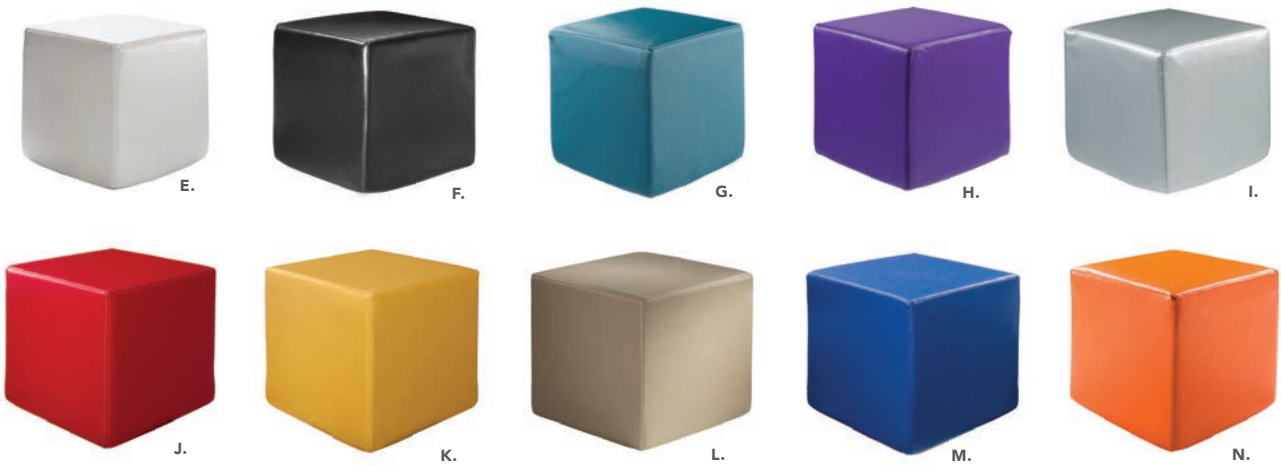
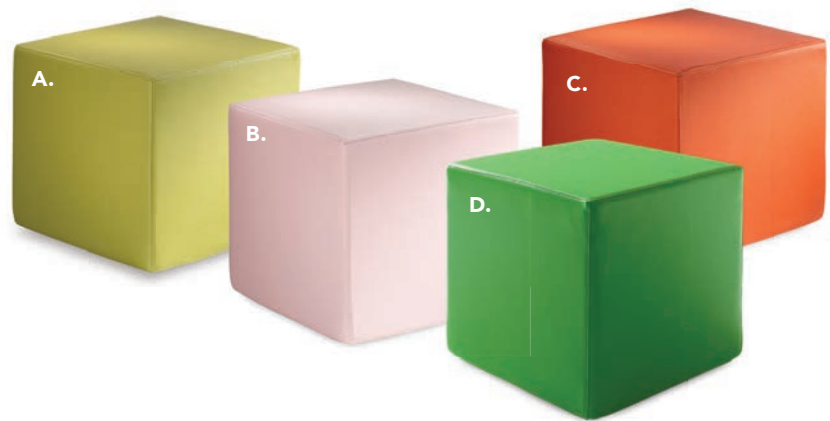
Provide a Pop!

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)



BEVERLY

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 SML** (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

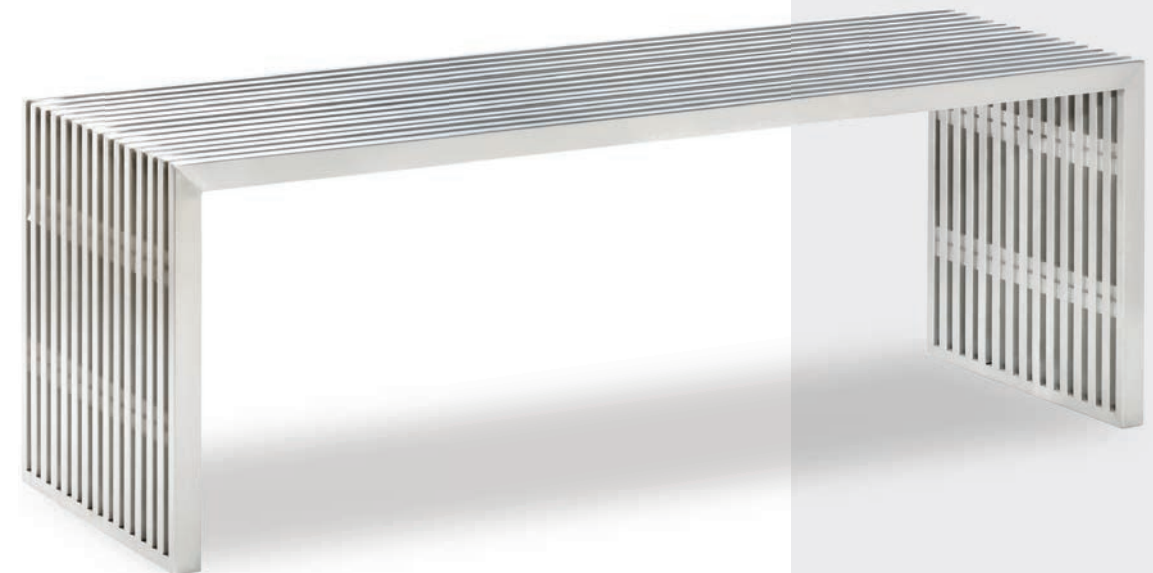
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

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

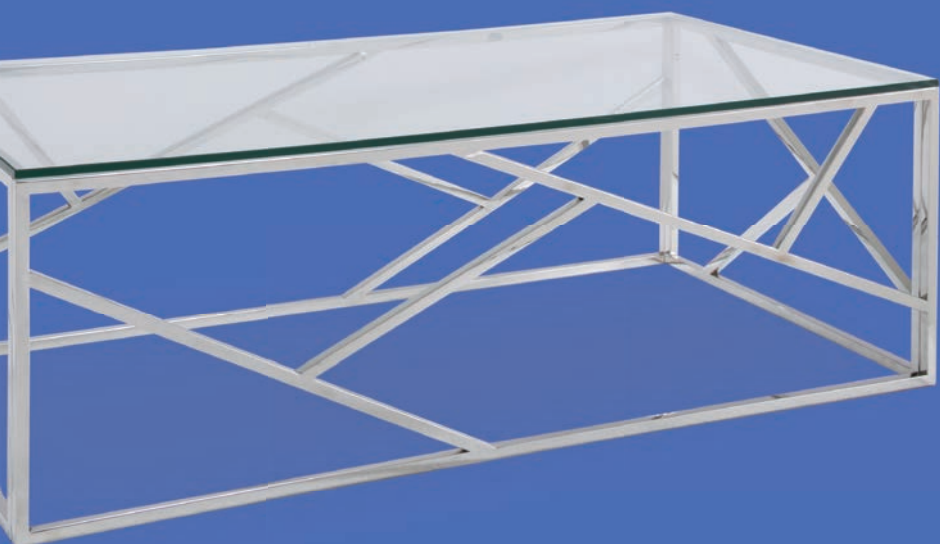


A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)

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



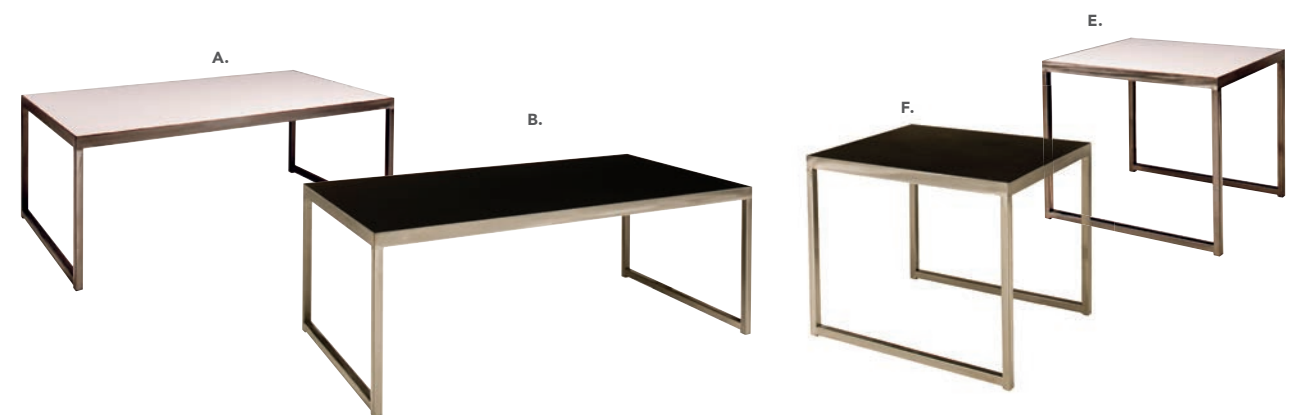
S Y D N E Y



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.

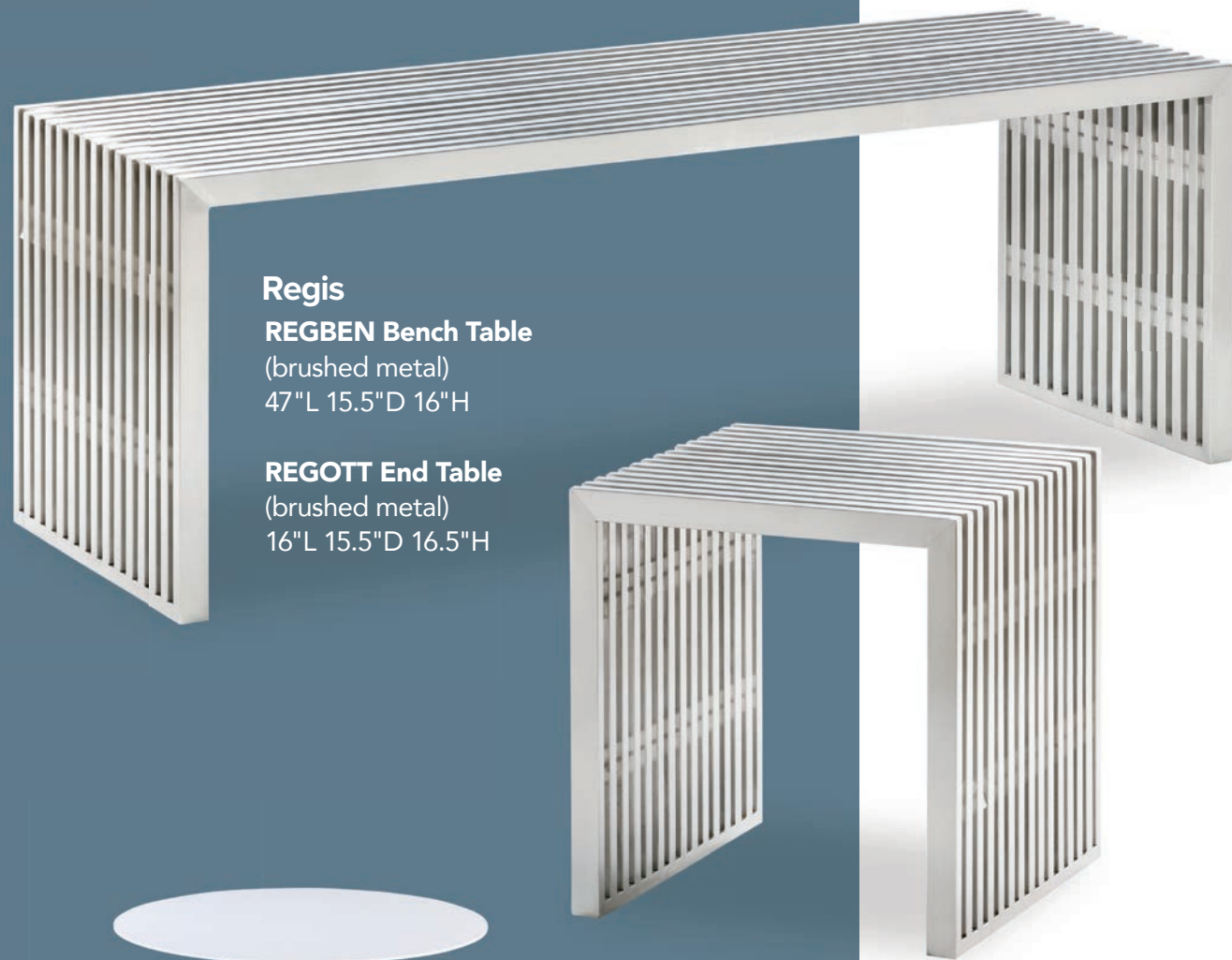
E.

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

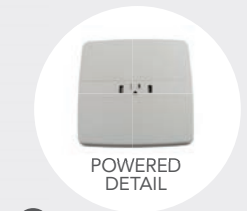
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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

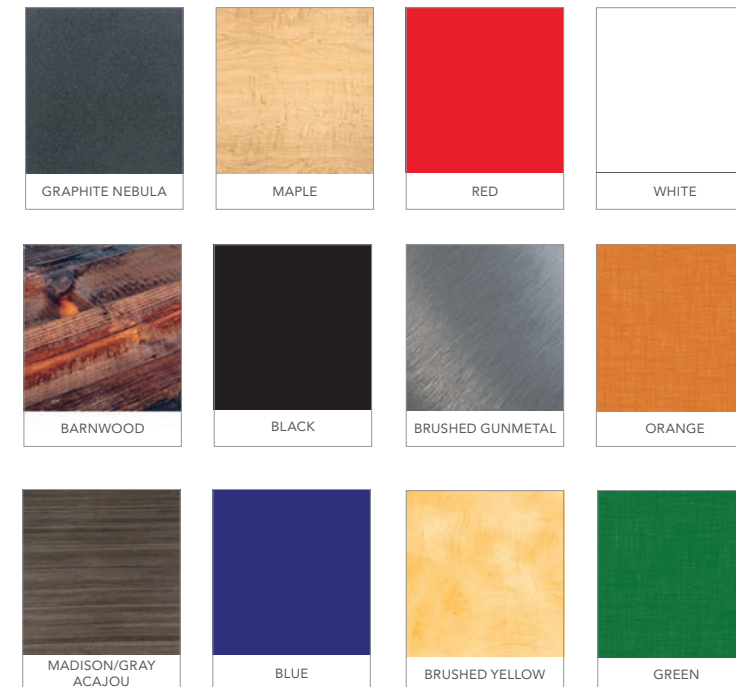
36GRHB (graphite nebula)

36MTHB (maple top)

36WTHB (white)

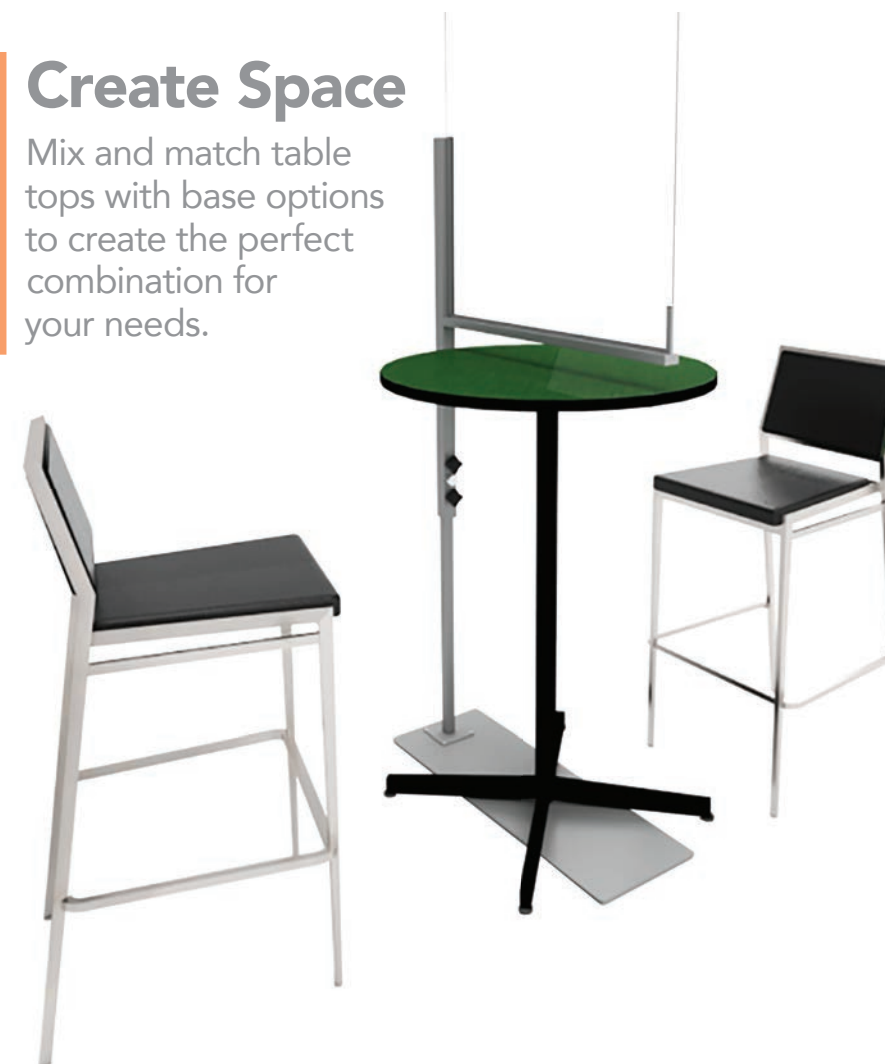
36BKHB (black top)

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





MARINA

BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.



BARSTOOL

COLLECTION

15 "RND 23 - 33.5 "H



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

All bases 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 chrome finish.

Barstools

Styles



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



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



A.



B.



C.



D.



E.

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



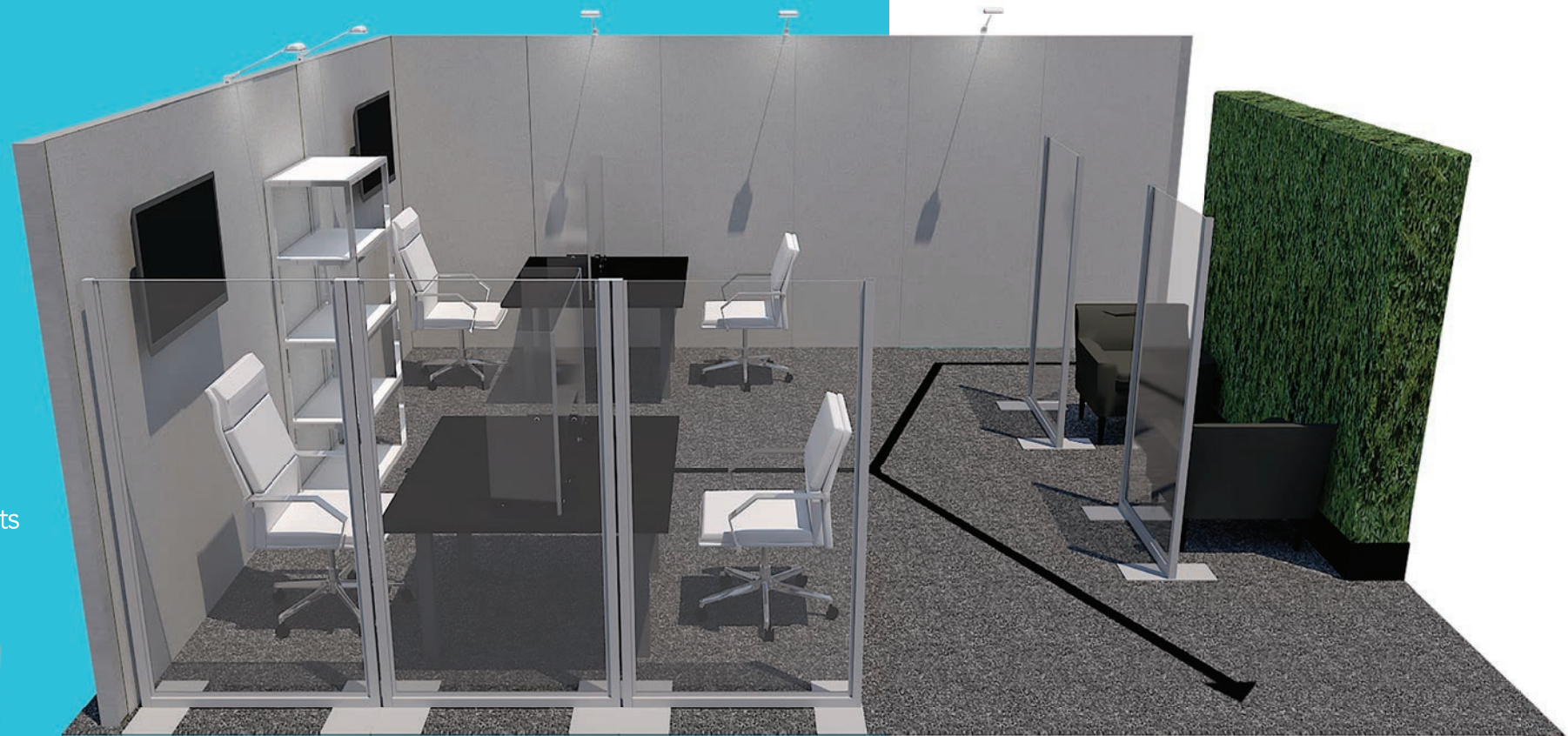
Laguna
LMBAR Barstool
(maple, chrome)
18"L 20"D 47"H

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

All bases black finish.



G E O



CONFERENCE TABLES



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

Conference Tables

Styling Tip:

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

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



Rectangular

A) BKC10N 10' Table (black top, silver) 120"L 48"D 29"H

B) BKCT8N 8' Table (black top, silver) 96"L 48"D 29"H

C) BKCT5N 5' Table (black top, silver) 60"L 48"D 29"H



Work Table

WD3

(white top, white)
48"L 24"D 30"H



MADISON



CONFERENCE TABLES



A.



B.



C.



Dividers | pg 16

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

All frames silver finish.

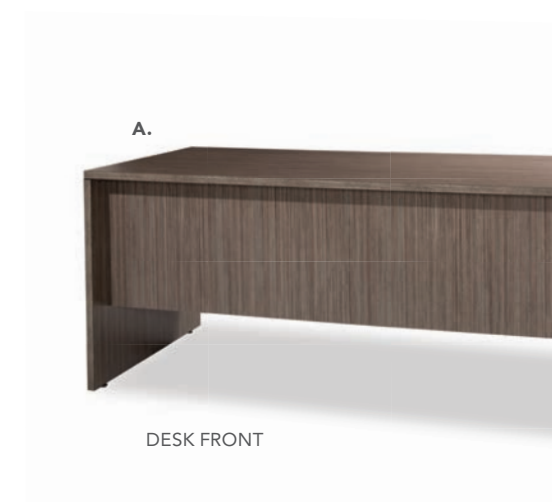


MADISON



10'x20' - Madison Presentation Booth

EXECUTIVE DESK & STORAGE



- 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)

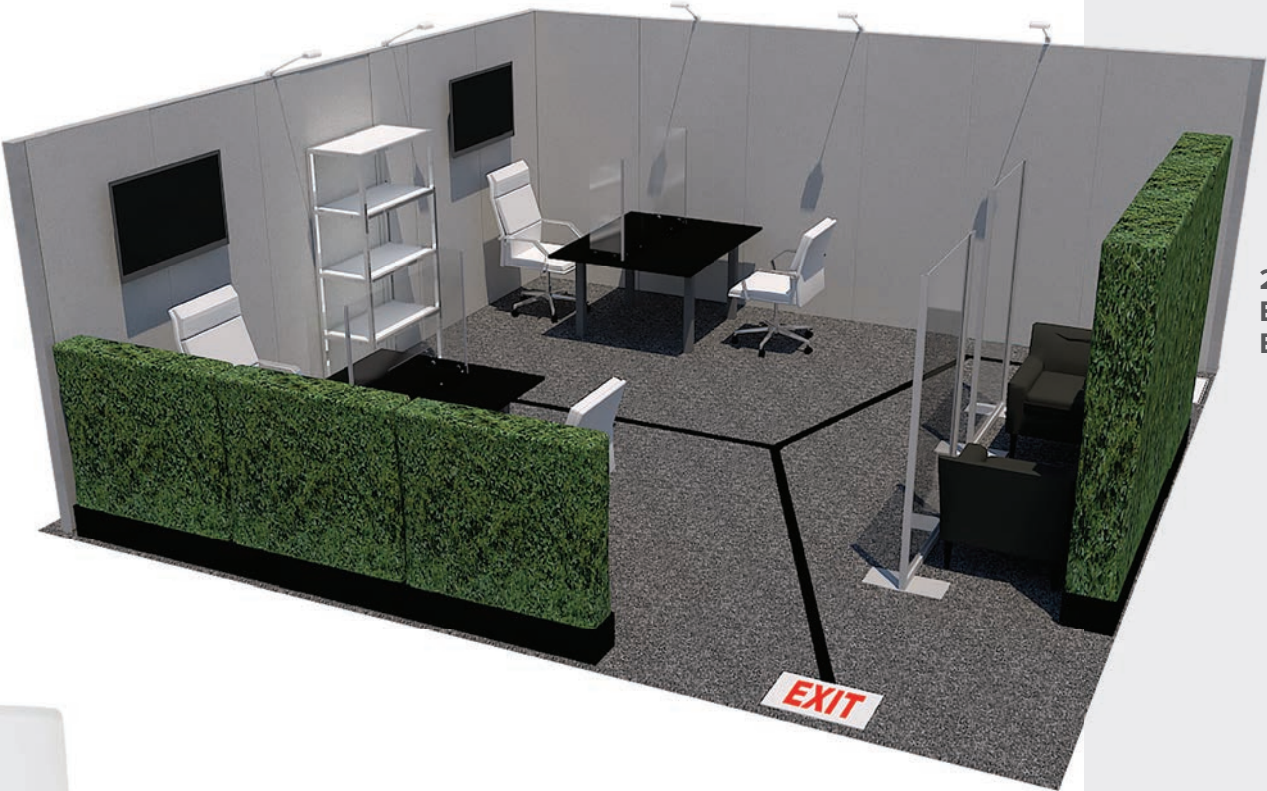
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



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



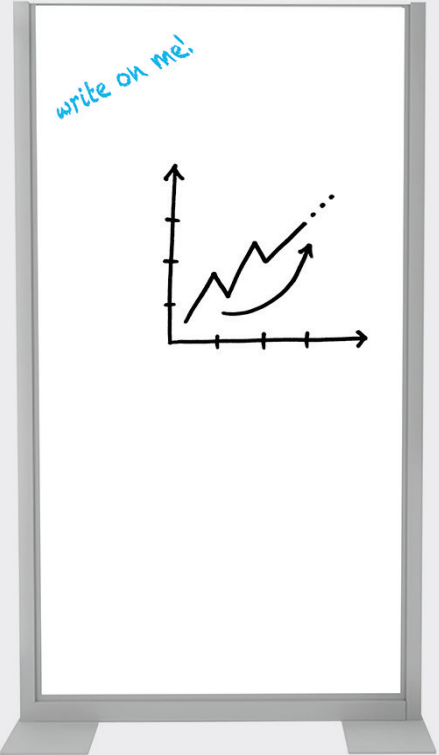
Mason Lamps
 (brushed silver)
A) LA15 Floor Lamp
 18" RND 55"H
B) LA14 Table Lamp
 16" RND 26"H



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



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



Midtown Counter & Bar



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



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)





CUSTOM FURNITURE

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

SAFETY DIVIDERS

CODE	QTY	ITEM DESCRIPTION	PRICE
DIVFRE		Freestanding/39"l x 1.5"d x 72"h	\$398.00
DIVFWL		Freestanding Wall Unit/40"l x 1.5"d x 72"h	\$398.00
DIVFCR		Freestanding Corner/39"l x 39"d x 72"h	\$797.00
DIVBAR		Bar/Counter/48-70"l x 12"d x 31.5"h	\$198.50
DIVFST		Sofa/Table/34"l x 11"d x 47-74"h	\$358.50
DIVFWB		Clear Whiteboard/39"l x 1.5"d x 72"h	\$497.00
MIRWHT		Miramar White Wall/63"l/h x 23"d x 83"h/l	\$508.50
HDG7FT		7' Boxwood Hedge/36.5"l x 12"d x 84"h	\$900.50
HDG4FT		4' Boxwood Hedge/46"l x 9"d x 47"h	\$559.00

POWERED FURNITURE

NPLSOP		Naples Sofa/Black Vinyl	\$1232.00
NPLCHP		Naples Chair/Black Vinyl	\$767.50
NPLLOP		Naples Loveseat/Black Vinyl	\$1062.00
TCHGRY		Tech Tablet Chair/Gray Vinyl	\$457.00
VNTWHT		Ventura/Bar Table/White Top	\$932.00
VNTBLK		Ventura/Bar Table/Black Top	\$932.00
VNTCWH		Ventura/Café Table/White Top	\$726.00
VNTCBK		Ventura/Café Table/Black Top	\$726.00
C1WP		Sydney/Cocktail Table/White Top	\$436.00
C1YP		Sydney/Cocktail Table/Black Top	\$436.00
CUBPOW		Wireless Charging Table/White	\$543.50
VILHUB		Village Charging Hub/Cream	\$297.50
PDL36W		Locking Pedestal/White (36"h)	\$579.50
PDL42W		Locking Pedestal/White (42"h)	\$691.50
PDL36B		Locking Pedestal/Black (36"h)	\$579.50
PDL42B		Locking Pedestal/Black (42"h)	\$691.50

SOFT SEATING

VALCHA		Valencia Chair/Spice Orange Velvet	\$377.50
VALSOF		Valencia Sofa/Coffee Brown Velvet	\$566.00
FAIRSW		Fairfax Sofa/White Vinyl	\$579.50
FAIRCW		Fairfax Chair/White Vinyl	\$418.00
STECOA		Sterling Chair/Gray Fabric	\$849.00
STESOF		Sterling Sofa/Gray Fabric	\$1236.50
CHR002		Allegro Chair/Blue Fabric	\$522.00
SFA002		Allegro Sofa/Blue Fabric	\$787.50
PALSOF		Palm Beach Sofa/White Vinyl	\$836.00
KEYSOF		Key Largo Sofa/Black Fabric	\$572.50
KEYCHR		Key Largo Chair/Black Fabric	\$380.00
KEYLOV		Key Largo Loveseat/Black Fabric	\$444.00
BCHWHT		Baja Chair/White Vinyl	\$660.00

SOFT SEATING (CONTINUED)

BSFWHT		Baja Sofa/White Vinyl	\$1063.00
BLVWHT		Baja Loveseat/White Vinyl	\$967.00
NPLCHP		Naples Chair/Black Vinyl/Powered	\$767.50
NPLSOP		Naples Sofa/Black Vinyl/Powered	\$1232.00
NPLLOP		Naples Loveseat/Black Vinyl/Powered	\$1062.00
NPLCHR		Naples Chair/Black Vinyl	\$709.00
NPLLOV		Naples Loveseat/Black Vinyl	\$850.50
NPLSOF		Naples Sofa/Black Vinyl	\$1014.00

ACCENT CHAIRS

BOWCHA		Bowery Swivel Chair/Ochre Fabric	\$597.00
LABREA		La Brea Swivel Chair/Charcoal Gray Fabric	\$510.00
SWAN		Swanson Swivel Chair/White Vinyl	\$436.00
WENCHA		Wentworth Swivel Chair/Brown Vinyl	\$405.50
BCW		Madrid Chair/White Vinyl	\$907.50
MONCHA		Montreal Chair/Blue Fabric	\$656.50
LENCHA		Lena Chair/Moss Green Leather	\$536.50
TCHP		Tech Chair/Gray Vinyl	\$468.50
MNCHCH		Munich Armless Chair/Gray Fabric	\$548.00
CNTCHR		Century Chair/Gray Velvet	\$609.50
ATHCHA		Atherton Chair/Distressed Brown Leather	\$637.50
PROGB		Pro Executive Guest Chair/Black Vinyl	\$314.00
PASCHR		Pasadena Chair/White Molded Plastic	\$370.00

INDIVIDUAL SEATING

MARCBR		Marina Chair/Brown Fabric	\$181.50
MARCBF		Marina Chair/Ocean Blue Fabric	\$181.50
MARCRD		Marina Chair/Red Fabric	\$181.50
MARCWH		Marina Chair/White Vinyl	\$181.50
MARCBK		Marina Chair/Black Vinyl	\$181.50
LMCHR		Laguna Chair/Maple	\$172.50
LUCHCL		Lucent Chair/Frosted Acrylic	\$222.00
CS4		Syntax Chair/Black Fabric	\$242.00
XCHR		Christopher Chair/White Vinyl	\$128.00
SC3		Brewer Chair/Onyx Fabric	\$200.50
RSTDIN		Rustique Chair w Arms/Gunmetal	\$177.00
ZENCHR		Zenith Chair/White	\$195.00
DUET		Stack Chair/Black Molded Plastic	\$78.50
SC10		Razor Armless Chair/White Molded Plastic	\$94.50
OCMWHT		Meeting Chair/White Vinyl	\$305.00
MALGRN		Malba Chair/Green Molded Plastic	\$133.50
MALGRY		Malba Chair/Gray Molded Plastic	\$133.50

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



CUSTOM FURNITURE

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

INDIVIDUAL SEATING (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
BLDCSB		Blade Chair/Sky Blue Molded Plastic	\$85.50
BLDCRD		Blade Chair/Red Molded Plastic	\$85.50
OTTOMAN			
VIB14		Vibe Cube/Citrus Green Vinyl	\$164.00
VIB17		Vibe Cube/Desert Rose Vinyl	\$164.00
VIB16		Vibe Cube/Spice Orange Vinyl	\$164.00
VIB01		Vibe Cube/Green Vinyl	\$164.00
VIB09		Vibe Cube/White Vinyl	\$164.00
VIB10		Vibe Cube/Black Vinyl	\$164.00
VIB11		Vibe Cube/Steel Blue Vinyl	\$164.00
VIB13		Vibe Cube/Purple Vinyl	\$164.00
VIB12		Vibe Cube/Silver Vinyl	\$164.00
VIB04		Vibe Cube/Red Vinyl	\$164.00
VIB05		Vibe Cube/Bright Yellow Vinyl	\$164.00
VIB15		Vibe Cube/Taupe Vinyl	\$164.00
VIB02		Vibe Cube/Blue Vinyl	\$164.00
VIB08		Vibe Cube/Orange Vinyl	\$164.00
BVSMOR		Beverly Small Bench/Orange Fabric	\$329.50
BVSMGN		Beverly Small Bench/Olive Green Fabric	\$329.50
BVSMWH		Beverly Small Bench/White Vinyl	\$329.50
BVSMBK		Beverly Small Bench/Black Vinyl	\$329.50
BVSMBL		Beverly Small Bench/Ocean Blue Fabric	\$329.50
BVSMBN		Beverly Small Bench/Brown Fabric	\$329.50
BVSMGY		Beverly Small Bench/Gray Fabric	\$329.50
BVSM LN		Beverly Small Bench/Linen Fabric	\$329.50
BVSM LV		Beverly Small Bench/Lavender Fabric	\$329.50
BVSMRD		Beverly Small Bench/Red Fabric	\$329.50
BVSMYL		Beverly Small Bench/Yellow Fabric	\$329.50
BVLYWH		Beverly Bench/White Vinyl	\$474.00
BVLYRD		Beverly Bench/Red Fabric	\$474.00
BVLYGR		Beverly Bench/Gray Fabric	\$474.00
BVLYOB		Beverly Bench/Ocean Blue Fabric	\$474.00
BVLYBK		Beverly Bench/Black Vinyl	\$474.00
BVLYLN		Beverly Bench/Linen Fabric	\$474.00
BVLYBN		Beverly Bench/Brown Fabric	\$474.00
MAR011		Marche Swivel/Orange Fabric	\$218.50
MAR016		Marche Swivel/Ivory Faux Sheep Fur	\$218.50
MAR009		Marche Swivel/Pear Yellow Fabric	\$218.50
MAR001		Marche Swivel/White Vinyl	\$218.50
MAR006		Marche Swivel/Rose Quartz Fabric	\$218.50

OTTOMANS (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
MAR007		Marche Swivel/Plum Fabric	\$218.50
MAR010		Marche Swivel/Blue Fabric	\$218.50
MAR002		Marche Swivel/Gray Fabric	\$218.50
MAR003		Marche Swivel/Linen Fabric	\$218.50
MAR004		Marche Swivel/Raspberry Fabric	\$218.50
MAR008		Marche Swivel/Meadow Green Fabric	\$218.50
MAR015		Marche Swivel/Black Vinyl	\$218.50
MAR012		Marche Swivel/Forest Green Vinyl	\$218.50
MAR013		Marche Swivel/Teal Velvet	\$218.50
MAR014		Marche Swivel/Distressed Brown Vinyl	\$218.50
END02B		Squares/Endless/Black Vinyl	\$436.00
END02W		Squares/Endless/White Vinyl	\$436.00
END01W		Curves/Endless/White Vinyl	\$507.50
END01B		Curves/Endless/Black Vinyl	\$507.50
REGBEN		Regis Bench/Brushed Metal	\$347.50
ACCENT TABLES			
MESCTW		Mesa Cocktail Table/Barnwood Top	\$246.50
MESETW		Mesa End Table/Barnwood Top	\$162.50
MESCTB		Mesa Cocktail Table/Black Top	\$246.50
MESETB		Mesa End Table/Black Top	\$162.50
MESCTG		Mesa Cocktail Table/Glass top	\$246.50
MESETG		Mesa End Table/Glass Top	\$162.50
ALC100		Alondra Cocktail Table/Glass Top	\$392.00
ALE100		Alondra End Table/Glass Top	\$282.50
ALC200		Alondra Cocktail Table/Wood Top	\$392.00
ALE200		Alondra End Table/Wood Top	\$282.50
C1C		Geo Cocktail Table/Glass Top	\$300.50
E1C		Geo End Table/Glass Top	\$281.50
C1FWB		Geo Cocktail Table/Wood Top	\$344.00
E1FWB		Geo End Table/Wood Top	\$299.50
C1W		Sydney Cocktail Table/White Top	\$343.00
C1Y		Sydney Cocktail Table/Black Top	\$343.00
SYDBEC		Sydney Cocktail Table/Blue Top	\$360.00
SYDWDC		Sydney Cocktail Table/Barnwood Top	\$360.00
E1W		Sydney End Table/White Top	\$308.00
E1Y		Sydney End Table/Black Top	\$308.00
SYDBEE		Sydney End Table/Blue top	\$314.00
SYDWDE		Sydney End Table/Barnwood Top	\$314.00

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



CUSTOM FURNITURE

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.

ACCENT TABLES (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
TAOBWH		Taos Side Table/White Top	\$162.50
TAOBBK		Taos Side Table/Black Top	\$162.50
TAOBWD		Taos Side Table/Barnwood Top	\$162.50
SEDBWH		Sedona Side Table/White Top	\$167.00
SEDBBK		Sedona Side Table/Black Top	\$167.00
SEDBWD		Sedona Side Table/Barnwood Top	\$167.00
REGBEN		Regis Bench Table/Brushed Metal	\$347.50
REGOTT		Regis End Table/Brushed Metal	\$256.50
CUBPOW		Wireless Charging Table/White/Powered	\$543.50
C1E		Silverado Cocktail Table/Glass Top	\$318.50
E1E		Silverado End Table/Glass Top	\$300.50
TMBTBL		Timber End Table/Wood	\$208.50
AURA		Aura Round Table/White Metal	\$177.00

BAR TABLES - BLACK BASE - 42"H

VTJ		30" Round/Graphite Nebula Top	\$281.50
VTK		30" Round/Maple Top	\$281.50
VTB		30" Round/Red Top	\$281.50
30WH42		30" Round/White Top	\$281.50
30WDBB		30" Round/Barnwood Top	\$312.50
30BKSB		30" Round/Black Top	\$312.50
30AGBB		30" Round/Brushed Gunmetal Top	\$312.50
30OSBB		30" Round/Orange Top	\$312.50
VTA		30" Round/Madison Gray Acajou Top	\$289.00
30BEBB		30" Round/Blue Top	\$312.50
30YBBB		30" Round/Brushed Yellow Top	\$312.50
30GSBB		30" Round/Green Top	\$312.50
VTN		36" Round/Graphite Nebula Top	\$291.50
VTP		36" Round/Maple Top	\$291.50
VTW		36" Round/White Top	\$291.50
36BKSB		36" Round/Black Top	\$291.50

BAR TABLES - HYDRAULIC CHROME BASE - 45"H

30GRHB		30" Round/Graphite Nebula Top	\$362.00
30MTHB		30" Round/Maple Top	\$362.00
30BRHB		30" Round/Red Top	\$362.00
30WHHB		30" Round/White Top	\$362.00
30WDHB		30" Round/Barnwood Top	\$382.00
30BKHB		30" Round/Black Top	\$382.00
30AGHB		30" Round/Brushed Gunmetal Top	\$382.00

BAR TABLES - HYDRAULIC CHROME BASE - 45"H (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
300SHB		30" Round/Orange Top	\$382.00
30MAHB		30" Round/Madison Gray Acajou Top	\$382.00
30BEHB		30" Round/Blue Top	\$382.00
30YSHB		30" Round/Brushed Yellow Top	\$382.00
30GSHB		30" Round/Green Top	\$382.00
36GRHB		36" Round/Graphite Nebula Top	\$395.50
36MTHB		36" Round/Maple Top	\$395.50
36WTHB		36" Round/White Top	\$395.50
36BKHB		36" Round/Black Top	\$395.50
RSTSQT		Rustique Square/Gunmetal/23.75" x 41.25"h	\$323.00

CAFE TABLES - HYDRAULIC CHROME BASE - 29"H

30GRHC		30" Round/Graphite Nebula Top	\$382.00
30MTHC		30" Round/Maple Top	\$382.00
30BRHC		30" Round/Red Top	\$382.00
30WHHC		30" Round/White Top	\$382.00
30WDHC		30" Round/Barnwood Top	\$382.00
30BKHC		30" Round/Black Top	\$382.00
30AGHC		30" Round/Brushed Gunmetal Top	\$382.00
300SHC		30" Round/Orange Top	\$382.00
30MAHC		30" Round/Madison Acajou Top	\$382.00
30BEHC		30" Round/Blue Top	\$382.00
30YSHC		30" Round/Brushed Yellow Top	\$382.00
30GSHC		30" Round/Green Top	\$382.00
36GRHC		36" Round/Graphite Nebula Top	\$400.00
36MTHC		36" Round/Maple Top	\$400.00
36WTHC		36" Round/White Top	\$400.00
36BKHC		36" Round/Black Top	\$395.50

CAFE TABLES - BLACK BASE - 29"H

ZTJ		30" Round/Graphite Nebula Top	\$282.50
ZTK		30" Round/Maple Top	\$282.50
ZTB		30" Round/Red Top	\$282.50
30WH29		30" Round/White Top	\$282.50
30WDBC		30" Round/Barnwood Top	\$282.50
30BKSC		30" Round/Black Top	\$282.50
30AGBC		30" Round/Brushed Gunmetal Top	\$282.50
30OSBC		30" Round/Orange Top	\$282.50
ZTA		30" Round/Madison Acajou Top	\$282.50

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

CUSTOM FURNITURE



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

CAFE TABLES - BLACK BASE - 29"H (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
30BEBE		30" Round/Blue Top	\$282.50
30YSBC		30" Round/Brushed Yellow Top	\$282.50
30GSBC		30" Round/Green Top	\$282.50
ZTN		36" Round/Graphite Nebula Top	\$271.50
ZTP		36" Round/Maple Top	\$271.50
ZTQ		36" Round/White Top	\$271.50
36BKSC		36" Round/Black Top	\$272.50

BARSTOOLS

MARBEE		Marina/Ocean Blue Fabric	\$329.50
MARBBR		Marina/Brown Fabric	\$329.50
MARBRD		Marina/Red Fabric	\$329.50
MARBWH		Marina/White Vinyl	\$329.50
MARBBK		Marina/Black Vinyl	\$329.50
ROLLWH		Lift/White Vinyl	\$256.50
ROLLRD		Lift/Red Vinyl	\$256.50
ROLLBL		Lift/Black Vinyl	\$256.50
ROLLGY		Lift/Gray Vinyl	\$256.50
BS002		Zoey/White	\$340.50
BSS		Banana/Black	\$287.00
BST		Banana/White	\$287.00
BLDBRD		Blade/Red	\$164.00
BLDBSB		Blade/Sky Blue	\$164.00
ZENBAR		Zenith/White	\$195.00
LMBAR		Laguna/Maple	\$218.50
XBAR		Christopher/White Vinyl	\$218.50
BS001		Shark/White	\$374.50
BSR		Syntax/Black	\$264.50
LUBSCL		Lucent/Frosted Acrylic	\$319.50
RSTSTL		Rustique/Gunmetal	\$160.50

EXECUTIVE SEATING

CODE	QTY	ITEM DESCRIPTION	PRICE
PROEXE		Pro High Back Chair/White Vinyl	\$450.50
PROEXB		Pro High Back Chair/Black Vinyl	\$450.50
PROMID		Pro Mid Back Chair/White Vinyl	\$286.00
PROMDB		Pro Mid Back Chair/Black Vinyl	\$286.00
PROGB		Pro Guest Chair/Black Vinyl	\$314.00
CUPCHA		Cupertino Mid Back Chair/Black Vinyl	\$355.50
GENCHA		Genesis Chair/Black Fabric	\$310.50
TASKST		Task Stool/Black Fabric	\$181.50

CONFERENCE TABLES

CONF42		42" Round x 29"h/White Top	\$428.00
CB1		42" Round x 29"h/Graphite Nebula Top	\$428.00
CB8		42" Round x 29"h/Madison Gray Acajou Top	\$428.00
42BKCT		42" Round x 29"h/Black Top	\$428.00
CF1		GEO Rounded Square Table/Glass Top/Black	\$318.50
CE1		GEO Rounded Square Table/Glass Top/Chrome	\$335.00
CF2		GEO Rectangular/Glass Top/Black	\$469.50
CE2		GEO Rectangular/Glass Top/Chrome	\$486.50
42ATO		Atomic 42" Round x 30"h/Glass Top	\$374.50
36ATO		Atomic 36" Round x 30"h/Glass Top	\$374.50
BKC10N		120"l x 48"d x 29"h/Black Top	\$1098.50
BKCT8N		96"l x 48"d x 29"h/Black Top	\$1098.50
BKCT5N		60"l x 48"d x 29"h/Black Top	\$550.00
WD3		48"l x 24"d x 30"h/White Top	\$400.00
MADC05		Madison 60"l x 48"d x 29"h/Gray Acajou Top	\$564.50
MADC08		Madison 96"l x 60"d x 29"h/Gray Acajou Top	\$1127.00
MADC10		Madison 120"l x 48"d x 29"h/Gray Acajou Top	\$1127.00

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.

EXECUTIVE DESK & STORAGE			
CODE	QTY	ITEM DESCRIPTION	PRICE
JD8		Desk 60"L x 30"D x 29"/Gray Acajou Top	\$697.00
BC8		Bookcase 36"L x 12"D x 72"H Gray Acajou	\$514.50
POWERED & COMMUNAL TABLES			
VNTBLK		Ventura Powered Bar Table/Black Top	\$932.00
VNTWHT		Ventura Powered Bar Table/White Top	\$932.00
VNTMNP		Ventura Communal Bar Table/Maple Top/Solid	\$804.50
VNTBMW		Ventura Communal Bar Table/Maple Top/Holes	\$804.50
VNTBWW		Ventura Communal Bar Table/White Top/Holes	\$804.50
VNTWNP		Ventura Communal Bar Table/White Top/Solid	\$804.50
VNTBNP		Ventura Communal Bar Table/Black Top/Solid	\$804.50
VNTCBK		Ventura Powered Cafe Table/Black Top	\$726.00
VNTCWH		Ventura Powered Cafe Table/White Top	\$726.00
VNTCMN		Ventura Communal Cafe Table/Maple Top/Solid	\$641.00
VNTCMW		Ventura Communal Cafe Table/Maple Top/Holes	\$641.00
VNTCWW		Ventura Communal Cafe Table/White Top/Holes	\$641.00
VNTCWN		Ventura Communal Cafe Table/White Top/Solid	\$641.00
VNTCBN		Ventura Communal Cafe Table/Black Top/Solid	\$641.00

OFFICE ACCESSORIES & DECOR			
CODE	QTY	ITEM DESCRIPTION	PRICE
HDG7FT		7' Boxwood Hedge/36.5"L x 12"D x 84"H	\$900.50
HDG4FT		4' Boxwood Hedge/46"L x 9"D x 47"H	\$559.00
LA15		Mason Floor Lamp/Brushed Silver	\$258.00
LA14		Mason Table Lamp/Brushed Silver	\$175.00
PSHCCS		Posh Shelving/Chrome/Acrylic	\$606.00
DIVFWB		Freestanding Whiteboard/39"L x 1.5"D x 72"H	\$497.00
COUNTER & BAR			
MTCPUL		Midtown Powered Counter/Pewter/Unlighted	\$1751.00
MTCLPI		Midtown Powered Counter/Pewter/Lighted	\$1857.00
MTBUUL		Midtown Bar/Pewter/Unlighted	\$1742.00
MTBLPI		Midtown Bar/Pewter/Lighted/Blue	\$1857.00
MTBLPI		Midtown Bar/Pewter/Lighted/Red	\$1857.00
MTBLPI		Midtown Bar/Pewter/Lighted/Green	\$1857.00
MTBLPI		Midtown Bar/Pewter/Lighted/White	\$1857.00

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

Discount Deadline: **September 16, 2022.** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Custom Furniture Total _____

Add 30% after September 16, 2022 _____

8.250% Tax _____

Delivery Fee \$50.00 _____

TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

RENTAL UNIT **RA-001**



What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

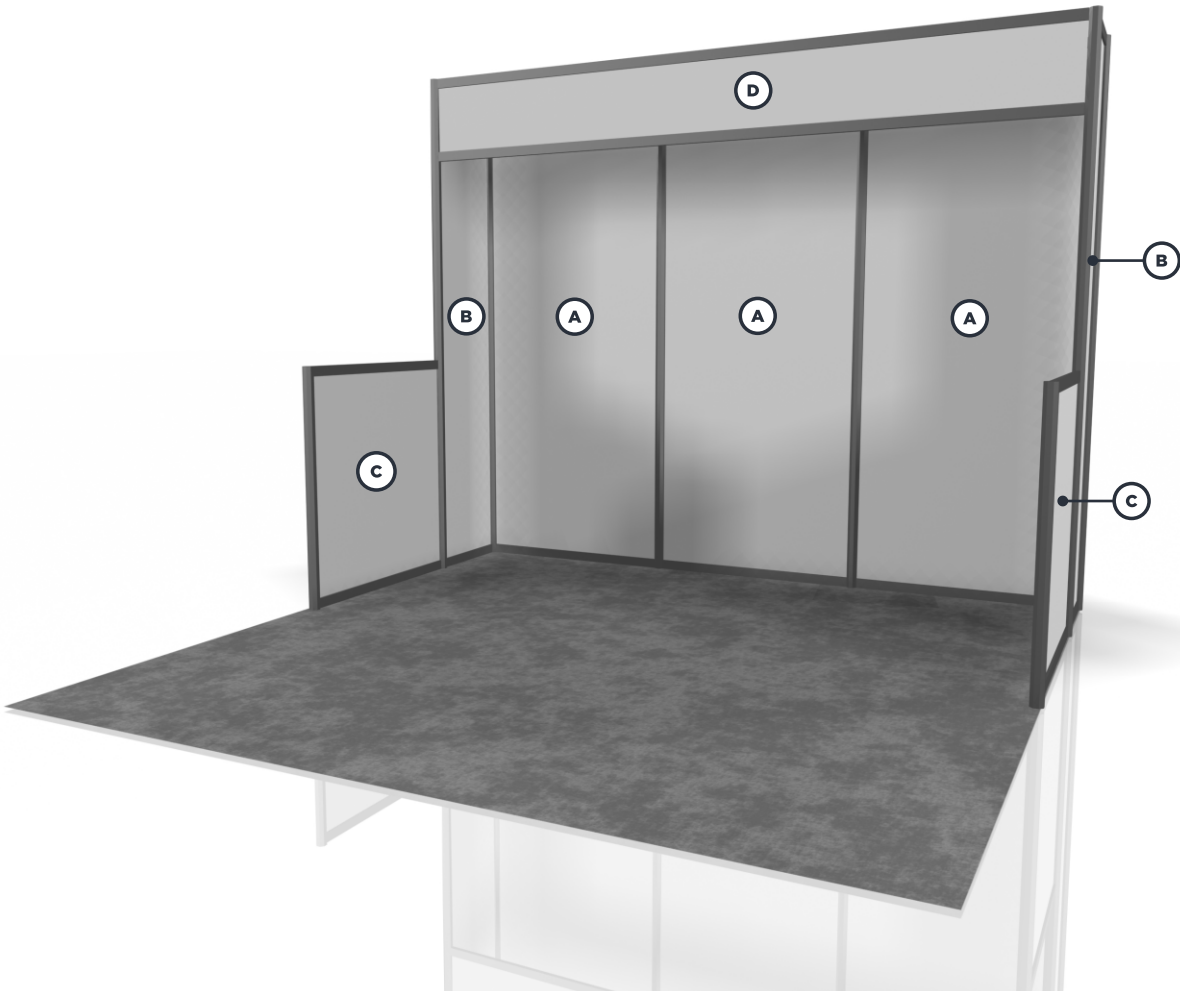
\$3,475.00

Standard:

\$5,212.50

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

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



RENTAL UNIT **RA-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

\$3,822.50

Standard:

\$5,733.75

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

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



RENTAL UNIT **RB-001**



What's Included:

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

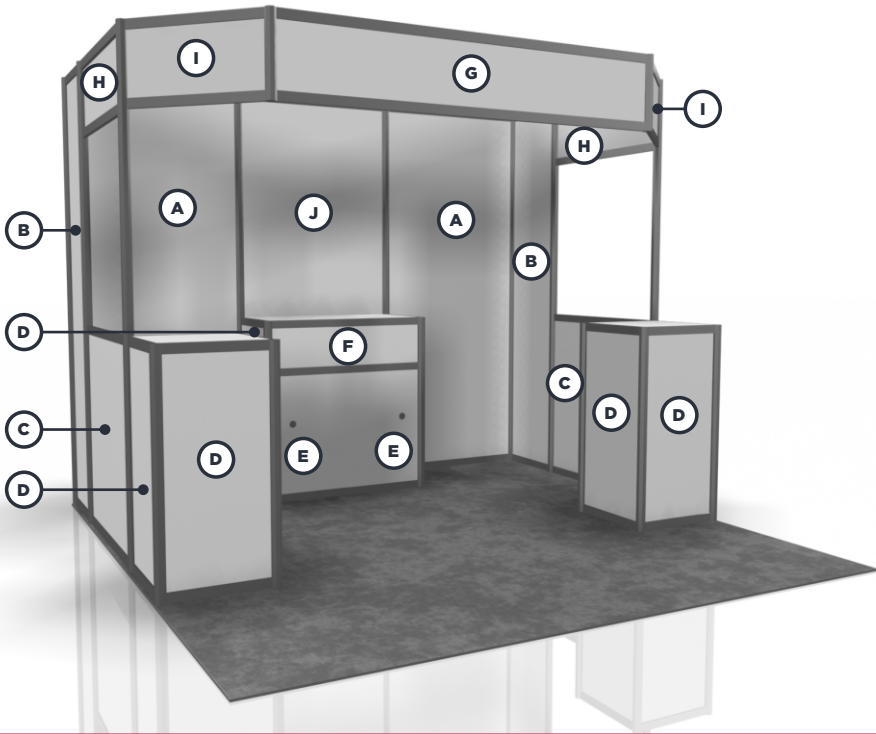
ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:
\$4,390.00

Standard:
\$6,585.00

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

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



RENTAL UNIT **RB-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% 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:

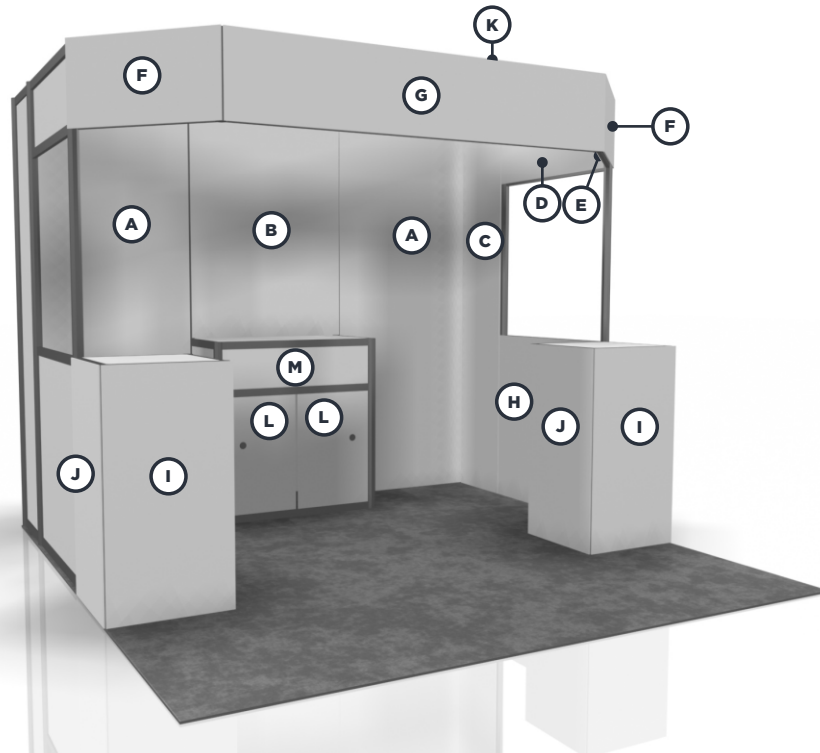
\$4,829.00

Standard:

\$7,243.50

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

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



RENTAL UNIT **RC-001**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% 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:

\$8,215.00

Standard:

\$12,322.50

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

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



RENTAL UNIT **RC-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% 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:

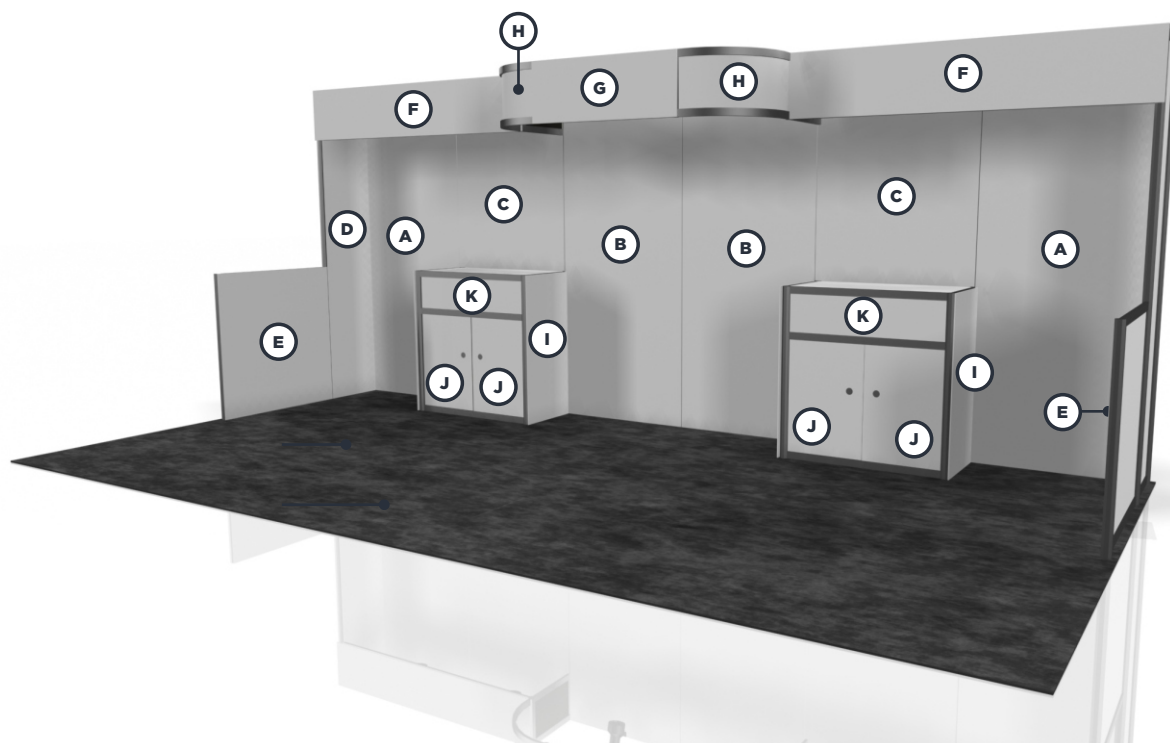
\$9,036.50

Standard:

\$13,554.75

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

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



RENTAL UNIT **RD-001**



What's Included:

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

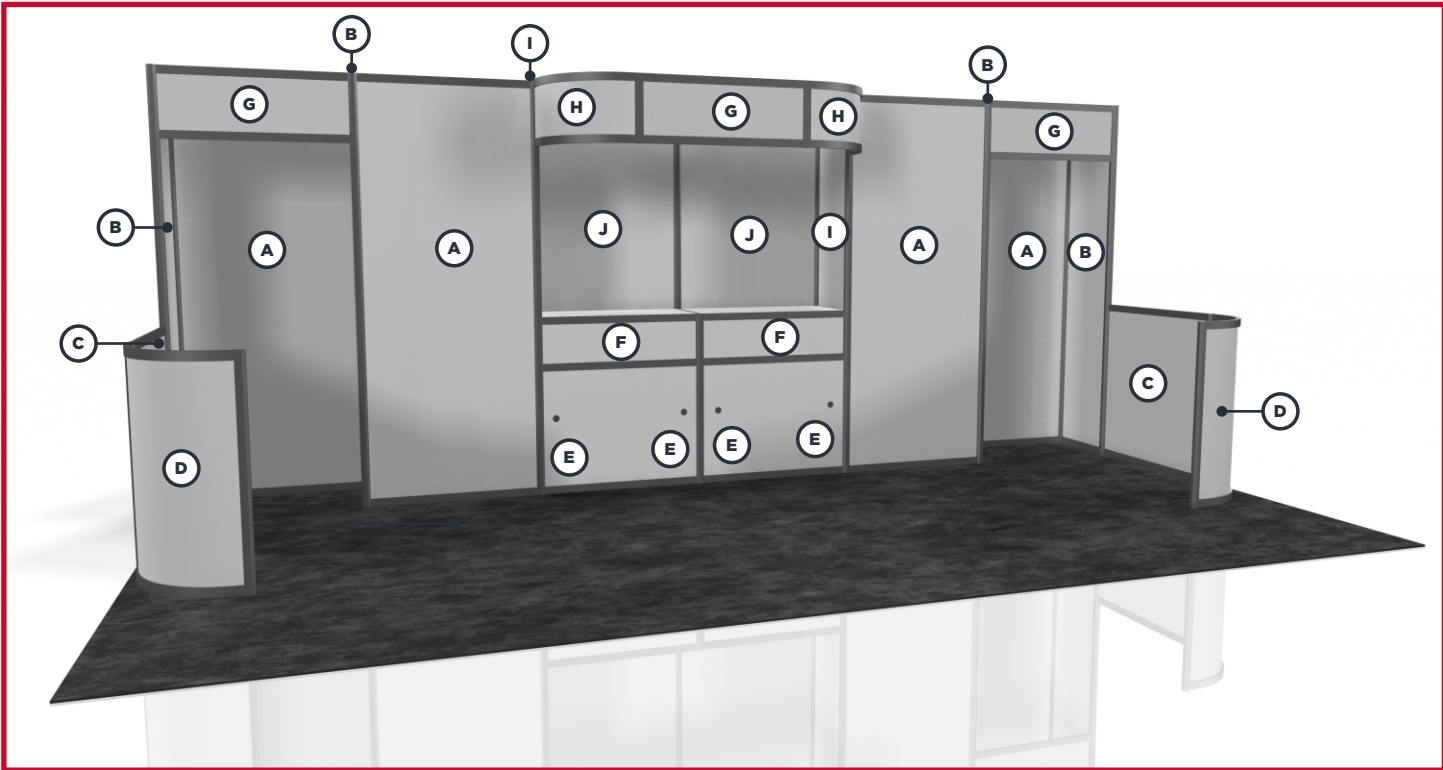
ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:
\$9,535.00

Standard:
\$14,302.50

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

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



RENTAL UNIT **RD-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% 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:

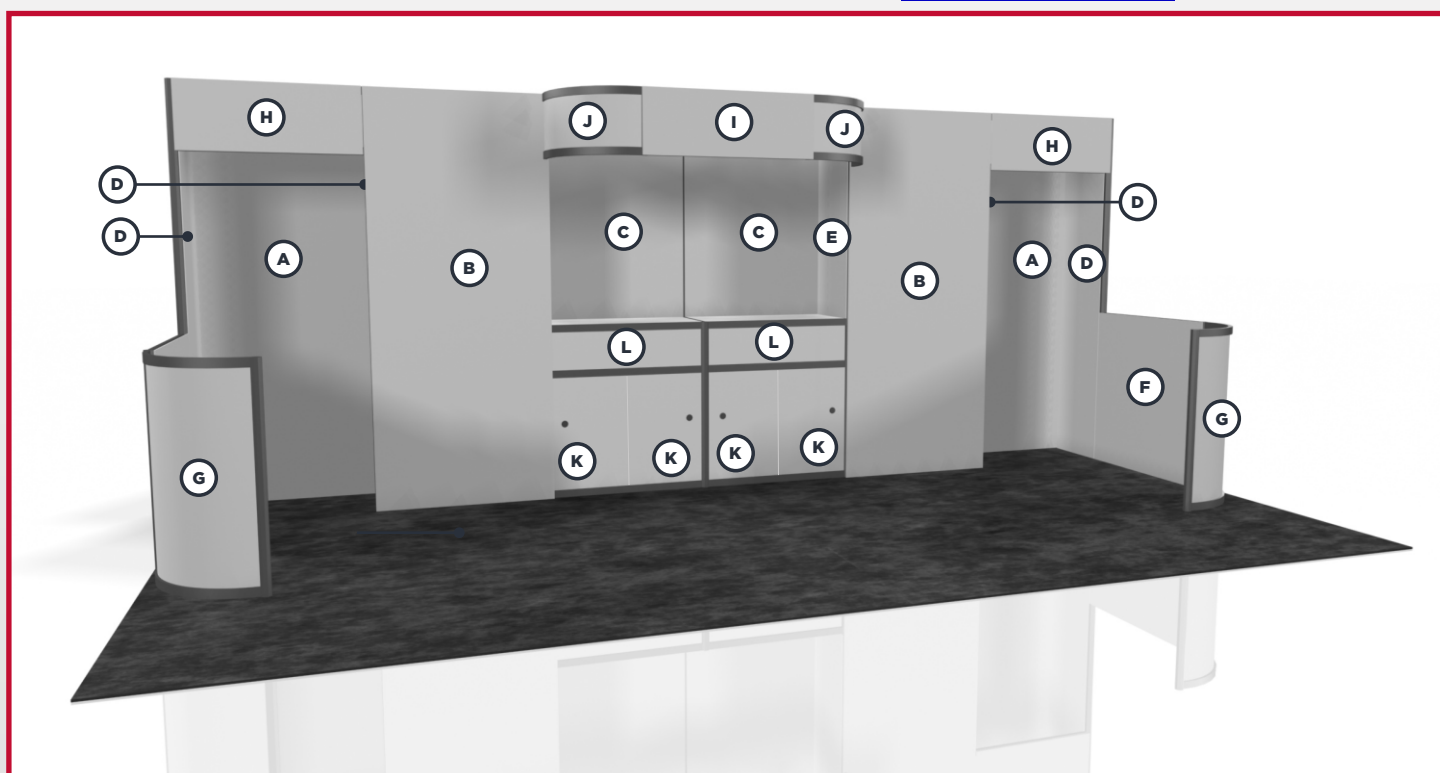
\$10,488.50

Standard:

\$15,732.75

Quantity	Panel	Sides	Width	Height
2	A	Single-Sided	38.5"	96"
2	B	Single-Sided	41.125"	96"
2	C	Single-Sided	39.875"	54"
4	D	Single-Sided	18.5"	92.875"
2	E	Single-Sided	18.5"	52.75"
4	F	Single-Sided	41.125"	42"
2	G	Single-Sided	29.75"	38.875"
2	(H) Header	Single-Sided	39.375"	15"
1	(I) Header	Single-Sided	41.25"	15"
2	J Header	Single-Sided	29.75"	11.875"
4	(K) Doors	Single-Sided	20"	27"
2	L	Single-Sided	38.125"	10.25"

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



RENTAL UNIT **RE-001**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% 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:

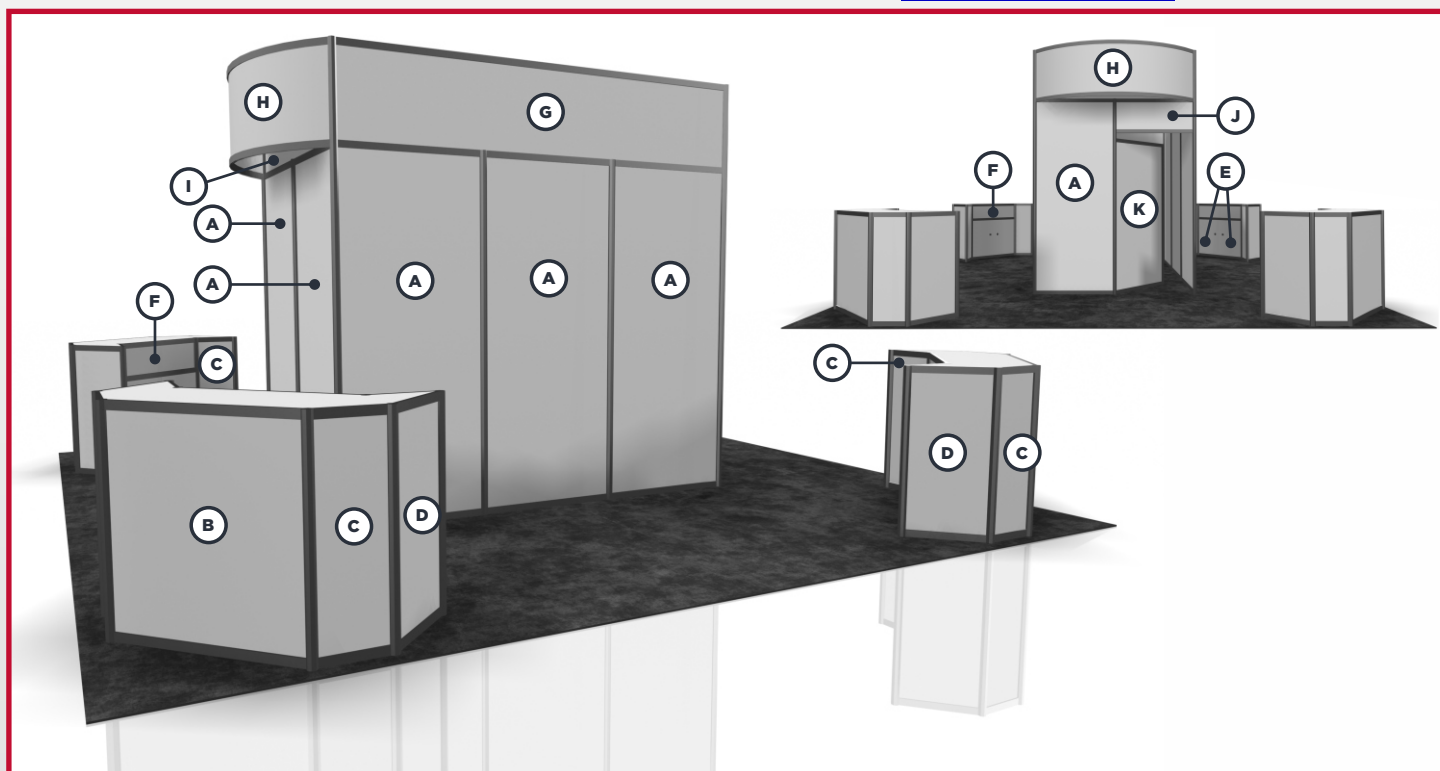
\$14,500.00

Standard:

\$21,750.00

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

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



RENTAL UNIT **RE-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

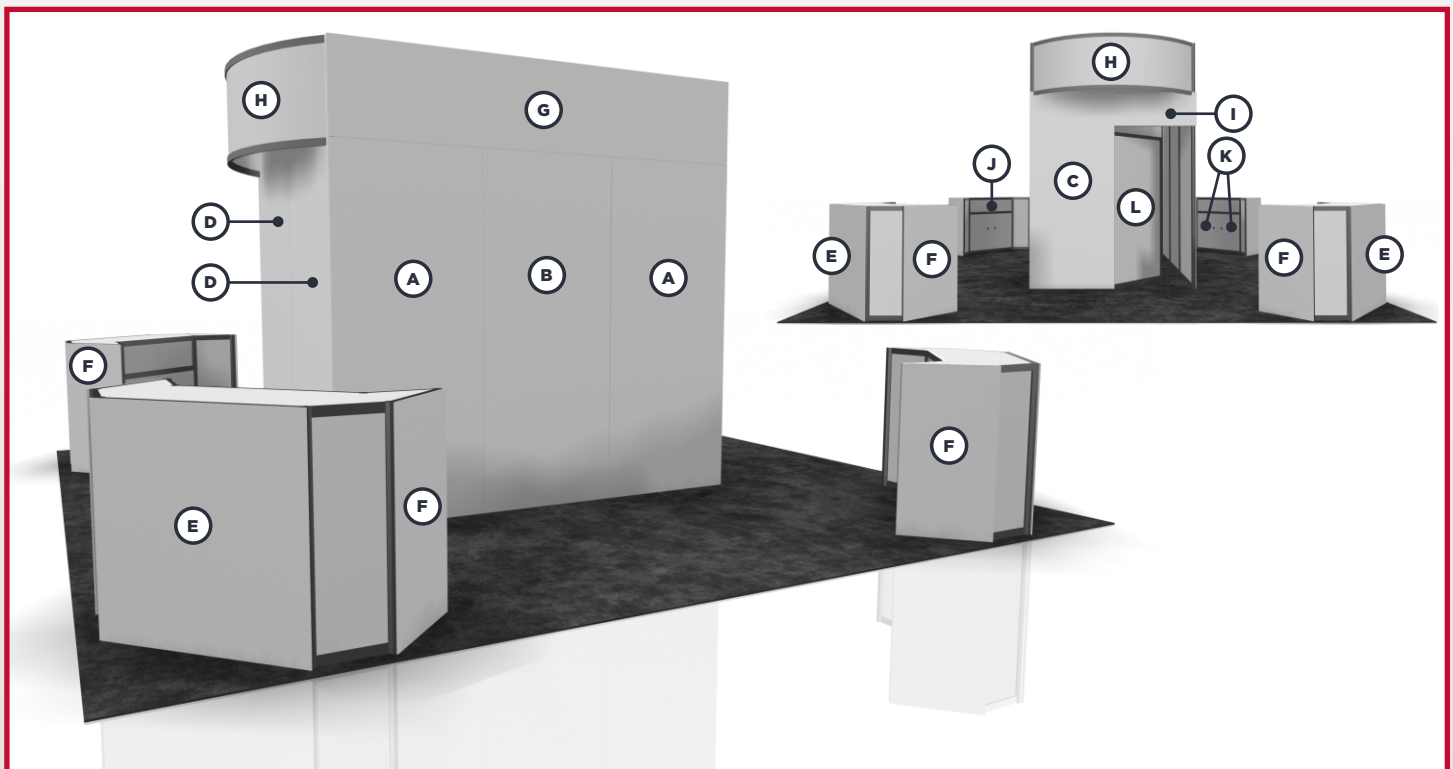
\$15,950.00

Standard:

\$23,925.00

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

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



RENTAL UNIT **RF-001**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

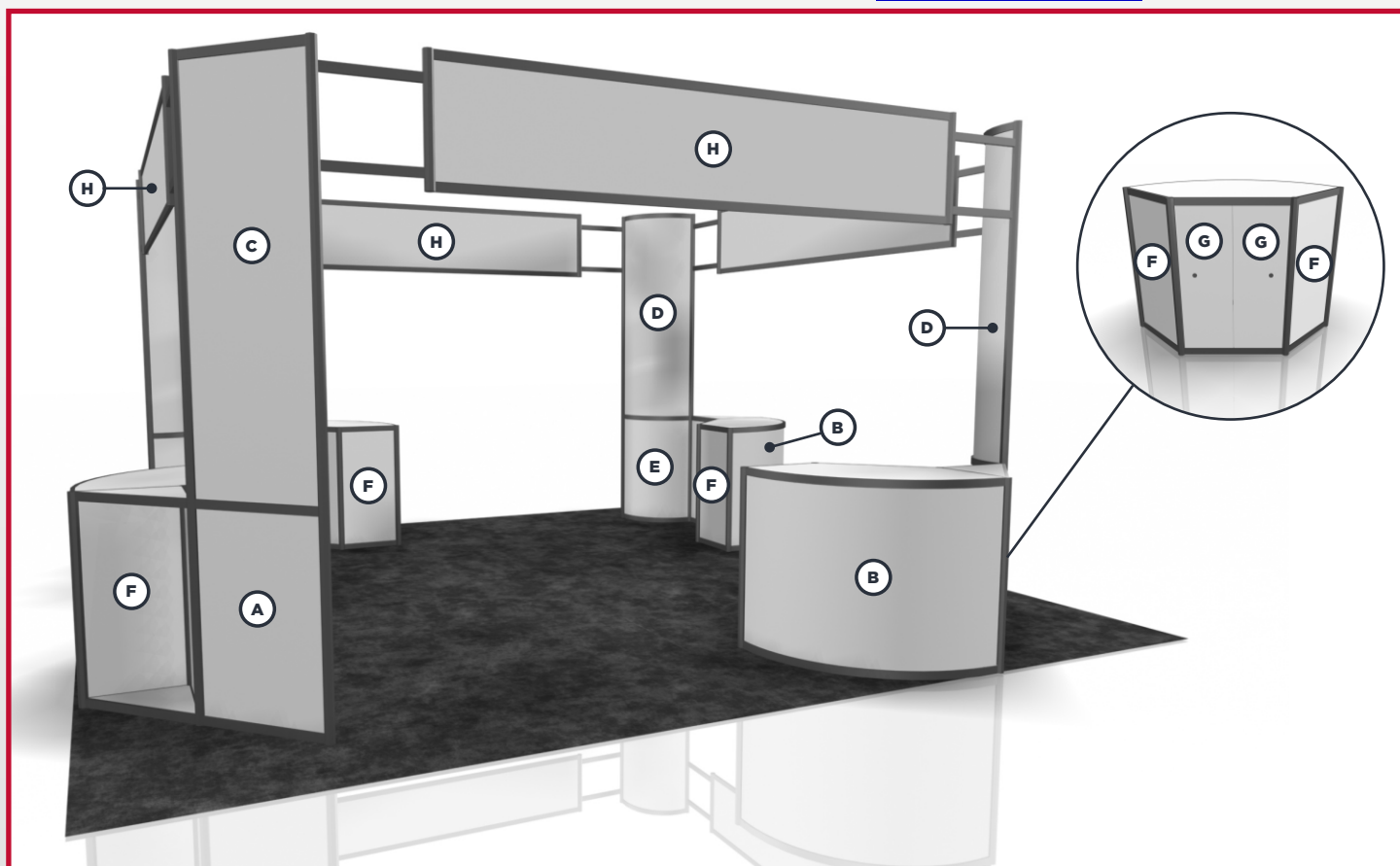
\$15,800.00

Standard:

\$23,700.00

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

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



RENTAL UNIT **RF-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: September 9, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% 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:

\$17,380.00

Standard:

\$26,070.00

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

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

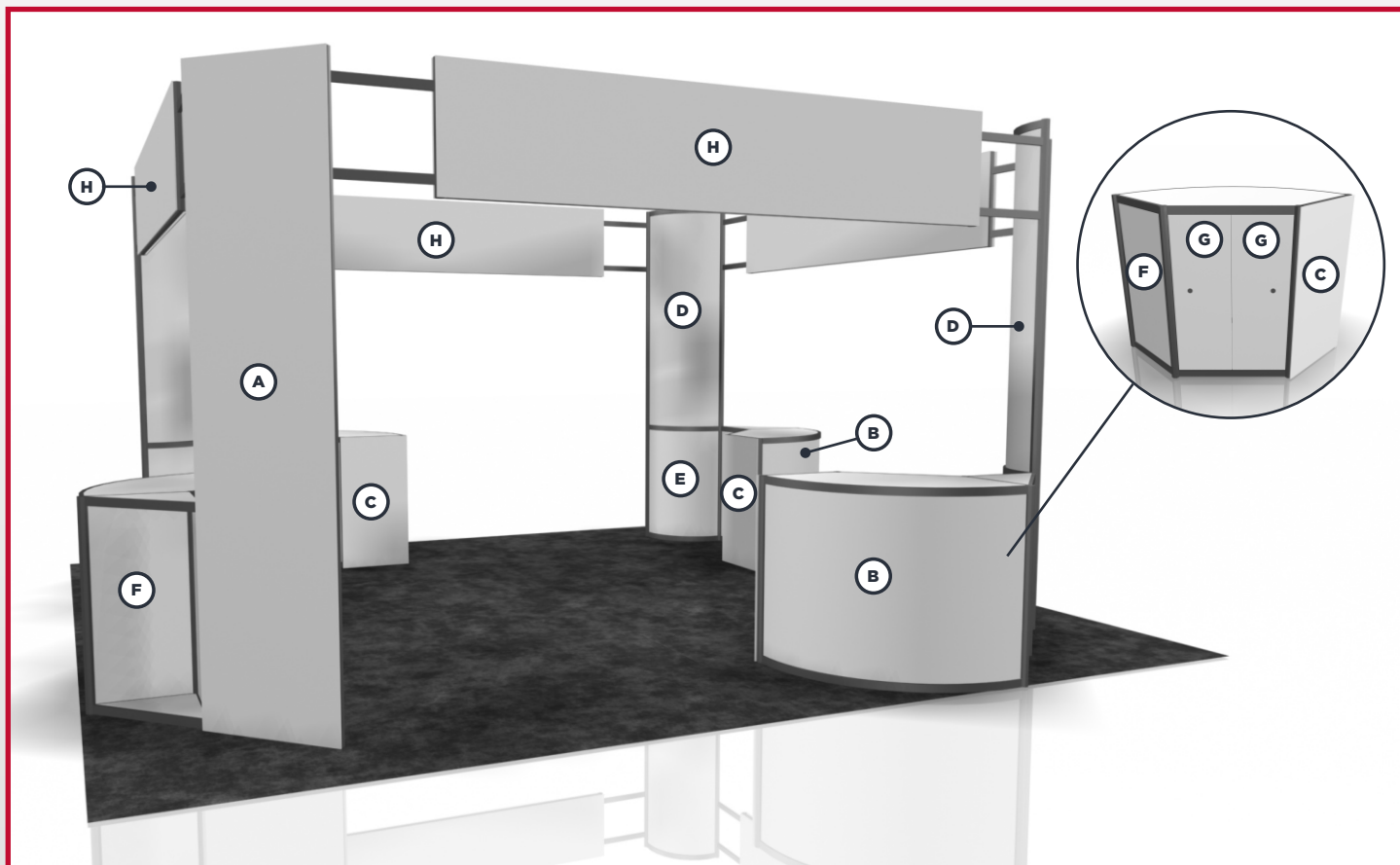


Exhibit Order



Arata Expositions, Inc.

Accessories:

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

Clip-On Lights:

\$47.25 (each)



Qty. \$ Cost

Monitor Mount:

\$75.00 (each)



Qty. \$ Cost

Chrome Sign Holder:

\$124.00 (each)



Qty. \$ Cost

Literature Stand

\$145.50 (each)



Qty. \$ Cost

Banner Stand:

\$425.00 (each)



Qty. \$ Cost

Meterboard

\$375.00 (each)



Qty. \$ Cost

Café Table Decal

\$25.00 (per Sq. Ft.)



Qty. \$ Cost

Shelving:

\$84.00 (each)



Qty. \$ Cost

Branded Tablecloth:

72" w x 24" d x 30" h
\$225.00 (each)



Qty. \$ Cost

Clip-On Lights:

\$ Sub-Total

Monitor Mount:

\$ Sub-Total

Chrome Sign Holder:

\$ Sub-Total

Literature Stand:

\$ Sub-Total

Bannerstand:

\$ Sub-Total

Meterboard:

\$ Sub-Total

Café Tabletop Decal:

\$ Sub-Total

Shelving:

\$ Sub-Total

Branded Tablecloth:

\$ Sub-Total

Exhibit Order



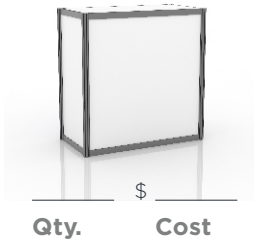
Arata Expositions, Inc.

Accessories:

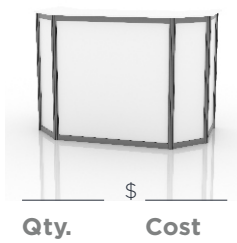
Use accessories to increase flexibility, function and add customized features to your exhibit space.

CREDENZAS:

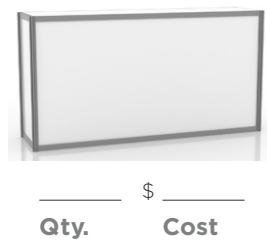
38"w x 18"d x 42"h
\$565.00 (each)



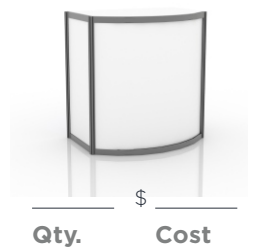
58"w x 18"d x 42"h
\$988.75 (each)



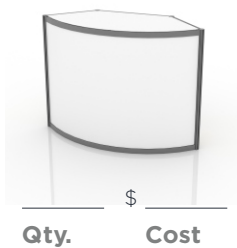
77"w x 18"d x 42"h
\$1,130.00 (each)



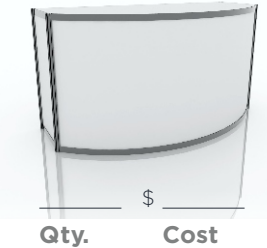
38"w x 18"d x 42"h
\$706.25 (each)



60"w x 18"d x 42"h
\$1,235.94 (each)



77"w x 18"d x 42"h
\$1,412.50 (each)

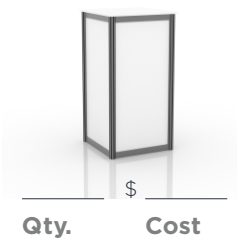


PEDESTALS:

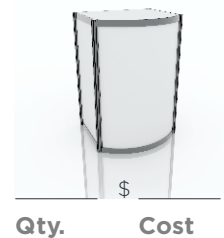
18"w x 18"d x 30"h
\$371.25 (each)



18"w x 18"d x 42"h
\$495.00 (each)



26"w x 18"d x 42"h
\$866.25 (each)



Accessories
Totals:

Credenzas:

\$ Sub-Total

Pedestals:

\$ Sub-Total

\$ Total Cost

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

Please contact mmcelroy@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: September 9, 2022 Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.250% 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 (8.250%)

\$ _____

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



SPECIAL SIGNS

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

CUSTOM SIGNS/SERVICES

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

DIGITAL SHOWCARD SIGNS			
QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE
	7" x 11"	\$66.00	\$132.00
	7" x 44"	\$73.50	\$147.00
	11" x 14"	\$84.00	\$168.00
	14" x 22"	\$96.50	\$193.00
	22" x 28"	\$124.00	\$248.00
	28" x 44"	\$188.50	\$377.00
	Easel back	\$10.50	\$21.00

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.
Foam core	\$32.00	\$64.00
Sintra	\$32.00	\$64.00
Masonite	\$29.50	\$59.00
Gator Foam	\$35.00	\$70.00
Plexi	\$50.00	\$100.00
Vinyl Banner	\$32.00	\$64.00
Fabric Banner	\$32.00	\$64.00

Discount Deadline: September 9, 2022. 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 _____

8.250% 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 mmcelroy@arataexpo.com to receive your assigned username. Further instructions to access ftp will be sent to your attention with your assigned username and password.

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

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



Arata Expositions, Inc.

Corporate Headquarters

15928 Tournament Drive
Gaithersburg, MD20877

301.921.0800

Florida Office

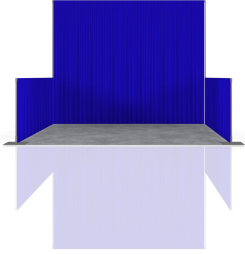
2501 Investors Row, Ste. 1000
Orlando, FL 32837

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

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

NOTE: This form must be completed and returned before September 16, 2022.
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	



LABOR REGULATIONS

LABOR/UNION REGULATIONS:

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

GENERAL INFORMATION:

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

INSTALLATION AND DISMANTLE LABOR:

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

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

FREIGHT HANDLING:

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

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

BOOTH CLEANING:

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

SAFETY:

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

GRATUITIES:

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

OPERATION OF ALL MECHANICAL LIFTS

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

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

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

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

Thank you for your cooperation.





DISPLAY LABOR

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

ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO SEPTEMBER 16, 2022.

RATES: (ONE HOUR MINIMUM PER MAN)		ADVANCE RATE	STANDARD RATE
STRAIGHT TIME:	8:00am - 4:30pm Monday - Friday	\$115.25 PER MAN PER HOUR	\$161.35 PER MAN PER HOUR
OVERTIME:	4:30pm - 8:00am Monday - Friday and all day Saturday	\$173.00 PER MAN PER HOUR	\$242.20 PER MAN PER HOUR
DOUBLETIME:	All day Sunday and Holidays	\$230.50 PER MAN PER HOUR	\$322.70 PER MAN PER HOUR

INSTALLATION OF DISPLAY

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

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

AEI Supervision (30%/\$45.00) _____

Total Estimated Labor Costs _____

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

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

Supervisor's Name: _____ Telephone Number: _____

DISMANTLING OF DISPLAY

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

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

AEI Supervision (30%/\$45.00) _____

Total Estimated Labor Costs _____

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

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

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

Supervisor's Name: _____ Telephone Number: _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



AEI SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ☐ Showsite ☐

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

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

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

SET UP INFORMATION

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

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

Special Electrical Instructions: _____

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

Special set up or dismantle instructions: _____

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

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

Carrier: _____

☐ T3 Logistics ☐ Common Carrier ☐ Van Line

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

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



FORKLIFT LABOR

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

FORKLIFT & OPERATOR RATES PER HOUR			
Description	Straight Time	Over-Time	Double Time
5,000 lb. forklift & crew	\$224.00	\$283.50	\$344.00
4 stage forklift & crew	\$332.00	\$391.00	\$451.50
Additional riggers per man	\$115.25	\$173.00	\$230.50
Cage (per hour)	\$81.00	\$81.00	\$81.00
STRAIGHT TIME: 8:00am - 4:30pm Monday - Friday OVERTIME: 4:30pm - 8:00am Monday - Friday and all day Saturday DOUBLE TIME: All day Sunday and Holidays			

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

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

The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

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

GENIE LIFTS ARE PROHIBITED.

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

ORDER: (Equipment and crew)

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

INSTALLATION REQUEST (Dates and time are not guaranteed)	
Date_____Time_____	
<input type="checkbox"/> 5,000 lb. forklift crew	<input type="checkbox"/> with cage
<input type="checkbox"/> 4 stage forklift crew	<input type="checkbox"/> with cage

DISMANTLE REQUEST (Dates and time are not guaranteed)	
Date_____Time_____	
<input type="checkbox"/> 5,000 lb. forklift crew	<input type="checkbox"/> with cage
<input type="checkbox"/> 4 stage forklift crew	<input type="checkbox"/> with cage

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

**FORKLIFT ORDERS RECEIVED AFTER SEPTEMBER 16, 2022 WILL BE ASSESSED A 40% SURCHARGE.
FORKLIFT LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE.**

Company Name		Booth Number	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	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"/>		



HANGING SIGNS

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

SNORKEL CREW & LABOR RATES PER HOUR

Description	Advance Rates	Standard Rates
Snorkel and Crew	\$669.00	\$936.60
Additional Rigger	\$173.00	\$242.20
Assembly Crew (per crew)	\$346.00	\$484.40

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

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

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

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

The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

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

INSTALLATION ESTIMATE

Approx Hours Hourly Rate Estimate Cost

_____ @ _____ = _____

_____ Snorkel and Crew (Indicate # of lifts required)

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

DISMANTLE ESTIMATE

Approx Hours Hourly Rate Estimate Cost

_____ @ _____ = _____

_____ Snorkel and Crew (Indicate # of lifts required)

Overhead signs should be sent in a separate container to the advance warehouse no later than September 23, 2022 using the enclosed hanging sign labels. AEI will begin to assemble and hang signs when the hall becomes accessible.

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

If the order is not confirmed and the sign not received at the advance warehouse by September 23, 2022, the sign will be hung on site as equipment and labor become available. Standard sign pricing will apply.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



HANGING SIGNS

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

GENERAL INFORMATION

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

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

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

Size of Sign: ☐ length ☐ width ☐ height

Weight of the Sign: _____ lbs.

Does Your Sign Require Electrical ☐ yes ☐ no

HANGING INSTRUCTIONS

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

Number of feet from floor to top of sign: 20'

Number of feet in from Booth # _____ : _____ ft.

Number of feet in from Booth # _____ : _____ ft.

Number of feet in from Booth # _____ : _____ ft.

Number of feet in from Booth # _____ : _____ ft.

Booth Size: _____ ft. x _____ ft.

Booth # _____

Booth # _____

Booth # _____

Booth # _____

Due to variations in the convention center ceiling structure and the relation of exhibit areas to support beams, sign locations may vary from original specifications. If additional rigging points are required, these will be installed and the exhibitor will be charged for such.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



STRUCTURAL INTEGRITY

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at Franchise Expo Houston 2022 and (if applicable) _____, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

Authorized Signature: _____

Printed Name: _____ **Date:** _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



EXHIBITOR APPOINTED CONTRACTOR

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

DEADLINE: Friday, September 2, 2022	RETURN TO: Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877 Fax: 301.990.1717 Email: mmcelroy@arataexpo.com
---	--

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 Texas, 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., Franchise Expo Houston 2022 and the NRG Center as additional insured.

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

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

Company Name		Booth Number
<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).

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

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	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" 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"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UHQA298291-03	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)

CERTIFICATE HOLDER

Arata Expositions Inc.
15928 Tournament Drive
Gaithersburg, MD 20877

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Janet Russo

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD



TIPS FOR MATERIAL HANDLING

HELPFUL HINTS

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

THE EXPENSIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
9/23/22	80 Lbs.	200 Lbs. Min.	\$122.50	\$245.00
9/23/22	50 Lbs.	200 Lbs. Min.	\$122.50	\$245.00
9/23/22	70 Lbs.	200 Lbs. Min.	\$122.50	\$245.00
200 Lbs. Total		Material Handling Charges		\$735.00

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
9/23/22	200 Lbs.	200 Lbs. Min.	\$122.50	\$245.00
200 Lbs. Total		Material Handling Charges		\$245.00



LIMITS OF LIABILITY

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



MATERIAL HANDLING

LIMITS OF LIABILITY

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.
8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.
9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.
11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. AEI will count and ship pieces AEI finds 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.



SPOTTING FEE

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.

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Arata Expositions, Inc. to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment into and out of the exhibit areas or have Arata Expositions, Inc. supply an operator when available.

SPOTTING FEES ROUND TRIP CHARGES	
Vehicle/Trailers below 25 feet	\$415.00
Vehicle/Trailers 25 feet to 75 feet	\$690.00
Heavy Machinery, Trailers above 75 feet	\$3,445.00
Additional charges may apply if the use of additional equipment or labor is required.	

CALCULATE / REQUEST DATE & TIME				
Installation:	Date	Time	Size	Rate
	_____	_____	_____	_____
Dismantle:	Date	Time	Size	Rate
	_____	_____	_____	_____

SCHEDULING:

A representative from Arata Expositions, Inc. will contact you to schedule your vehicle spot.

FLOORING:

All flooring under vehicle must be covered. Carpeting can be rented on the Standard Carpet and Plush Carpet order forms. If you choose to use your own flooring, it must be shipped to the advance warehouse. Material handling charges will apply. Labor charges will apply to lay exhibitor owned flooring.

MATERIAL HANDLING:

Material handling charges will apply to any booth material within the vehicles/trailers. The materials will be removed from the vehicles/trailers, weighed and written up as a show site shipment.

VEHICLE RULES:

Display vehicles must have battery cables disconnected; fuel tanks must be taped shut or have locking gas cap and may contain no more than 1/8 tank of fuel. Ignition keys must be removed and delivered to event security.

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"/>	



CART LOAD SERVICE

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

CART LOAD SERVICES

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

Arata Expositions, Inc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Charges for these services are \$213.00 round trip.

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

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

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

No AEI equipment is allowed to be used by exhibitors.

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

Cart load service will be available at the following times:



MOVE IN SCHEDULE

Thursday, October 6, 2022

10:00am - 5:00pm

MOVE OUT SCHEDULE

Saturday, October 8, 2022

4:00pm - 8:00pm

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



SHIPPING INFORMATION

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive between
August 26, 2022 and September 23, 2022.

To: **Exhibiting Company and Booth Number**
For: Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

Receiving deadline for advanced freight is September 23, 2022. We will continue receiving freight at the advanced warehouse through September 30, 2022. Freight received from September 26, 2022 through September 30, 2022 will incur a late surcharge.

Receiving hours are 9:00am - 3:00pm Monday-Friday

DIRECT SHOWSITE SHIPMENTS

Shipment will be received starting on
October 6, 2022.

To: **Exhibiting Company and Booth Number**
For: Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: NRG Center
Hall A1
One NRG Park
Houston, TX 77010

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

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES, OVERSIZED CRATES AND/OR FLATBED SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 3:00pm on September 23, 2022. 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 7:00pm on Saturday, October 8, 2022.

If your designated carrier fails to pick up or refuses to accept your shipment by Saturday, October 8, 2022 by 8:00pm, your freight will be shipped by one of the official show carriers. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling. Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Arata Expositions, Inc. cannot be responsible for delivery time or damage or loss to property.



GLOSSARY OF SHIPPING TERMS

GLOSSARY OF SHIPPING TERMS

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

Air Waybill:

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

Bill of Lading:

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

Classification:

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

CWT:

Hundred weight (100 lbs).

Dock:

Area where goods are received.

Drayage or Material Handling Contractor:

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

Rerouted Freight:

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

Freight Forwarder:

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

Marshalling Yard:

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

Material Handling:

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

Material Handling Form:

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

Official Contractor:

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

Pro-Number:

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

Shipper:

Individual or company whose goods are being shipped.

Shipping Outbound Material Handling Form:

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

Tariff:

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

Waybill:

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



MATERIAL HANDLING RATE SCHEDULE

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

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

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

WAREHOUSE SHIPMENTS

Crated Shipment	\$122.50 per CWT
Special Handling Shipment	\$159.25 per CWT
Carpet and/or Padding Only Shipment	\$183.75 per CWT

SITE SHIPMENTS

Crated Shipment	\$118.50 per CWT
Special Handling Shipment	\$154.05 per CWT
Uncrated/Pad Wrapped Shipment	\$177.75 per CWT
Carpet and/or Padding Only Shipment	\$177.75 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER SEPTEMBER 23, 2022

Crated Shipment	\$30.63 per CWT	Special Handling Shipment	\$39.81 per CWT	Carpet and/or Padding Only Shipment	\$45.94 per CWT
-----------------	-----------------	---------------------------	-----------------	-------------------------------------	-----------------

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to show site will be received at a rate of \$55.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier. Small package rates do not apply to 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 applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading/loading, constricted space unloading/loading, designated piece unloading/loading, carpet/padding only shipments or stacked shipments. Also included are multiple shipments, alternate delivery locations, mixed loads, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver. All Federal Express, Airborne Express, DHL and UPS shipments require special handling.

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:

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

Stacked Shipments:

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

Constricted Space Unloading/Loading:

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

Designated Piece Unloading/Loading:

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

Mixed Loads:

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

Crated vs. Uncrated:

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

Multiple Shipments:

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

Alternate Delivery Location:

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

Carpet /Padding Only Shipments:

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

Improper Paperwork / No Documentation:

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

Improper Weight:

Shipments that come in and are re-weighed showing the documentation was incorrect will be charged the special handling rate plus a weight ticket charge.



MATERIAL HANDLING RATE CALCULATION

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. Absolutely, no credits will be issued after show closing.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	250 lbs (300) Divided by 100 =	3	X	\$122.50	=	\$367.50
Warehouse Crated			X	\$122.50	=	
Warehouse Special Handling			X	\$159.25	=	
Warehouse Carpet/Padding Only			X	\$183.75	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	X	\$118.50	=	\$355.50
Showsite Crated			X	\$118.50	=	
Showsite Special Handling			X	\$154.05	=	
Showsite Uncrated/Pad-Wrapped			X	\$177.75	=	
Showsite Carpet/Padding Only			X	\$177.75	=	

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

SERVICES OFFERED

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

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

Email: operations@t3logistics.com

Phone: [1.866.920.4228](tel:1.866.920.4228)



Around The Clock Service.





T3 LOGISTICS, LLC

QUOTE/SHIPMENT REQUEST

Schedule your shipment using any of these options:

Email: operations@t3logistics.com

Phone: 1.866.920.4228

Fax: 1.410.799.0118

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:

HAUListic is pleased to be named the OFFICIAL transportation company for:

FRANCHISE EXPO

HOUSTON

October 7th – 8th, 2022

NRG CENTER
HOUSTON, TX

REQUESTER NAME: _____ REQUESTER PHONE: _____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS ☐

RATE INQUIRY ONLY AT THIS TIME ☐

PICK UP ADDRESS:

COMPANY _____
STREET NO. _____
SUITE/FL. NO. _____
CITY/STATE/ZIP _____
CONTACT _____
PHONE _____

PICK UP DATE _____

BILLING INFORMATION

COMPANY _____
STREET NO. _____
SUITE OR FL. NO. _____
CITY/STATE/ZIP _____
CONTACT _____
PHONE _____
FAX _____
EMAIL _____

READY TIME _____ CLOSE TIME _____ BOOTH # _____ DECLARED VALUE: _____

SHIP TO: ☐ ADVANCE WAREHOUSE ☐ DIRECT TO SHOW SITE

NO. OF PIECES	DESCRIPTION	DIMENSIONS			WEIGHT
		L	x	W x H	

SERVICE LEVEL REQUIRED:

☐ NEXT DAY ☐ 2 DAY ☐ 3-5 DAY DEFERRED (LTL)

Please arrange shipping after show to the following address

COMPANY _____
STREET NO. _____
SUITE/FL. NO. _____
CITY/STATE _____
ZIP _____

CONTACT _____
PHONE _____

PLEASE PRINT & SIGN AUTHORIZED NAME _____

Providing REAL solutions to your transportation problems!

HAUListic

987 Primrose Court, Lexington, KY 40511

• PHONE: 1-800-388-4112 • Fax: 859-253-9137 • Email: LEX@shiphaulistic.com

**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

**WAREHOUSE HANGING
SIGN ONLY**

SHIP TO ARRIVE BY SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY



**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

**WAREHOUSE HANGING
SIGN ONLY**

SHIP TO ARRIVE BY SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY

**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

**WAREHOUSE HANGING
SIGN ONLY**

SHIP TO ARRIVE BY SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY

**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

**WAREHOUSE HANGING
SIGN ONLY**

SHIP TO ARRIVE BY SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

HOLD FOR STORAGE

DELIVER PRIOR TO SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

HOLD FOR STORAGE

DELIVER PRIOR TO SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY



FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

HOLD FOR STORAGE

DELIVER PRIOR TO SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: Yellow
9415 Wallisville Road
Houston, TX 77013

HOLD FOR STORAGE

DELIVER PRIOR TO SEPTEMBER 23, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: NRG Center
Hall A1
One NRG Park
Houston, TX 77010

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: NRG Center
Hall A1
One NRG Park
Houston, TX 77010

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY



FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: NRG Center
Hall A1
One NRG Park
Houston, TX 77010

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo Houston 2022
c/o: Arata Expositions, Inc.
c/o: NRG Center
Hall A1
One NRG Park
Houston, TX 77010

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY



MARBLE, STONE & PAVER FEES

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.

MARBLE, STONE & PAVER HANDLING FEES

Arata Expositions, Inc. and the Franchise Expo Houston 2022 would like to extend the following rate schedule to allow you to feel comfortable bringing your best material to exhibit at the show.

The rate for this year will again be based on the square footage of your booth space. Instead of pricing your material by the total weight, we will charge by the total amount of square footage of exhibit space you occupy at a rate of \$8.00 per square foot. This price includes the unloading, delivery, and removal of your skidded material. There will be no additional surcharges, such as uncrated or overtime.

This rate will not be applied to any exhibition material other than tile, marble, stone, or pavers. All material that does not fall into this category will be billed at the published material handling rates for the show.

If you should have any questions regarding your shipment and how it will be billed, please do not hesitate to contact Arata Expositions, Inc.

Please complete this form and return it to us by September 16, 2022 if you plan on using this service.

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"/>		

A/V Exhibit Order Form



Advanced Ordering Deadline: September 21, 2022

Remit to: NRG Park - Exhibitor Services

Mailing Address: One NRG Park, Houston, TX 77054

Phone: 832-667-1707

Fax: 832-667-1472

Email: exhibitorservices@nrgpark.com

ComeXposium - MFV Exposition 2022

October 7-8, 2022

NRG Park

Houston, TX

Prices are subject to change without notice.

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued.

ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

Equipment	Qty	Day Rate	# Days	Total	
EXAMPLE ITEM	1	52.00	2	104.00	
AUDIO					<p>Please Contact Your INSPIRE Representative For:</p> <p>**Comprehensive Exhibit Booth AV Design**</p> <p>**Lighting, Computer, & Special Equipment**</p> <p>**Items Not Listed or Special Requests**</p> <p>Your A/V Sales Representatives are:</p> <p>Jared Ferguson jared.ferguson@JSAV.com</p>
4 Channel Audio Mixer		52.00			
8 Channel Audio Mixer		88.00			
Self-Amplified Speaker w/ Stand		88.00			
Standard Wired Microphone		41.00			
Wireless Headset or Lapel Microphone		155.00			
Computer/Phone Audio adapter		41.00			
DISPLAY					<p>Please Print Clearly & Fill Out Completely</p> <p>EXHIBITOR or EAC 3rd PARTY COMPANY CONTACT INFORMATION</p> <p>Company:</p> <p>Order Contact:</p> <p>Address:</p> <p>City/State/Zip:</p> <p>Tel:</p> <p>Fax:</p> <p>E-Mail:</p>
<i>w/ built-in or attached speakers ****monitors require external speakers****</i>					
32" Flat Panel Display Monitor		304.00			
50" Flat Panel Display Monitor **55****		567.00			
60" Flat Panel Display Monitor		824.00			
70" Flat Panel Display Monitor		927.00			
80" Flat Panel Display Monitor		1,030.00			<p>EXHIBITOR or EAC 3rd PARTY COMPANY DELIVERY INFORMATION</p> <p>Booth/Room #:</p> <p>Onsite Contact:</p> <p>Cell Phone:</p> <p>Delivery Date:</p> <p>Delivery Time:</p> <p>Received By: X: _____</p> <p>Pick-Up Date:</p> <p>Pick-Up Time:</p> <p>Delivered By: X: _____</p>
Mount: Upright Truss		129.00			
Dual Post Stand W/ Bracket		144.00			
<p><i>*60", 70", and 80" Monitors require 2 technicians @1hr labor to safely secure to floor stand</i></p>					
LIGHTING					
Source 4 Leko		41.00			
LED Uplight		35.00			<p>ADD NOTES OR INSTRUCTIONS BELOW</p>
LED Pro Par 56 RGB		103.00			
OTHER					
Laptop with Power Point		232.00			
3K LCD Projector (3500 Lumens)		412.00			
5K HD Projector		670.00			
6K HD Projector		876.00			
Cable TV RF Tie In		206.00			
96" x 96" Tripod Screen		52.00			
Display Easel		15.00			
Wireless Remote for Laptop		62.00			
AC Extension 25'		15.00			
AC Power Strip		15.00			
Equipment Total:					
Labor (1 Hour Minimum) \$70/HR:					
Sub Total					
Tax				8.25%	
Grand Total					
Date Signed:					
Signature:					

FOOD AND BEVERAGE SAMPLING GUIDELINES

- 1) There are two types of sampling:
 - An exhibitor distributes food samples to market products by mail or other retail outlets.
 - For on-premise purchase of products based on food samples distributed by an exhibitor.
- 2) Any food and beverage product must have some relevancy to the type of show or the social make-up of expected clientele.
- 3) Any food sample from an exhibitor must be germane to that exhibitor's business.
- 4) Any food sample distributed by an exhibitor must meet the following criteria:
 - All sample sizes are restricted and not to be competitive with the sizes of products sold by Aramark's food and beverage outlets. Allowable sizes are: **2-oz food** item and **2-oz non-alcoholic beverage**.
 - **ABSOLUTELY NO ALCOHOLIC BEVERAGES** are permitted to be brought into NRG Park. Aramark is in compliance with Texas State Law, and in accordance with the laws and regulations of the Texas Alcoholic & Beverage Commission (TABC) is responsible for the administration and service of any alcoholic beverages.
 - All food and beverage products sold by exhibitors must be packaged for at-home consumption and not to be consumed on premise. The minimum selling size must be pre-approved by NRG Park.
- 5) Coca-Cola is one of the major sponsors of NRG Park, please note the following exceptions:
 - There can be **no sampling of any coffee, carbonated beverage, isotonic sports drinks, or fruit juices other than a Coca-Cola product**. Only hot tea samples can be distributed.
 - There can be **no sampling of any type of bottled water**.
 - *The above rules do not apply to "Food Shows" – i.e. Sysco, Jake's Finer Foods or any show deemed a Food Show by NRG Park.
- 6) Exhibitor is responsible for obtaining any permits required by the Health Department. Houston Health Department Bureau of Consumer Health Services Environmental Permits Office phone number is 832.393.5100. Forms can be obtained from the Health Department directly or from their website: [Temporary Food Permit](#)
- 7) Any violation can result in NRG Park removing unauthorized items from the facility immediately.

I have read and will comply with the above guidelines.

Company Representative

Date

Show or Event Name: _____

Event Date(s): _____

Company Name: _____

Phone: _____

Contact Name: _____

Fax: _____

Address: _____

City/ST/Zip: _____

Email: _____

Please list all items that will be sampled in your booth. Allow 1 week for approval.

Sample Size (2-oz or less)	Selling Size	Item Description

Return to:

ASM Global-NRG Park

Attn: Rose Harshfield

One NRG Park, Houston, TX 77054

Phone: 832.667.1741 – Email: rhharshfield@nrgpark.com

NRG Park Approval _____ Date _____

2022

Exhibitor Catering Menu



Sunrise Starters

Morning Agenda

House Made Fruit Cups, Assorted Muffins and Breakfast Pastry (individually wrapped), Jam, Butter, Assorted Juices and Regular Coffee (3 gallons per package)

\$450 serves 24 people

Signature Sunrise

Assorted Muffins and Breakfast Pastry (individually wrapped), Jam, Butter, Regular Coffee (3 gallons per package)

\$200 serves 24 people

Assorted Muffins & Breakfast Pastry

\$38 dozen (individually wrapped)

Bagels with Cream Cheese

\$40 dozen (individually wrapped)

Voodoo Doughnuts

\$50 assorted dozen



Snacks & Desserts

Miniature Dessert Display

French Macarons, Pecan Tarts, Chocolate Mousse Drops
\$75 serves 12 (individually wrapped)

Assorted Decadent Dessert Bars

\$50 dozen (individually wrapped)

Craveworthy Cookies

\$60 dozen (assorted, individually wrapped)

Mini Candy Collection

\$40 per 3 pounds (individually wrapped)

Protein Bars

\$75 dozen (individually wrapped)

Fancy Mixed Nuts

\$60 dozen (individually wrapped)

Cocktail Pretzels

\$33 dozen (individually wrapped)

Assorted Potato Chips

\$33 dozen (individually wrapped)

Cajun Snack Mix

\$42 dozen (individually wrapped)

Trail Mix

\$42 dozen (individually wrapped)

Fresh Popped Popcorn

\$42 dozen (individual cone bags)

Sandwiches, Wraps & Boxed Meals

Signature Sandwich & Wrap Buffet

Assortment of Turkey and Swiss Sandwiches, Smoked Ham and Cheddar Sandwiches, Grilled Chicken Caesar Wraps, Mediterranean Vegetarian Wraps

Served with Chipotle Baked Potato Salad Cups, Quinoa Vegetable Salad Cups, Assorted Potato Chips, Craveworthy Cookies and Bottled Water

\$370 serves 12

Assorted & Wrap Platter

Assortment of Turkey and Swiss Sandwiches, Smoked Ham and Cheddar Sandwiches, Grilled Chicken Caesar Wraps, Mediterranean Vegetarian Wraps

\$250 serves 12

Boxed Lunches

Each meal includes Entrée, Potato Chips, Craveworthy Chocolate Chip Cookie and Bottled Water

\$26 per box, minimum order – 5 per type

- Turkey and Swiss on Whole Wheat Bread
- Roast Beef and Cheddar on Herbed Hoagie
- Italian Hoagie
- Chicken Caesar Salad Wrap
- Grilled Chicken Chopped Salad
- Grilled Chicken Caesar Salad
- Mediterranean Greek Vegetarian Salad

Individual Sushi Boxes

Each meal includes Soy Sauce and Chop Sticks

\$30 per box, minimum order 6 boxes (no mix and matching)

- Spicy Tuna Roll
- Spicy Salmon Roll
- Spring Roll
- California Roll
- Crab Roll

Appetizers

All orders of appetizers require at least one catering attendant minimum

Hot Appetizers

pricing per 50 pieces

Jalapeno Bacon Wrapped Chicken
\$210

Crab Cakes
remoulade, lemon wedges
\$230

Beef Empanadas
jalapeno ranch
\$190

Black Bean Empanadas
chipotle cream sauce
\$190

Crispy Vegetarian Spring Rolls
sweet and sour sauce
\$190

Colossal Tempura Shrimp
sweet chili sauce
\$220

Beef Wellington
beef tenderloin, mushroom duxelle, pastry
\$200

Chimichurri Beef Skewers
\$190

Ancho Chicken Skewers
\$190

Southwest Eggrolls
\$190

Vegetarian Potato Samosas
curried yogurt sauce
\$175

Cold Appetizers

Serves 12 people

Domestic & Imported Cheese Tray
assorted flatbreads, crackers
\$125 serves 12

Sushi Social
assorted sushi rolls, nigiri, spring rolls
\$150 serves 12

Smoked Norwegian Salmon
cream cheese, red onion, egg, capers, lemon,
pumpnickel loaf, flatbreads
\$150 serves 12

Shrimp Spring Rolls
peanut sauce
\$110 serves 12

Vegetarian Spring Rolls
peanut sauce
\$110 serves 12

Italian Antipasto Display
genoa salami, mortadella, provolone, mozzarella,
olives, pickled vegetables, flatbreads
\$110 serves 12

Market Fresh Vegetable Crudités
baby carrots, cucumber, grape tomatoes, celery,
broccoli, red radish, ranch dressing,
red pepper hummus
\$110 serves 12

Texas Jumbo Shrimp Cocktail
jumbo gulf shrimp, cocktail sauce, lemon
\$210 serves 12

Chafers Included at No Additional Charge
Service Table & Linen Not Included with Service

Non-Alcoholic Beverages

Dasani Bottled Water 12oz

\$82 case 24 bottles

Soft Drinks 12oz

Coca-Cola, Diet Coke or Sprite

\$82 case 24 cans

Bottled Tea 16oz

sweet or unsweet

\$110 case 24 bottles

Pellegrino

\$110 case 24 bottles

Assorted Fruit Juices 10oz

orange, cranberry or apple

\$52 dozen bottles

Fresh Brewed Regular Coffee

\$180 per 3 gallons

(includes cups, sleeves, lids, creamers, sweeteners, stir sticks)

each gallon yields approximately 16 - 8oz servings

Fresh Brewed Decaffeinated coffee

\$180 per 3 gallons

(includes cups, sleeves, lids, creamers, sweeteners, stir sticks)

each gallon yields approximately 16 - 8oz servings

Hot Tea Service

\$45 per gallon

(includes cups, sleeves, lids, creamers, honey, sweeteners, stir sticks)

each gallon yields approximately 16 - 8oz servings

Silver Urn Service

\$300 per show

Deluxe Coffee Presentation

based on availability, advance order only

*Water Cooler

Water Cooler Rental \$150 per day

(includes cone cups)

Includes One 5-Gallon Water Jug

\$45 refresh 5-gallon water jug

\$200 on-site orders (if available)

*Keurig Machine Rental

Daily Machine Rental \$150 per day

(includes cups, sleeves, lids, sweeteners, stir sticks, creamer PCs)

50 k-cup coffee pods \$250

One gallon jug of water \$10 each

\$200 on-site orders (if available)

*Nespresso Machine Rental

Daily Machine Rental \$200 per day

(includes cups, sleeves, lids, sweeteners, stir sticks, creamer PCs)

50 Nespresso capsules \$300

One gallon jug of water \$10 each

\$250 on-site orders (if available)

*Requires Dedicated Power

Contact Freeman for Electrical

Phone: 832-667-2651

MISCELLANEOUS

Linen (black or white) \$7 each

China Must be Ordered 2 Weeks in Advance.

Additional Fees Will Apply

Bars, Tables, Counters Not Included with Service

Please Order these items from the Show Decorator in Advance of Service Start Time

To order Porter Services please visit NRG Park Exhibitor Services Online Ordering site at:

<https://nrgpark.boomerecommerce.com>

Beverage Packages

Refueling Package

Crown Royal Whiskey	1 bottle (750 mL)
Tito's Vodka	1 bottle (750 mL)
Patron Silver Tequila	1 bottle (750 mL)
Cranberry Juice	6 bottles (10oz)
Orange Juice	6 bottles (10oz)
Tonic Water	6 cans (12oz)
Club Soda	6 cans (12oz)
Lemon, Lime Wedges	
\$650 per package	

Classic Margarita Package

Patron Silver Tequila	2 bottles (750 mL)
Margarita Mix	2 bottles (1 liter)
Lime Wedges, Margarita Salt	
\$450 per package	

Beer and Wine Package

Bud Light	24 pack (16oz)
Michelob Ultra	24 pack (16oz)
Coors Light	24 pack (16oz)
Miller Lite	24 pack (16oz)
Sonoma Cutrer Chardonnay	1 bottle (750 mL)
Franciscan Cabernet Sauvignon	1 bottle (750 mL)
\$850 per package	

Bloody Mary Package

Tito's Vodka	2 bottles (750 mL)
Zing Zang Mix	3 bottles (1 liter)
Tabasco	1 bottle
Worcestershire Sauce	1 bottle
Lime Wedges, Celery Sticks, Olives	
\$350 per package	

Mimosa Package

La Marca Prosecco	4 bottles (750 mL)
Orange Juice	6 bottles (10oz)
\$325 per package	

Cutwater Cocktails Package

Tropical Tiki Mai Tai	24 pack (12oz cans)
Vodka Mule	24 pack (12oz cans)
Whiskey Mule	24 pack (12oz cans)
\$580 per package	

*An Aramark TABC Certified Bartender is Required With All Alcohol Services, No Exceptions

• Bartender Fee - \$175++ For the First 4 Hours (One Hour Prior to Service Will Be Charged for Set Up) and \$50 for Each Additional Hour.

Alcoholic Beverages

Beer

Domestic Beer

Bud Light, Budweiser, Coors Light,
Michelob Ultra, Miller Lite
\$195 case 24 bottles (16oz)

Premium Beer

Corona Extra, Heineken, Karbach Love Street,
Shiner Bock, Stella Artois
\$240 case 24 bottles (16oz)

Hard Seltzer

\$240 case 24 cans (16oz)

Wine

per 750mL bottle

White Wine

Veuve Clicquot, Champagne	\$185
La Marca, Prosecco	\$49
Miraval Rosé	\$80
Sonoma Cutrer, Chardonnay	\$70
Kendall-Jackson, Chardonnay	\$52
CK Mondavi, Chardonnay	\$42
Whitehaven, Sauvignon Blanc	\$50
Santa Margherita, Pinot Grigio	\$78

Red Wine

La Crema, Pinot Noir	\$62
Mark West, Pinot Noir	\$46
J. Lohr, Merlot	\$47
Franciscan, Cabernet Sauvignon	\$78
Kendall-Jackson, Cabernet Sauvignon	\$58
Josh Cellars, Cabernet Sauvignon	\$49
CK Mondavi, Cabernet Sauvignon	\$42

*An Aramark TABC Certified Bartender is Required With All Alcohol Services, No Exceptions

- Bartender Fee - \$175++ For the First 4 Hours (One Hour Prior to Service Will Be Charged for Set Up) and \$50 for Each Additional Hour.

Liquor

per 750mL bottle

Whiskey & Bourbon

Jim Beam	\$70
Jack Daniels	\$90
Makers Mark	\$95
Crown Royal	\$115

Scotch

Macallan 12	\$175
Johnnie Walker Black	\$110
Dewar's White Label	\$82

Gin

Bombay Sapphire	\$95
Tanqueray	\$85

Rum

Captain Morgan	\$75
Bacardi Superior	\$73

Tequila

Don Julio 1942*	\$400
Casamigos Reposado	\$195
Patron Silver	\$175
Cuervo Gold	\$80

Vodka

Grey Goose	\$120
Tito's	\$110
New Amsterdam	\$75
Ketel One	\$100

*Please Order A Minimum of Two Weeks in Advance of Show to Guarantee Product

- No Product Will Carry Over from Day to Day, All Orders Must be Consumed on the Original Day of the Order

* Bar Service Containing a Maximum of 2 Bottles of Wine OR One Case of Beer Do Not Require an Aramark TABC Certified Bartender. However, if Wine & Beer are Purchased Together then an Aramark TABC Certified Bartender will be Required.

Specialty Items & Action Stations

Contact Aramark Sales for More Information at mihalow-christina@aramark.com

Professional Espresso Cart

Ideal for 250-400 Guests Per Cart

Custom In-Booth Service Offering Espresso, Cappuccino, Lattes & More

Limited Quantity of Carts Available

Contact Aramark Sales for More Information

Fruit Smoothie Cart

Ideal for 250-400 Guests Per Cart

Custom In-Booth Service Offering Variety of Fruit Smoothies

Limited Quantity of Carts Available

Contact Aramark Sales for More Information

Nitrogen Ice Cream Action Station

Ideal for 250-400 Guests Per Cart

Custom In-Booth Nitrogen Ice Cream Station

- Single Flavor or Multi Flavors Options Available

Limited Quantity of Carts Available

Contact Aramark Sales for More Information

Logo Cookies

Customize a Cookie for VIP Clients

Served on Platters or Individually Wrapped

\$90 per dozen, minimum 5 dozen

\$250 Design Fee

Logo Bottled Water

Must be Arranged Six (6) Weeks Prior to Show

\$95 per case, minimum 10 cases (8 oz bottles)

\$125 per case, minimum 10 cases (16.9 oz bottles)

* \$300 Design Fee/One Time Fee

** Shipping & Handling Fee Will Apply (pricing varies)

Logo Sheet Cake

Display a Company Logo on a Custom Cake

Minimum Two-Week Lead Time Required

\$425 Full Sheet (serves 90)

\$225 Half Sheet (serves 45)

Pricing May Vary Depending on Design

Cake cutting service requires an attendant

Custom Luncheons or Receptions

Our Sales Team Can Create Specialty Options for Menus

(Sandwiches, Salads, Barbecue or Local Favorites, etc.)

Ordering Information

This Menu is for Use on the Exhibit Floor Only. If You are Placing an Order for a Meeting Room or Suite, Please Call the Sales Department for a Catering Menu.

Ordering

All original catering orders must be received no later than **three weeks prior to the first day of your show**; a 10% late charge will be applied to all orders after this date. Changes and/or cancellations must be received by **two weeks prior to the first day of the show**. No cancellations, reductions or returns will be made after that time. Any change made after **two weeks prior to the first day of the show** will be subject to approval by the Aramark Sales Department based on availability of product and staff.

Ordering Confirmation & Payment Policy

Please allow for up to seven (7) business days for order processing. All orders received will be confirmed with a **Customer Invoice**. If you do not receive a **Customer Invoice**, please know your order has not been processed. Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any reorders made on site. **NO EXCEPTIONS**. Orders will be confirmed via Customer Invoice within 14 business days. Order is not final until signed Customer Invoice and Payment is received and processed successfully.

Administration Charge, Sales Tax & Gratuity

All items are subject to a 20% Administration Charge and applicable (8.25%) Sales Tax. Mixed Beverage Sales Tax included in sales price. This Administrative Charge is not intended to be a tip, gratuity or service charge for the benefit of employees and is not distributed to employees. Gratuity is optional.

Pricing

All prices are subject to change without prior notification.

Service Personnel

When ordering Aramark personnel for your booth, we will schedule personnel a minimum of one hour prior to start time of your service. Attendants are highly recommended for serving your booth. Bartenders are **required** for dispensing all alcoholic beverages per TABC regulations.

NOTE: Catering Attendants are responsible for setup and clearing food and beverage related equipment and items during the catered event. Please note Catering Attendants are not permitted to do general booth cleaning, such as vacuuming, emptying trash cans, dusting, etc. We advise all catered events order a porter service. We recommend a Standard Porter Service for events with 25-50 people with limited catering and Full Time Porter Service for events over 50 people and/or more extensive catering. To order Porter Services please visit NRG Park Exhibitor Services Online Ordering site at: <https://nrgpark.boomerecommerce.com>

QUESTIONS? Email us mihalow-christina@aramark.com

Unauthorized Food & Beverage

Aramark is the exclusive caterer for NRG Park. Absolutely no food, coffee products, alcohol or non-alcoholic beverages, candy, logo water, etc. are allowed into NRG Park.

Tables & Electrical

Aramark does not provide skirted service tables, bars or electrical hookups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

Event Day Ordering

Please place order with Aramark Service Desk in NRG Center. All order forms need to be accompanied by an authorized signature and valid credit card information. Event day service hours are 10am to 3pm for same day and future orders. Any orders received after 3pm will be processed for the next business day after 10am. **Please allow ninety (90) minutes for delivery after orders are placed.**

Delivery Charge

A \$50.00 charge will apply to all deliveries of less than \$250.00 per order. This fee applies to each delivery below the minimum, including multiple deliveries daily.

Serviceware & Supply Charge

A once daily Supply Charge will be mandatory to cover the cost of disposable serviceware for in-booth catering to include Service Platters, Flatware, Plates, Cups and Napkins. The Supply Charge of **\$50.00** will be in conjunction with an Attendant Charge. China service is available on a limited basis for an additional fee. Please note: If china service is available, it is required that service personnel also be ordered to work in your exhibit location. China service must be ordered by the deadline **two weeks prior to the first day of the show**.

Cancellation Policy

No cancellations will be made after **two weeks prior to the first day of the show**. Cancellations must be received in writing and must be confirmed by Aramark to be valid. All other cancellations will be assessed a charge of up to one hundred (100) percent of the total order value including fees and taxes. In the event of an event cancellation, you will not be charged until the doors to the event were opened prior to the event cancellation.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes to quantity, menu context, etc., is subject to special pricing.

Unconsumed Food & Beverage

Aramark reserves the right, in its sole discretion, to dispose of any unconsumed or unopened food and beverages at the end of each event or to restock certain items. Credit will not be given for any such items.

Order Form



Submit to Mihalow-christina@aramark.com
 Phone 832-667-2420 Fax 832-667-2424
Orders Are Not Confirmed Until a Signed Event Order is Received by the Aramark Sales Office. This is Only an Order Form

EVENT / SHOW NAME : _____

COMPANY (Name on Exhibit Booth): _____

EXHIBIT COMPANY (3rd Party Planner, If Applicable): _____

ADDRESS (Street, City, State, Zip): _____

BOOTH NUMBER: _____ PAVILION (If Applicable) _____

CONTACT NAME: _____ OFFICE PHONE: (_____) _____

E-MAIL: _____ CELL PHONE: (_____) _____

DATE	DELIVERY TIME*	ITEM DESCRIPTION	QTY	PRICE	LINE TOTAL
		Supply Charge/ Charged Daily		\$50.00	
20% Administration Charge & Sales Tax Applies, 10% Late Fee for Orders Received Less Than 14-Days Prior to Show All Orders Must be Accompanied by a Payment Agreement (next page) *NOTE: Delivery Times can vary up to 30 Minutes Before or 30 Minutes After Time Requested *Deliveries for orders less than \$250.00 will incur a \$50.00 Delivery Fee, Per Delivery					

Deadlines

All original orders must be received by close of business **three weeks prior to the first day of the show** or a 10% late charge will be applied. Orders will be confirmed via Customer Invoice within 7 business days after review by our Sales Department. Order is not final until signed Customer Invoice and Payment is received.

No cancellations or reductions may be made less than two weeks prior to the show. Any change made after **two weeks prior to the first day of the show** will be subject to approval by the Aramark Sales Department based on availability of product and staff.

Delivery Charge

A \$50.00 (++) charge will apply to all deliveries of less than \$250.00 per order per day per order. Multiple daily orders will result in multiple delivery fees if minimum is not met, per delivery.

QUESTIONS? Email Us: mihalow-christina@aramark.com

Administration Charge & Sales Tax

All items are subject to a 20% Administration Charge and applicable (8.25%) Sales Tax. Mixed Beverage Sales Tax included in sales price. This Administrative Charge is not intended to be a tip, gratuity or service charge for the benefit of employees and is not distributed to employees. Gratuity is optional.

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. **NO EXCEPTIONS.**

Tables, Electrical Requirements & Cleaning

Aramark **does not** provide skirted service tables, bars or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

NOTE: Attendants are not permitted to do general booth cleaning, such as vacuuming, emptying trash cans, dusting, etc.

Payment Agreement

Please Print

Submit to Mihalow-christina@aramark.com

Phone 832-667-2420 Fax 832-667-2424

Orders Are Not Confirmed Until a Signed Event Orders is Received by the Aramark Sales Office, This is Only an Order Form

EVENT / SHOW NAME : _____

COMPANY (Name on Exhibit Booth): _____

EXHIBIT COMPANY (3rd Party Planner, If Applicable): _____

ADDRESS (Street, City, State, Zip): _____

BOOTH NUMBER: _____ PAVILION (If Applicable) _____

CONTACT NAME: _____ OFFICE PHONE: () _____

E-MAIL: _____ CELL PHONE: () _____

PAYMENT INFORMATION

- ♦ Our payment policy requires payment in full prior to the rendering of services
- ♦ Payment for all orders must be guaranteed with a credit card authorization. However, other forms of payment are acceptable

CREDIT CARD HOLDER'S NAME: _____ PHONE () _____

CARD HOLDER'S EMAIL: _____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARD NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Month)

(Year)

CVD CODE

CARD HOLDER SIGNATURE

DATE

PAYMENT PREFERENCES

- ☐ Please charge my card for the full amount. *Only one credit card will be accepted per company.*
- ☐ I will be sending a check for the full amount. I understand this check needs to be received by Aramark no later than 14-Days prior to Event/Show. My credit card number will be placed on file for guarantee purposes. ***A credit card must be on file no exceptions.***

Note: Wire transfers are a minimum of \$5000 and require special handling. Please contact a Sales Manager at 832-667-2420.

IMPORTANT INFORMATION

Aramark is the exclusive caterer for NRG Park. Absolutely no food, beverage, coffee, candy, logo water, etc., are allowed into NRG Park without approval from and appropriate waiver fees paid to Aramark.

PAYMENT POLICY

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.

QUESTIONS? Email Us: mihalow-christina@aramark.com

I certify that the above information is correct and that I have read and understand the policies and procedures in the Exhibitor Menus.

AUTHORIZED SIGNATURE

TITLE

DATE

Electrical Services Order Form



Advanced Price Deadline Date: September 21, 2022

ComeXposium - MFV Exposition 2022

Remit to: NRG Park - Exhibitor Services

October 7-8, 2022

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1707 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

For assistance, please call 832-667-1707 (option 1) to speak with one of our experts. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. Prices are subject to change without notice.

ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: ☐ Exhibiting Company ☐ EAC (3rd Party Company) ☐ Show Management

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone #: _____ Fax: _____

Order Contact Email Address: _____

IMPORTANT INFORMATION

DELIVERY OF SERVICE: Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

MULTIPLE OUTLET LOCATIONS: A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

ISLAND BOOTHS: For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

INLINE & PENINSULA BOOTHS: Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS: Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER: If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1707, option 1.

Electrical Services Order Form

ELECTRICAL OUTLETS, LIGHTING & PRICING

Outlet Type	Quantity	Advance Price	Standard Price	Total
120 VOLT SINGLE PHASE				
1500 Watts (15 Amps)	_____	\$110.00	\$149.00	\$ _____
20 Amps	_____	\$148.00	\$200.00	\$ _____
208 VOLT SINGLE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$215.00	\$290.00	\$ _____
30 Amps	_____	\$265.00	\$357.00	\$ _____
60 Amps	_____	\$394.00	\$531.00	\$ _____
100 Amps	_____	\$627.00	\$847.00	\$ _____
200 Amps	_____	\$1,278.00	\$1,724.00	\$ _____
208 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$283.00	\$382.00	\$ _____
30 Amps	_____	\$338.00	\$457.00	\$ _____
60 Amps	_____	\$579.00	\$781.00	\$ _____
100 Amps	_____	\$952.00	\$1,286.00	\$ _____
200 Amps	_____	\$1,905.00	\$2,572.00	\$ _____
400 Amps	_____	\$4,029.00	\$5,123.00	\$ _____
480 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$504.00	\$681.00	\$ _____
30 Amps	_____	\$638.00	\$863.00	\$ _____
40 Amps	_____	\$861.00	\$1,161.00	\$ _____
60 Amps	_____	\$1,229.00	\$1,659.00	\$ _____
80 Amps	_____	\$1,505.00	\$2,032.00	\$ _____
100 Amps	_____	\$1,905.00	\$2,572.00	\$ _____
LIGHTING (Price Includes Power & Labor for Installation)				
Single Light Stand (200w)	_____	\$186.00	\$252.00	\$ _____
Double Light Stand (400w)	_____	\$196.00	\$266.00	\$ _____

*May require labor and/or lift at additional charge. Please contact 832-667-1707, option

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials. Extension cords and power strips are available for rental at the NRG Park Service Desk.

GRAND TOTAL COST

Outlet (s): \$ _____

Lighting: \$ _____

GRAND TOTAL: \$ _____

Electrical Services Order Form

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

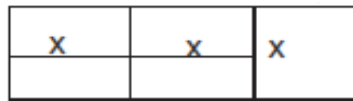
Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

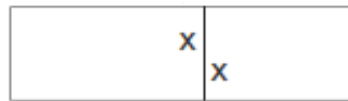
LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

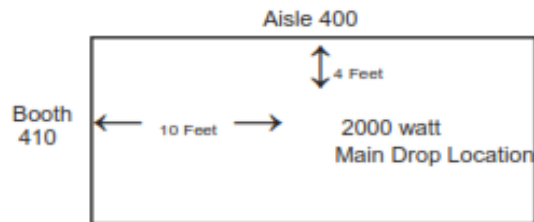


BACK TO BACK PENINSULA

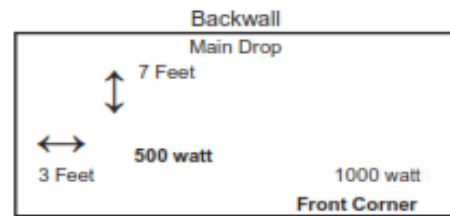
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All equipment regardless of power source, must comply with Federal, State and local codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.

Electrical Labor Order Form

Advanced Price Deadline Date: August 21, 2022

**ComeXposium - MFV Exposition 2022
October 7-8, 2022**

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1707 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

Order Services & Manage Orders Online At: <https://nrgpark.boomerecommerce.com/>

LABOR RATES AND SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

Description	Advance Price	Standard Price	Unit
ELECTRICIAN - STRAIGHT TIME:	\$77.00	\$77.00	Per Man/Per Hour
ELECTRICIAN - OVERTIME:	\$154.00	\$154.00	Per Man/Per Hour

- 1) Start time guaranteed only at start of each working day.
- 2) Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet & flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. NRG Park must rec detailed blue prints/floor plans for power distribution under

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

Name of Onsite Contact: _____

Cell Phone: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following: Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

LABOR REQUEST:

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: _____

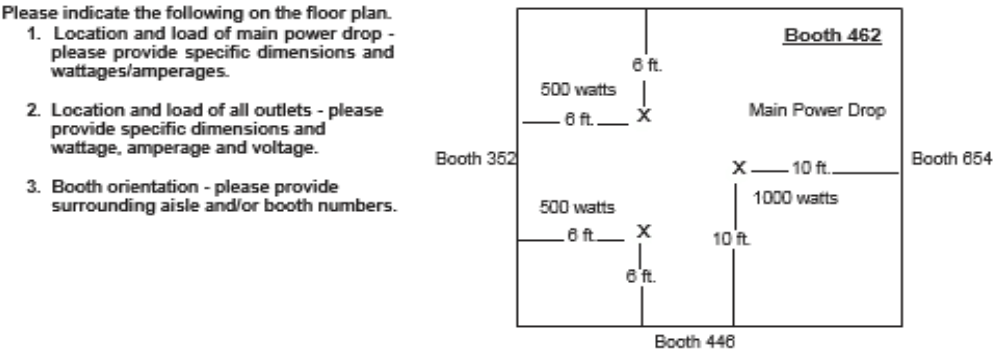
Special Instructions: _____

ELECTRICAL LABOR INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

- 2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.
- 3. Continuations to another day are a minimum of 1 hour.
- 4. Labor must be picked up at the NRG Park service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK



ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at houstonutilities@freemanco.com with any additional questions.

WATTAGE		WATTAGE	
Blender	475 - 100	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1000
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Coffee Pot - Household Size	600 - 1200	Juicer - Double	1000
Large Coffee Pot, Griddle or Portable Heater	1500 - 2000	Laminator	2000
Computer Monitor - Independent	120 - 200	Lights with Rental Booths	200 Each
Computer - Desktop (Monitor & CPU)	200 - 900	Meat Slicer	500 - 1000
Computer - Laptop	100 - 300	Microwave Oven	500 - 2000
Computer Printer - Dot Matrix	100 - 500	Mixer	500 - 1000
Computer Printer - Laser	400 - 1000	Photo copier	Depends on Size - May Require 208V
Crock Pot	200 - 1000	Pizza Oven (Small)	30 Amp/120V Special Connection
DVD Player	50 - 100	Popcorn Maker	2000
Electric Frying Pan	1200 - 2000	Projector (Depends on Size)	1000
Fax Machine	1000	Refrigerator - Small	400
Flat Screen TV - 32" to 50"	1000	Refrigerator - Full Size	750
Food Processor	500 - 2000	Sewing Machine	1000
Glue Gun	300	Steamer	2000
Hot Water Heater	0 Amp 208 Volt Sinlge Phase	Stereo (Amplifier) or Television	100 - 500
Hair Dryer	1000 - 2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Hot Plate Double	1500 - 2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Water Cooler - Cold Water	1000	Water Cooler - Hot/Cold Water	2000



BOOTH DIAGRAM LAYOUT

- 1. Location of the main power drop;** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets:** Please provide specific dimensions and wattages/amperages. Please **DO NOT** place an X where power is required.
- 3. Booth Orientation:** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW DATES: _____

BOOTH #:

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

154



INTERNET SERVICE CONTRACT

Order Services & Manage Orders Online at
<https://nrgpark.boomerecommerce.com>

Exhibitor Company Name or EAC 3rd Party Ordering for Exhibitor		Booth/Room#:	Show Name: Franchise Expo Houston 2022	
Billing Company Name (or EAC 3rd Party):		Show Start Date: 10/07/2022	Show End Date: 10/08/2022	
Billing Company Address (or EAC 3rd Party):		Incentive Order Deadline: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:	
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

Effective August 9, 2021 – December 31, 2022 - V080921A

BASIC INTERNET, NOT FOR STREAMING (HARDLINE)		QTY	INCENTIVE*	BASE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage			\$895	\$1,140	
Additional Device(s), Per Device Up to 4 [6 or more available online]			\$185	\$220	
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST		QTY	INCENTIVE*	BASE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps			\$3,495	\$4,370	
Dedicated 6 Mbps			\$5,900	\$7,375	
Dedicated 10 Mbps			\$7,850	\$9,810	
Dedicated 15 Mbps			\$11,700	\$14,630	
Dedicated 20 Mbps			\$15,500	\$19,380	
Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	
Higher bandwidth services available for uhd streaming					
INTERNET EQUIPMENT & LABOR		QTY	INCENTIVE*	BASE	TOTAL
Switch Rental – up to 24 ports			\$185	\$225	
Patch Cable (up to 100') – Cat5e			\$50	\$62	
Labor / Floor Work – four lines per hour			\$125	\$125	
Distance Fee for each Internet line delivered outside the facility			\$500	\$500	
WIRELESS INTERNET AVAILABLE					
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)					
Move-In/On-Site order fee (if ordering service after show move-in begins)		(20%) x (Base Price)			
IMPORTANT! Review “Product Overview / Glossary” literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. See https://nrgpark.boomerecommerce.com to view the NRG Park Terms & Conditions. Please call if assistance is needed. Note Cancellation Policy Specifics – Terms & Conditions item #K – This document, page/thumbnail 2. Please note that Wireless services are NOT included on this form – please contact us for specific rates.		SUBTOTAL			
		Estimated Sales Tax 8.25%			
		PUC Universal Surcharge 4.3%			
		PUC Gross Receipts 0.1667%			
		GRAND TOTAL			

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

Remit Order Form to: **NRG Park - Exhibitor Services**
Mailing Address: **One NRG Park**
Houston, TX 77054

Phone Number: 832-667-3900
Fax Number: 832-667-3901



TELEPHONE SERVICE CONTRACT

Order Services & Manage Orders Online at
<https://nrgpark.boomerecommerce.com>

Effective August 9, 2021 – December 31, 2022: V080921A

Exhibitor Company Name or EAC 3rd Party Ordering for Exhibitor		Booth/Room#:	Show Name: Franchise Expo Houston 2022	
Billing Company Name (or EAC 3rd Party):		Show Start Date: 10/07/2022	Show End Date: 10/08/2022	
Billing Company Address (or EAC 3rd Party):		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:	
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

Move-In/On-Site order fee (if ordering service after show move-in begins)	(20%) x (Base Price)	
	SUBTOTAL	
	Estimated Sales Tax 8.25%	
	PUC Universal Surcharge 4.3%	
	PUC Gross Receipts 0.1667%	
	GRAND TOTAL	

IMPORTANT! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. See <https://nrgpark.boomerecommerce.com> to view the NRG Park Terms & Conditions. Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #K – This document, page/thumbnail 2.**

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

Remit Order Form to: **NRG Park - Exhibitor Services**
 Mailing Address: **One NRG Park**
Houston, TX 77054

Phone Number: 832-667-3900
 Fax Number: 832-667-3901

"COMMUNICATIONS" FLOORPLAN WORKSHEET

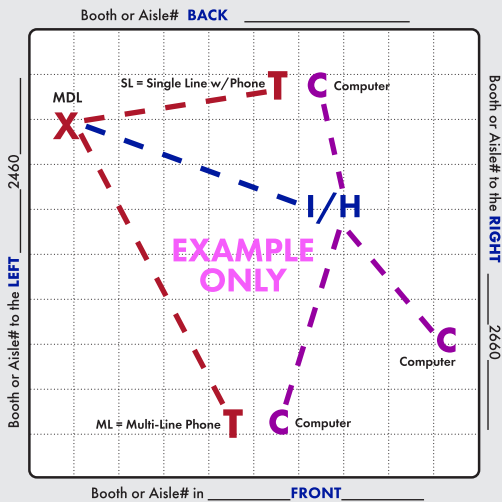
Company Name:

Show: Franchise Expo Houston 2022

Booth/Room #:

Center: **NRG Park**

Customer / Ref #:



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

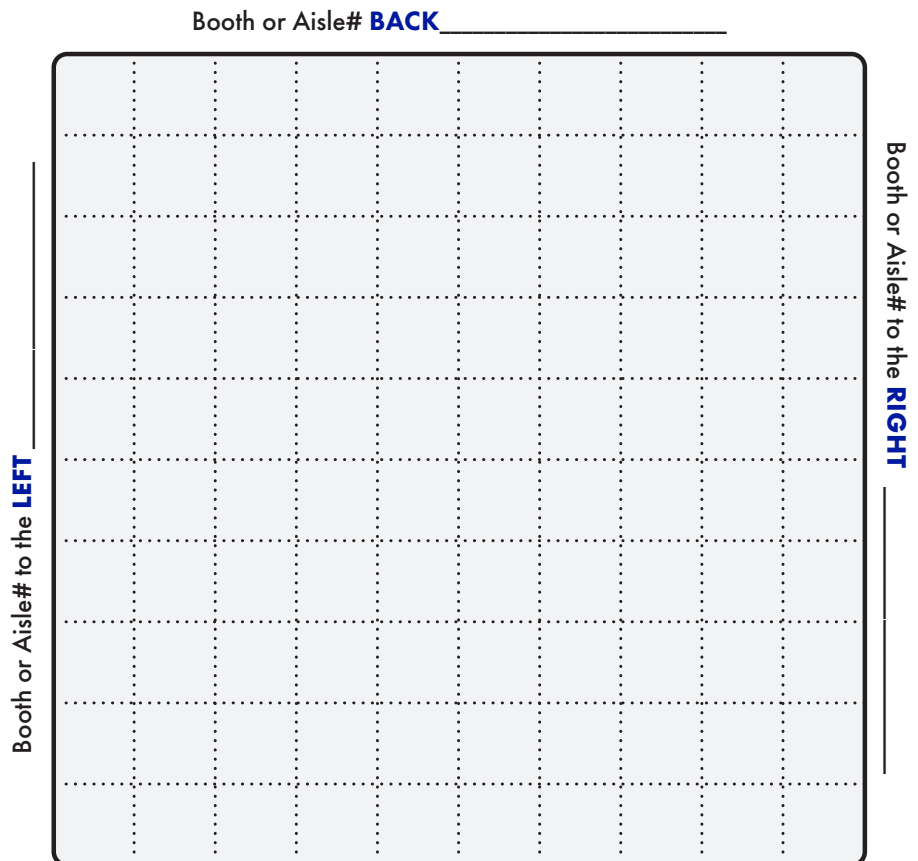
Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline



You may reach us with questions at:

Call (832) 667-3900 • Email: customerservice@smartcitynetworks.com

Order online at: <https://nrgpark.boomerecommerce.com>

Or fax order to (832) 667-3901

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: Franchise Expo Houston 2022	Booth/Room #:
Center: NRG Park	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (832) 667-3900 • Email: customerservice@smartcitynetworks.com
Order online at: <https://nrgpark.boomerecommerce.com>
Or fax order to (832) 667-3901

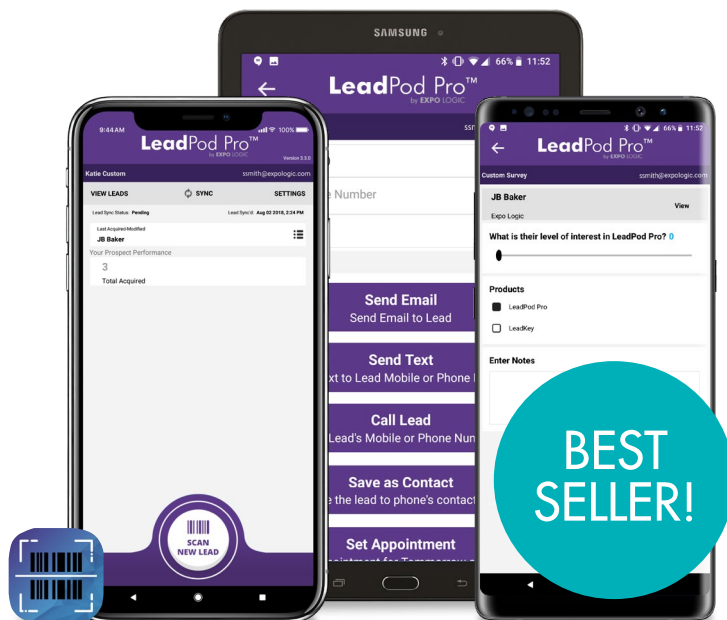
Win **MORE** Business with Advanced Lead Retrieval Tools

You've made the investment to exhibit, now get the **highest ROI** possible by capturing prospect information in just a few seconds. Expo Logic's lead retrieval tools make it easy to scan badges, qualify leads, and even follow-up with leads!

LeadPod Pro

The LeadPod™ Pro app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. With the LeadPod Pro app you can scan an attendee's badge using the camera on your device, capture their contact information instantly, take notes on each lead, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.



[LEARN MORE](#)

Lead Manager

Lead Manager is a user-friendly, handheld device with a large touchscreen display. Lead Manager allows you to scan badges, collect leads quickly and view the lead information right on the device. The large screen makes reading the leads easy and gives you the option to enter notes right on the device.



[LEARN MORE](#)

To order online, go to myexpoleads.expologic.com and use show code: **FEH22**

If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

LeadPod Pro

Mobile solution for iOS and Android devices, includes basic survey questions and note-taking capability.

Minimum iOS Version 9.0, Minimum Android Version 5.0. All devices require AutoFocus Cameras

Lead Manager

Wireless battery operated unit that saves leads on-line for download at any time. New improved touch screen allows for easy note-taking & qualification.

Printer for Lead Manager

Wireless, battery powered thermal printer connects to handheld scanners to print a hardcopy of each scan. Will operate from up to 50ft away and print 1000+ leads on a single charge. **ONLY COMPATIBLE WITH LEAD MANAGER.**

Device Selection

	Initial Price	Starting 8/30/22	Starting 10/1/22	QTY	TOTAL
LeadPod Pro	\$285/1st Unit	\$335/1st Unit	\$385/1st Unit	_____	\$_____
Capture leads, take notes and more with this app.	\$135/Addl.	\$185/Addl.	\$235/Addl.	_____	\$_____
Lead Manager	\$355/1st Unit	\$405/1st Unit	\$455/1st Unit	_____	\$_____
Wireless battery operated unit with touch-screen note taking that saves leads on-line for download at any time.	\$255/Addl.	\$305/Addl.	\$355/Addl.	_____	\$_____
Printer for Lead Manager	\$125/1st Unit	\$125/1st Unit	\$125/1st Unit	_____	\$_____
Wireless, battery powered thermal printer.	\$125/Addl.	\$125/Addl.	\$125/Addl.	_____	\$_____

Additional Services

Insurance quantities must equal device quantities.	COST	QTY	TOTAL
Custom Surveys	\$95	_____	\$_____
Custom Qualifiers	\$95	_____	\$_____
Lead Manager Insurance	\$45 /each	_____	\$_____
Insurance for Portable Printer	\$45	_____	\$_____

PROCESSING FEE \$ 7.95
(for mailed, faxed, emailed or phoned in orders)

GRAND TOTAL \$ _____

Your Contact and Payment Information

Company <input style="width: 90%;" type="text"/>		Billing Contact <input style="width: 90%;" type="text"/>	
Billing Street Address (Must match the billing address on the credit card being used for payment) <input style="width: 95%;" type="text"/>			
City <input style="width: 90%;" type="text"/>		State <input style="width: 15%;" type="text"/>	Zip <input style="width: 20%;" type="text"/>
Phone <input style="width: 90%;" type="text"/>		Fax <input style="width: 90%;" type="text"/>	
Email Address <input style="width: 95%;" type="text"/>			
Cell Phone Number (for on-site contact) <input style="width: 90%;" type="text"/>		Booth Number <input style="width: 90%;" type="text"/>	
Email Address (for on-site contact) <input style="width: 95%;" type="text"/>			
First Name (for on-site contact) <input style="width: 90%;" type="text"/>		Last Name (for on-site contact) <input style="width: 90%;" type="text"/>	

Credit Card (circle one if paying by credit card) <div style="display: flex; justify-content: space-between; width: 100%;"> AMEX VISA MasterCard Discover </div>		Check Number <input style="width: 90%;" type="text"/>	Total Amount Due <input style="width: 90%;" type="text"/>
Credit Card Number <input style="width: 90%;" type="text"/>		CVV <input style="width: 15%;" type="text"/>	Expires <input style="width: 20%;" type="text"/>
Name as it appears on card <input style="width: 90%;" type="text"/>		Signature <input style="width: 90%;" type="text"/>	

TERMS & CONDITIONS: It is understood the above-named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge. Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey® is \$495.00/device. Replacement fee for lost, stolen, damaged Lead Manager is \$2,495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order 'Delivery' services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.
*LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G).

Custom Cleaning Form

nrg park

Remit to: NRG Park-Exhibitor Services

Mailing Address: One NRG Park, Houston, TX 77054
Phone: 832-667-1707
Fax: 832-667-1821
Email: exhibitorservices@nrgpark.com

ComeXposium - MFV Exposition 2022

October 7-8, 2022
NRG Park
Houston, TX

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

Exhibiting Company or EAC Ordering for Exhibitor:	Date:	Booth # (s):	
Street Name:	City:	State:	Zip:
Ordered By:	Email Address:	Phone Number:	Fax Number:

NRG Park is the exclusive cleaning contractor. If you wish to order any of the services listed below, please use this form to pre-order & submit payment online. NRG Park requires 24 hour advance notice for all onsite orders. In the event that your service is not satisfactory, please notify the event's show management immediately. Prices are subject to change without notice.

EXHIBIT CLEANING (CARPETED BOOTHS ONLY)

Trash removal & vacuuming for carpeted booths. Exhibit Cleaning is done during non-show hours either in the morning prior to the show opening or at the end of the show each day. Prices are based on gross square feet of exhibit space & includes sales tax. 100 square feet minimum required.

☐ **\$0.21 Per Sq. Ft.** (8.25% Sales Tax Included) Daily Price Per Square Foot \$ _____

Subtotal of Exhibit Cleaning Cost

Booth Size (Sq. Ft.) Sq. ft. x **\$0.21** Price/Sq. Ft. = \$ _____ x _____ Daily Rate # of Days

Dates you would like Cleaning & Special Instructions: _____

STANDARD PORTER SERVICE

Consists of trash removal & wiping counters. Does not include wiping displays or equipment. This service occurs every 2 hours during event hours & event days only. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. If you need a porter at a certain time in your booth, you must order Full Time/Hourly Porter Service.

☐ **\$35.50 Per Day** (8.25% Sales Tax Included) \$ _____

Subtotal of Standard Porter Service Cost

_____ x \$ 35.50 per day = _____

of Days

Dates you would like Standard Porter Service & Special Instructions: _____

FULL TIME/HOURLY PORTER SERVICE

Consists of regular trash removal, catering trash removal (NOT catering equipment) & wiping counters. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. 4 hour minimum per show day is required. Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only.

☐ **\$16.50 Per Hour** (8.25% Sales Tax Included) \$ _____

Subtotal of FT Hourly Porter Cost

_____ x _____ x \$ 16.50 per hour/per day

of Days # of Hours Per Day

Dates & Times you would like Hourly Porter Service & Special Instructions: _____

CARPET EXTRACTION/SHAMPOO & MOPPING SERVICES (HARD SURFACE FLOORS ONLY)

Full carpet extraction (shampoo) & Full Mopping is done in the evenings only prior to the first show day on hard surface floors (REQUIRES 12 HOURS TO DRY). Price is based on gross square feet of carpet/flooring & includes sales tax. Please specify if you have a Double Decker booth along with the square footage of each level.

Double Decker Booth: ☐ Yes ☐ No

Level One Sq. Ft. _____ Level Two Sq. Ft. _____

☐ **One Time Only Full Carpet Extraction: 100 sq. ft. Minimum Required** # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.35 per sq. ft. = _____

☐ **Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required** # of Show Days _____ x Booth Sq. Ft. _____ x \$ 0.35 per sq. ft. = _____

\$ _____

Subtotal of Shampoo or Mop Cost

STANDARD DISINFECTION SERVICE

Consists of disinfection of high touchpoint surfaces, such as hand rails, door handles, chairs, counters, table tops, etc. Disinfection attendants will not be responsible for disinfection of exhibitor displays, setups or the like. For detailed requests related to this service, please email exhibitorservices@nrgpark.com. This service occurs every 2 hours during event hours & event days only, not at requested times. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. If you need a porter at a certain time or day in your booth, you must order Full Time/Hourly Porter Service.

☐ **\$40.00 Per Day** (8.25% Sales Tax Included) \$ _____

Total Cost

_____ x \$ 40.00 per day = _____

of Show Days

Show Dates you would like Standard Porter Service: _____

FULL TIME/HOURLY DISINFECTION SERVICE

Consists of disinfection of high touchpoint surfaces, such as hand rails, door handles, chairs, counters, table tops, etc. Disinfection attendants will not be responsible for disinfection of exhibitor displays, setups or the like. For detailed requests related to this service, please email exhibitorservices@nrgpark.com. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. 4 hour minimum per show day is required. Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only. Please specify the event days & hours needed below. Along with your request for service, please include specific details on the high touchpoint surfaces that you would like the disinfection attendant to focus on in your booth.

☐ **\$16.50 Per Hour/Per Day** (8.25% Sales Tax Included) \$ _____

Total Cost

_____ x _____ x \$ 16.50 per hour/per day

of Show Days # of Hours Per Day

Show Dates & Times you would like Hourly Porter Service: _____

GRAND TOTAL \$ _____

Parking Pass Order Form

**Remit to: NRG Park - Exhibitor Services**

Mailing Address: One NRG Park Houston, TX 77054

Phone: 832-667-1707

Fax: 832-667-1821

E-mail: ExhibitorServices@nrgpark.com**ComeXposium - MFV Exposition 2022****October 7-8, 2022****NRG Park****Houston, Texas**

Prices are subject to change without notice.

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

The regular parking fee at NRG Park is \$20.00 per entry/per event day with no unlimited in & out entries. For your convenience, a special **2-day** exhibitor parking pass is available that grants unlimited in & out privileges during event days for **\$48.00**. There is no charge for parking during move-in days of an event. This parking pass **DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE**. Parking passes will be held for your arrival at the NRG Park Exhibitor Services Desk during move-in if one is offered. **PARKING PASSES ARE NOT BE MAILED.**

Please Check One:☐ Exhibiting Company☐ EAC (3rd Party Company)☐ Show Management

Company Name: _____

Order Contact: **(PLEASE PRINT)** _____ Order Date: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

E-mail: _____ Telephone: (____) _____ Fax: (____) _____

NUMBER OF PASSES REQUIRED: _____ @ **\$48.00 (per vehicle)** = \$ _____

Booth # (s): _____

ONSITE SERVICE DESKS:

Prepaid parking passes are to be picked up or onsite purchases are to be made at the NRG Park Exhibitor Services desk during move-in of an event if one is provided. If you are charged for first time entry on an event day, please bring your parking stub to the service desk to receive a \$20.00 credit toward the purchase of a parking pass. If a service desk is not provided by the event, please contact the NRG Park Exhibitor Services office at 832-667-1707 to retrieve any prepaid parking pass.

PARKING GATE STUBS:

If you have pre-ordered a parking pass by credit card or by check & you have been charged for first time entry on an event day, please bring your \$20.00 parking stub to the NRG Park service desk & a refund will be processed in the form of your original payment. STUBS WILL ONLY BE ACCEPTED FOR CREDIT DURING THE SCHEDULED SERVICE DESK HOURS OF THE EVENT. STUBS WILL NOT BE ACCEPTED BY NRG PARK AFTER AN EVENT HAS ENDED. If a service desk is not provided by the event, this service will not be provided.

PAYMENT MUST BE COMPLETED BY THE CUSTOMER THROUGH OUR SECURE ONLINE PAYMENT SYSTEM**PARKING PASSES NOT PICKED UP FROM THE SERVICE DESK WILL NOT BE REFUNDED.****ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.**

Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, October 5-8, 2022, naming MFV Expositions LLC (208 Harristown Road, Glen Rock NJ 07452) as the certificate holder. The following must be listed as additional insured: MFV Expositions LLC and NRG Center.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$84.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for just \$84

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=590ebe76fdc3>

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address.

Please use the following: Address - 1NRG Park, Houston, TX 77054

Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: martin.joksimovic@comexposium.com

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



arataexpo.com