



EXHIBITOR SERVICE MANUAL



FRANCHISE EXPO SOUTH 2022

September 9 - 10, 2022
Greater Ft. Lauderdale/Broward County Convention Center
Hall B
Ft. Lauderdale, Florida



Frequently Asked Questions

What is included with our booth?

All linear booth spaces include 8' drape along the back of your booth and 3' drape along the side of your booth and a booth ID sign.

Does our booth space include carpet or furniture?

No. Unless you have space in the supplier section, emerging brand pavilion or in the professional center, your booth space does not include carpet or furniture.

Are exhibitors required to have carpet in their booth space?

Yes, carpet or other approved flooring is required. Exhibitors may order carpet from Arata Expositions or they can bring their own carpet or flooring as long as it covers the entire floor space of their booth. If an exhibitor requires labor to lay their own carpet or floor covering, they should contact Arata for an estimate.

Are there height restrictions for our booth display?

Linear booth spaces: The back section cannot exceed eight (8) feet and any sidewall in the front half of the booth may not be higher than four (4) feet.

- Island booth spaces: For any custom exhibits please reach out to Martin at martin.joksimovic@comexposium.com

Is electric included in our booth?

No, electrical service is provided through Broward County Convention Center. 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 two 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, September 8th from 10:00 am to 5:00 pm. Exhibitor move out is Saturday, September 10th 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.

- Advance Shipments to the Warehouse: If you ship to the warehouse your freight will be delivered to your booth at the Broward County Convention Center by Thursday, September 8th. Material handling fees are higher if shipped to warehouse. Refer to the Exhibitor Manual for deadline and shipping address.
- Direct Shipping to the BCCC: Direct shipments to the Convention Center can arrive on Thursday, September 8th from 8:00 am - 5:00 pm. Shipments delivered directly to the convention center will be delivered to your booth as they are received.

Do I need to use a specific shipping company?

Exhibitors are welcome to use any carrier they choose. However, Haulistic (formerly Quad Express) is the preferred shipper for FES. 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 8' in length, if capable of being carried by hand 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. Show Management, its agents, vendors and the convention center do not offer nor accept responsibility for exhibitors' property. 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.

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 MFV 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:

Martin Joksimovic

Martin.Joksimovic@comexposium.com or 201-881-1658.



208 Harristown Road, Suite 102
Glen Rock, NJ 07452



Exhibiting for the First Time?

Thank you for exhibiting at the FES. 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 Operations Team at martin.joksimovic@comexposium.com or 201-881-1658.

Does our booth space include carpet or furniture?

No. Unless you have space in the business resource or emerging brands sections, your booth space does not include carpet or furniture.

Are exhibitors required to have carpet in their booth space?

Yes, carpet or other approved flooring is required. Exhibitors may order carpet through ARATA or they can bring their own carpet or flooring as long as it covers the entire floor space of their 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 South Rooming Block. Please visit our travel page at www.franchiseexpo.com/south. 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 multiple methods to gather this information to make your follow up easy.

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 not use FedEx or UPS as deliveries to the convention center are not always reliable. Our preferred shipper is Haulistic (formerly Quad Express), and they will be onsite to assist.

What happens at the end of the show?

Breaking down your booth before 4:00 pm, 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 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 8' in length, if capable of being carried by hand 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.

Does our booth space come with electric?

No, but if you need electrical service to your booth, you can order it through the Convention Center.

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.

What if I wish to sample food or beverages?

For sampling instructions please contact Martin at martin.joksimovic@comexposium.com



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

CORALI ROMERO
(201) 881-1662
corali.romero@comexposium.com

EXHIBITOR SERVICES/ GUEST PASSES

CORALI ROMERO
(201) 881-1662
corali.romero@comexposium.com

MARKETING, CONFERENCES & SPEAKERS

JOHN ERICH
(201) 275-1317
john.erich@comexposium.com

OPERATIONS & BOOTH SET UP

Martin Joksimovic
212-993-8587
martin.joksimovic@comexposium.com

PROMOTIONAL OPPORTUNITIES

Contact your sales representative

SALES TEAM

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

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

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

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



Arata Expositions, Inc.

SAFETY & HYGIENE PROTOCOLS



OUR PROMISE

For Arata Expositions, Inc. (AEI), the health and safety of our team, partners, and customers is our highest priority. In response to the changes in the world, AEI has implemented health and hygiene protocols designed to keep everyone in our company and industry safe. Our commitment to you is we will utilize best practices as recommended by the global and local health authorities including the World Health Organization (WHO) and the Centers for Disease Control (CDC) to ensure that our protocols have been vetted by experts and are supported by sound scientific research. In support of this commitment, AEI has implemented several required practices for all AEI employees and recommendations for guests who attend our events.



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Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming Franchise Expo South 2022 scheduled for September 9 - 10, 2022 at the Greater Ft. Lauderdale/Broward County Convention Center in Ft. Lauderdale, FL.

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

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 7% SALES TAX TO THE TOTAL.

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

Sincerely,

Arata Expositions, Inc.

Enclosures



DEADLINE DATES

Exhibitor Appointed Contractor	August 5, 2022
Rental Booths	August 5, 2022
Cleaning	August 12, 2022
Custom Furniture	August 12, 2022
Display Tables	August 12, 2022
Economy Packages	August 12, 2022
Forklift Installation/Dismantle	August 12, 2022
Freight Routing	August 12, 2022
Furniture	August 12, 2022
Hanging Sign Installation/Dismantle	August 12, 2022
Labor Installation/Dismantle	August 12, 2022
Special Signs	August 12, 2022
Standard/Plush Carpet	August 12, 2022
Warehouse Advance Shipment	August 19, 2022



SHOW FACTS

BOOTH EQUIPMENT:

Each 10' x 10' booth will receive an 8' high back wall draped in blue, a 3' high blue side rail and a one line identification sign indicating the name of the exhibiting company and booth number. Business Resource Center will have black drape.

AISLE CARPET:

Aisles will be carpeted in blue. Business Resource Center aisle carpet will be grey.

BOOTH CARPET:

Booth carpet is required. If no carpet is set in your booth by 5:00pm on Thursday, September 8, 2022, a carpet will be added to your order at the standard rate and installed before show opening. Carpet color will be at the discretion of AEI.

HEIGHT LIMITS:

Linear booths 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.

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

RIGGING:

Hanging signs must be approved by show management. All island booth layouts and hanging signs must be approved by show management.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive between

July 22, 2022 and August 19, 2022

Receiving Hours: 8:00am - 3:00pm

To: **Exhibiting Company and booth number**

For: Franchise Expo South 2022

c/o: Arata Expositions, Inc.

c/o: ZIX Corporation

7204 N.W. 84th Avenue

Medley, FL 33166

Receiving deadline for advanced freight is August 19, 2022. We will continue receiving freight at the advanced warehouse through August 31, 2022. Shipments received from August 20-31, 2022 will incur a late surcharge.

DIRECT SHOWSITE SHIPMENTS

Shipment will be received starting on

Thursday, September 8, 2022

To: **Exhibiting Company and booth number**

For: Franchise Expo South 2022

c/o: Arata Expositions, Inc.

c/o: Greater Ft. Lauderdale/

Broward County Convention Center

Hall B

1950 Eisenhower Boulevard

Ft. Lauderdale, FL 33316



SHOW SCHEDULE

FRANCHISE EXPO SOUTH 2022

September 9 - 10, 2022
Greater Ft. Lauderdale/Broward County Convention Center
Hall B
Ft. Lauderdale, Florida

SET UP HOURS:

Thursday, September 8, 2022

10:00am - 5:00pm

SHOW HOURS:

Friday, September 9, 2022

10:00am - 4:00pm

Saturday, September 10, 2022

10:00am - 4:00pm

MOVE OUT HOURS:

Saturday, September 10, 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#

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Cardholder's Name

Cardholder's Signature

Cardholder's Billing Address:

Street Address

City State Zip

Telephone E-Mail

This form must be signed and accompanied by your order.



THIRD PARTY PAYMENT

Name of Organization _____ Booth Number(s) _____

Authorized by _____ Title _____ Date _____

E-Mail _____ Signature SIGN HERE _____

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

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

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

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

THIRD PARTY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express ☐ Visa ☐ MasterCard ☐

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE _____

EXHIBITING COMPANY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express ☐ Visa ☐ MasterCard ☐

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF AUGUST 12, 2022.



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

COST CALCULATION WORKSHEET

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

13. **TOTAL LINES 1-12** \$
14. Add 7% Tax \$
15. **BALANCE DUE*** \$

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

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

SAFETY GUIDELINES:

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

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

THINK SAFETY



STANDARD BOOTH CARPET

STANDARD BOOTH CARPET

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





STANDARD CARPET

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

STANDARD LINEAR BOOTH CARPET				
Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$290.00	\$406.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$580.00	\$812.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$870.00	\$1218.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$1160.00	\$1624.00	\$
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 \$4.50 per sq. ft.	\$6.30 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 X \$1.75 per sq. ft.	Standard Price \$2.45 per sq. ft. = \$ _____
Double Padding	_____ X _____ = _____ sq. ft.	X \$3.50 per sq. ft.	\$4.90 per sq. ft. = \$ _____

VISQUEEN			
_____ X _____ = _____ sq. ft.	Discount Price X \$1.50 per sq. ft.	Standard Price \$2.10 per sq. ft.	Extended Price = \$ _____

Discount Deadline: **August 12, 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 _____

7% 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
_____	\$5.50 per sq. ft	X \$7.70 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 @ \$10.00 per sq. ft. discount or \$14.00 standard**

CARPET PADDING

					Discount Price	Standard Price	Extended Price
Single Padding	_____	X	_____	=	_____ sq. ft. X \$1.75 per sq. ft.	\$2.45 per sq. ft.	= \$ _____
Double Padding	_____	X	_____	=	_____ sq. ft. X \$3.50 per sq. ft.	\$4.90 per sq. ft.	= \$ _____

Discount Deadline: **August 12, 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 _____

7% 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	\$190.00	\$266.00	\$
	Side Chair	\$160.00	\$224.00	\$
	Side Chair (Contemporary White)	\$175.00	\$245.00	\$
	Counter Stool	\$240.00	\$336.00	\$
ACCESSORIES				
	Wastebasket	\$30.00	\$42.00	\$
	Literature Rack	\$145.00	\$217.50	\$
	Bag Holder	\$135.00	\$189.00	\$
	Easel (Tripod)	\$60.00	\$84.00	\$
	Chrome Sign Holder (22"W x 28"H)	\$135.00	\$202.50	\$
	Fishbowl	\$45.00	\$63.00	\$
	Posterboard, 4'W x 8'H, Vertical	\$220.00	\$308.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$220.00	\$308.00	\$
	Tensa Barriers	\$60.00	\$84.00	\$
	Credenza (38"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$490.00	\$735.00	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$395.00	\$592.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$25.00	\$35.00	\$
	3' High (per lin. foot) (\$55 min)	\$18.00	\$25.20	\$
	Special Skirting (per lin. foot)	\$10.00	\$14.00	\$
	8' High End Cap / Close Off	\$70.00	\$98.00	\$

SELECT COLOR BELOW

☐ Black ☐ Red ☐ Teal ☐ Silver ☐ Burgundy ☐ Purple ☐ Blue ☐ White

If item colors are not selected in advance, AEI will do so at no risk.

Discount Deadline: **August 12, 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 _____

7% 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	\$170.00	\$238.00	\$
	6'L x 2'D x 30"H	\$200.00	\$280.00	\$
	8'L x 2'D x 30"H	\$230.00	\$322.00	\$
	4th Side Drapes for 30" Tables	\$60.00	\$84.00	\$

DRAPED DISPLAY TABLES 42" HIGH

	4'L x 2'D x 42"H	\$230.00	\$322.00	\$
	6'L x 2'D x 42"H	\$280.00	\$392.00	\$
	8'L x 2'D x 42"H	\$330.00	\$462.00	\$
	4th Side Drapes for 42" Tables	\$70.00	\$98.00	\$

(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	\$99.00	\$138.60	\$
	6'L x 2'D x 30"H	\$125.00	\$175.00	\$
	8'L x 2'D x 30"H	\$150.00	\$210.00	\$

UNDRAPED DISPLAY TABLES 42" HIGH

EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT

	4'L x 2'D x 42"H	\$125.00	\$175.00	\$
	6'L x 2'D x 42"H	\$150.00	\$210.00	\$
	8'L x 2'D x 42"H	\$175.00	\$245.00	\$

DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	\$85.00	\$119.00	\$
	6 ft. Riser (white vinyl)	\$110.00	\$154.00	\$

Discount Deadline: **August 12, 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 _____

7% Tax _____

TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



ECONOMY PACKAGES

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.

Bundle your options to cover all the basics at a discounted rate.

EXHIBITOR ECONOMY PACKAGE OPTION 1 / 10 x 10 BOOTHS ONLY

1 - 6'L x 2'D x 30"H draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Grey contour chairs

1 - Wastebasket

1 - 10' x 10' standard carpet (check carpet color below)

☐ Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Purple ☐ Hunter Green

Daily Booth Cleaning

NO SUBSTITUTIONS. If item colors are not selected in advance, AEI will select colors.

OPTION 1

Cost: \$495.00

Total _____

7% Tax _____

TOTAL _____

EXHIBITOR ECONOMY PACKAGE OPTION 2 / 10 x 10 BOOTHS ONLY

1 - 6'L x 2'D x 42"H draped display table (check drape color below)

☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver

2 - Counter Stools

1 - Wastebasket

1 - 10' x 10' standard carpet (check carpet color below)

☐ Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Purple ☐ Hunter Green

Daily Booth Cleaning

NO SUBSTITUTIONS. If item colors are not selected in advance, AEI will select colors.

OPTION 2

Cost: \$710.00

Total _____

7% Tax _____

TOTAL _____

This form must be completed and returned by **August 12, 2022** in order to receive the EXHIBITOR ECONOMY PACKAGES. After the deadline, all furnishings will be available at the published show rates. **THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE AT SHOW SITE.**

Company Name

Booth Number

Street Address

City

State

Zip Code

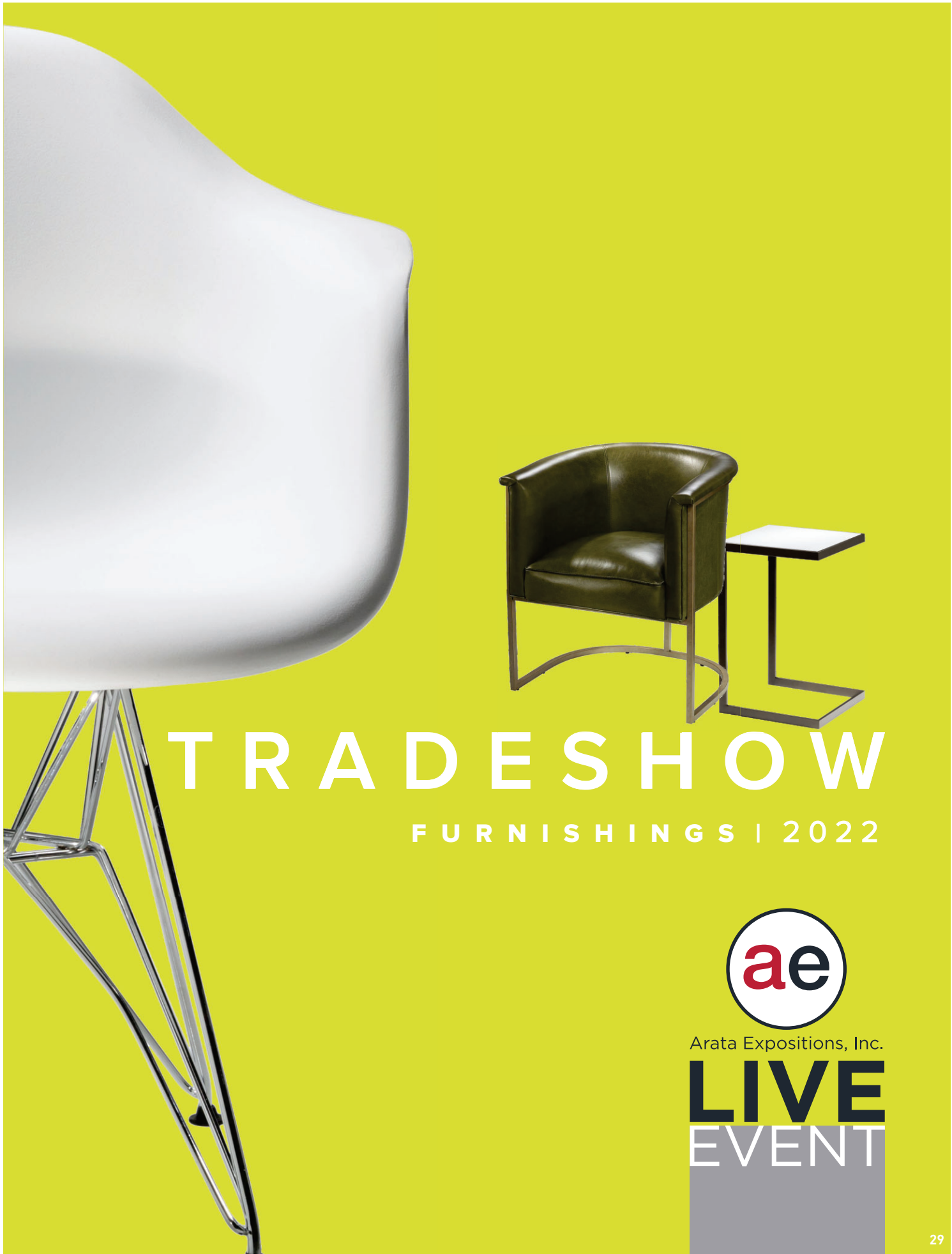
Country

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.

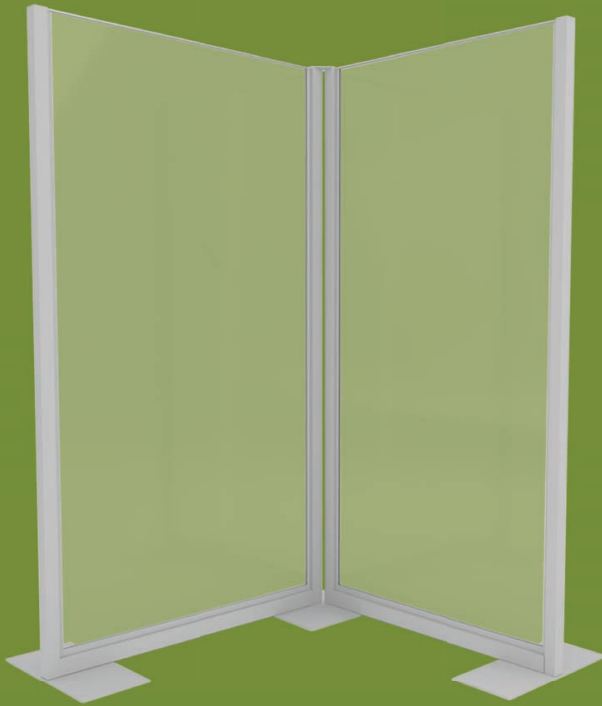


20'x20' - Midtown, Greenery Booth

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.



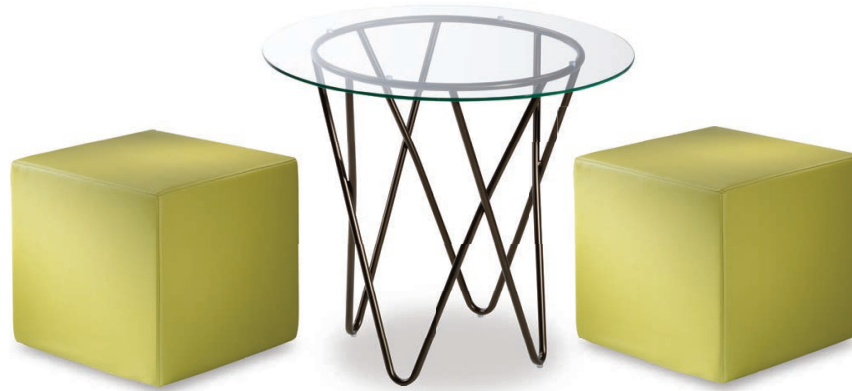
Demo Down. Ottomans are a great way to design small theaters for quick demonstrations.

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.





SAFETY

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

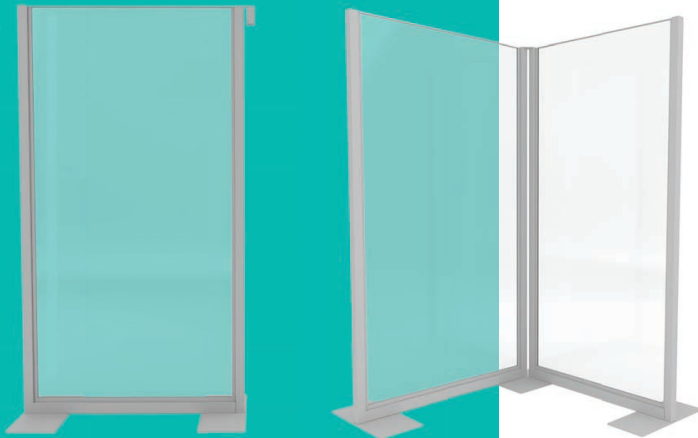
Attract, Connect and Inspire.

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

Locking
Hinge Detail

B.

C.



Bars | pg 118

E.



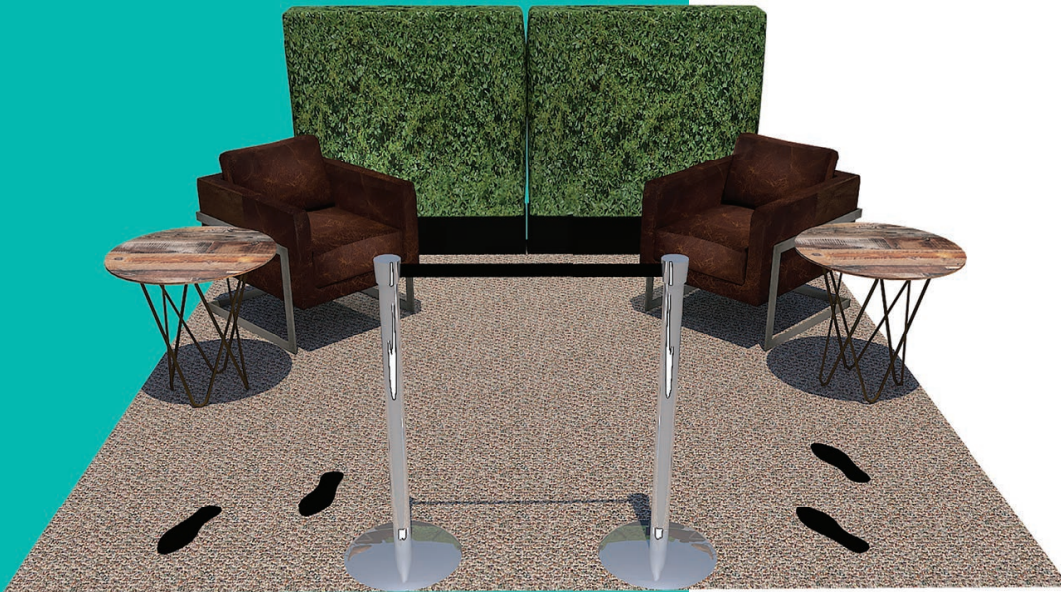
Sofa

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.

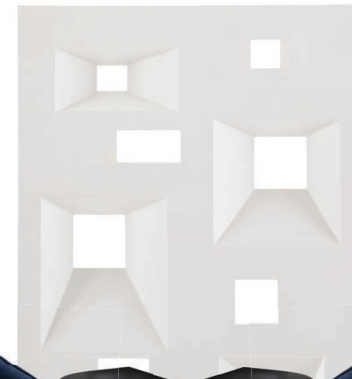
Dividers



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



Bar Tables
Barstools

Keep it Green

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

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



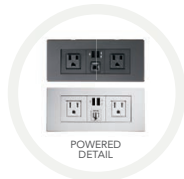
**Use Ventura 6'
Bar or Cafe Tables**
in your design to facilitate conversations
while physical distancing.



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

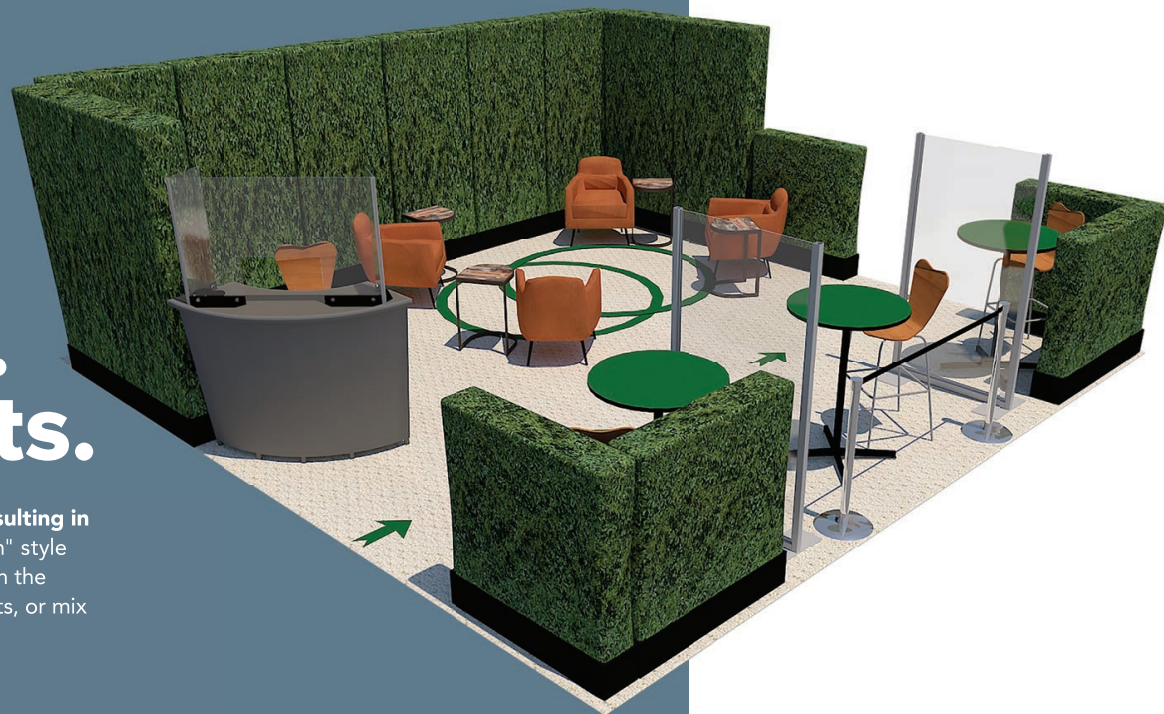
Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H



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



SOFT SEATING

Collections

Soft Seating Collections

Valencia

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

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



Level The Field:

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

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

Dividers



Fairfax

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

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



Sterling

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).

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

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

ACCENT
Chairs



Accent Chairs



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

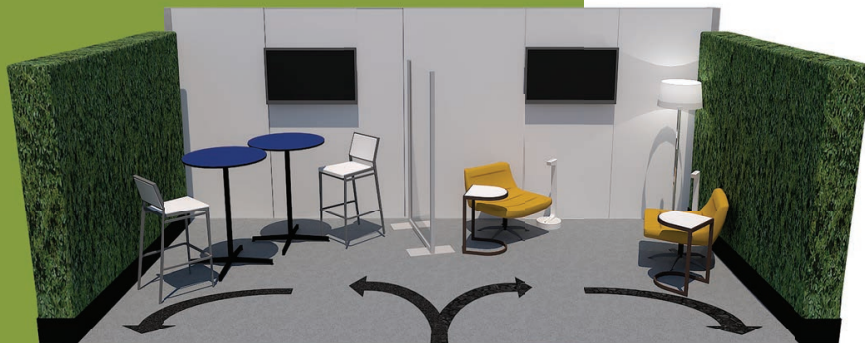


La Brea
LABREA Swivel Chair
(charcoal gray fabric, chrome)
35"L 27"D 40"H



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

Make it
swivel



10'x20' - Meeting Booth



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

Accent Chairs



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



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



Accent Tables | pg 70

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



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

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.

INDIVIDUAL

Seating





MARINA

CHAIRS

17.5"L19.5"D35"H



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

All frames brushed metal.

Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

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

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

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

Versatile Executions.

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



10'x20' - Beverly Demonstration Booth

Ottomans
Powered Products
Dividers
Barstools
Bar Tables



OTTOMAN

Collections



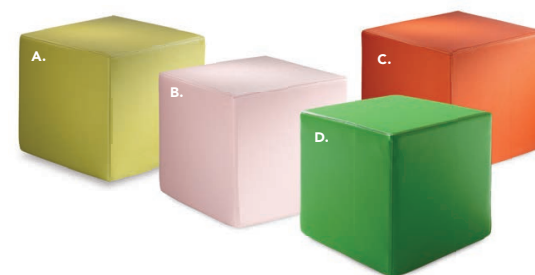
Provide a Pop!

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

CUBE

OTTOMANS

18" L 18" D 18" H



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



SMALL BENCH

OTTOMANS

30" L 20" D 18" H



- A) BVSMOR (orange fabric) B) BVSMON (olive green fabric) C) BVSMWH (white vinyl)
 D) BVSMBK (black vinyl) E) BVSMBL (ocean blue fabric) F) BVSMBN (brown fabric)
 G) BVSMGY (gray fabric) H) BVSMLN (linen fabric) I) BVSMLV (lavender fabric)
 J) BVSMRD (red fabric) K) BVSMYL (yellow fabric)



BENCH

OTTOMANS

60"L 20"D 18"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

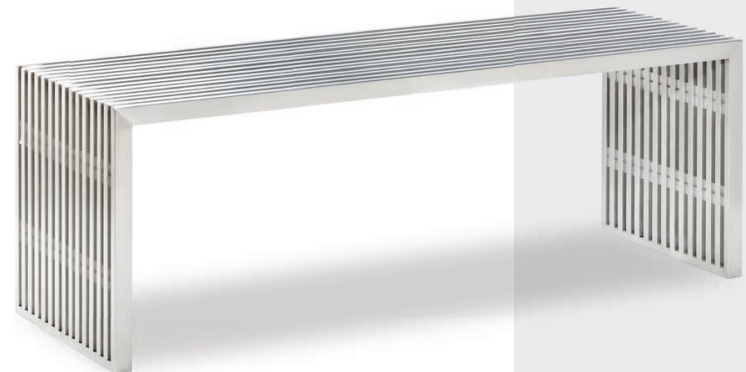
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench

REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



ACCENT

Tables





M E S A



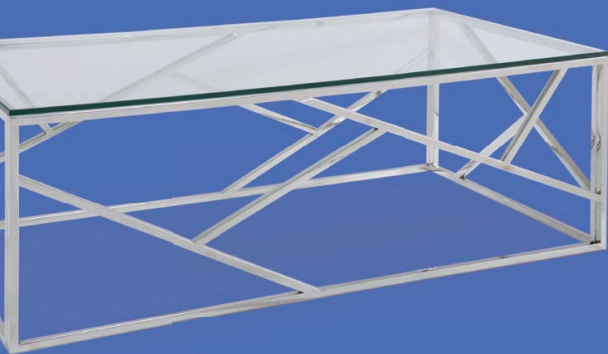
ACCENT

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

All frames chrome finish.



ACCENT

COCKTAIL & END TABLES



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



SYDNEY



ACCENT

COCKTAIL & END TABLES

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



A/B Powered options available.



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

All frames brushed steel.



TAOS | SEDONA

SIDE

TABLES

15.75"L 15.75"D 24"H



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.

Powered Products 

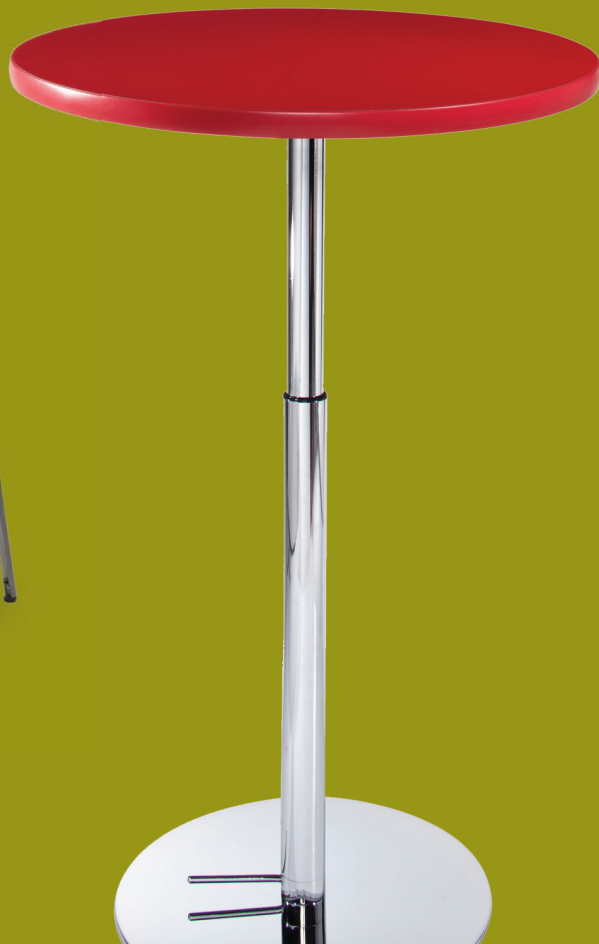
Stay on Brand.

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)

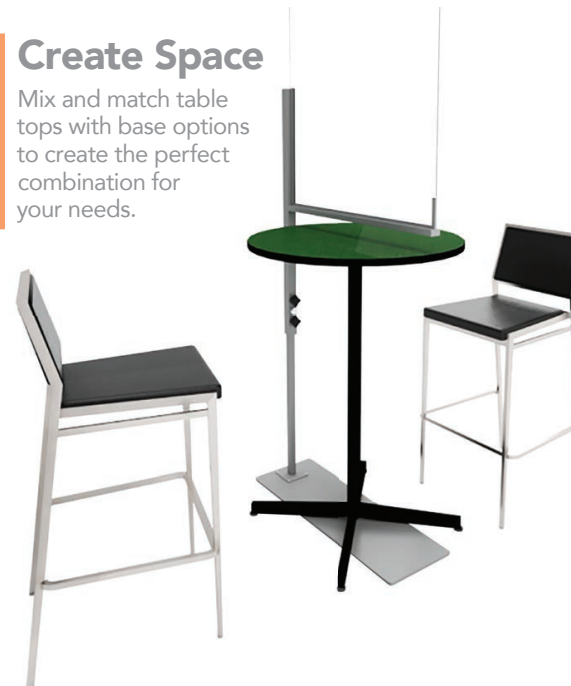
36BKHB (black top)

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





BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.

B.



C.

D.

E.

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

All frames brushed metal.



BARSTOOL

COLLECTION

15"RND 23-33.5"H



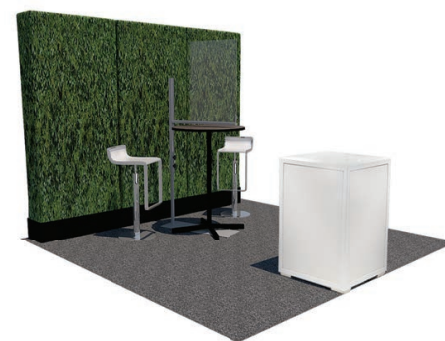
A) ROLLWH (white vinyl) **B) ROLLRD** (red vinyl)
C) ROLLBL (black vinyl) **D) ROLLGY** (gray vinyl)

All bases chrome finish.



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



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.



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

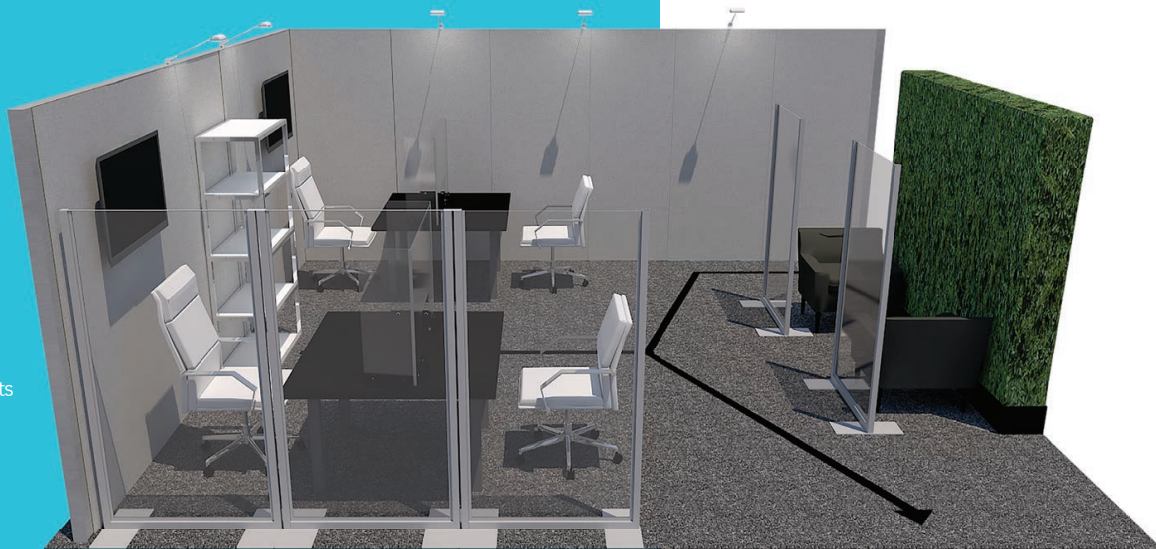


Laguna
LMBAR Barstool
(maple, chrome)
18"L 20"D 47"H

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.

Powered Products



Office

Accessories & Decor

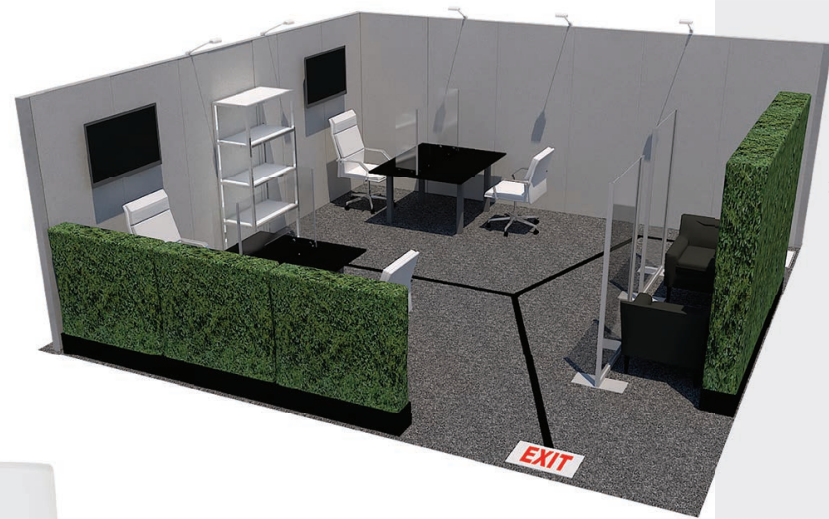
Embrace The Organic

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



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



20'x20' -
Executive Meeting
Booth



A.



B.

Mason Lamps

(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

Posh Shelving

PSHCCS 36"L 18"D 72"H

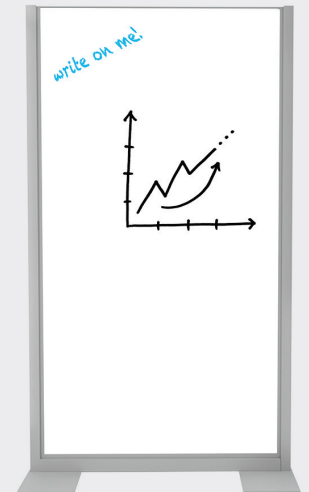
(chrome, acrylic)



Clear Divider, Freestanding Whiteboard

DIVFWB (silver, 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.



Powered Products ⚡

**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)



A.

B.



(back)



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)			
CODE	QTY	ITEM DESCRIPTION	PRICE
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	
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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"/>		



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	
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Contact Name		Email Address	
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Telephone Number		Fax Number	
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CUSTOM FURNITURE



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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

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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

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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: **August 12, 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 August 12, 2022 _____
 7% 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**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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:

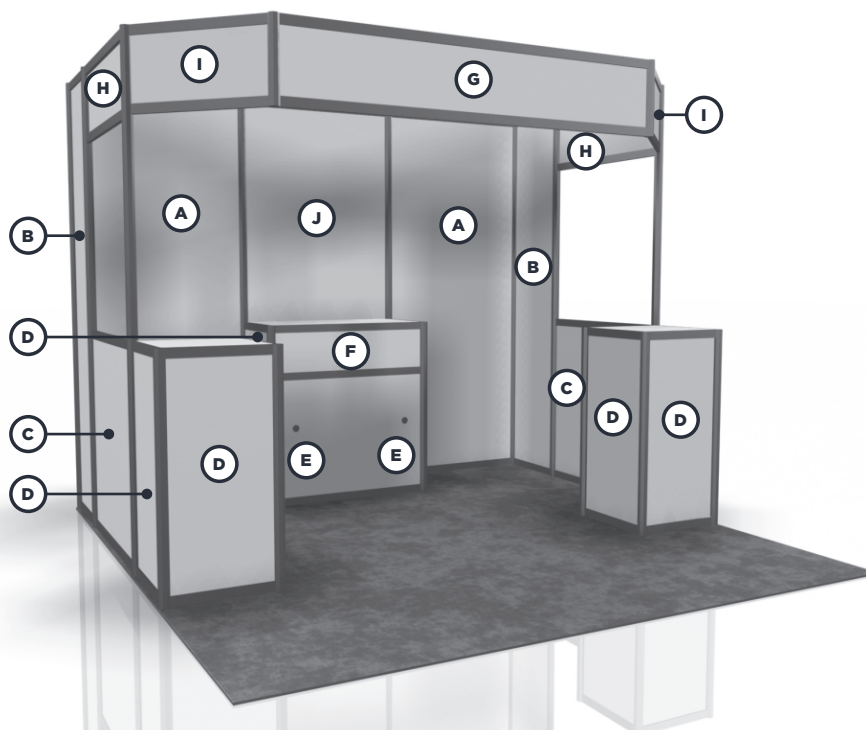
\$4,390.00

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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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:

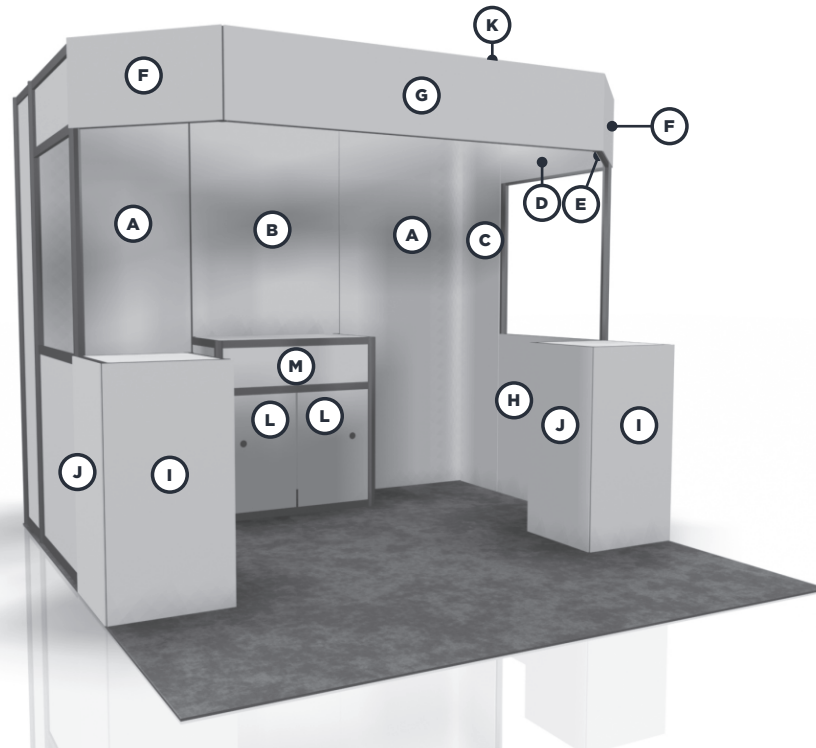
\$4,829.00

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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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:

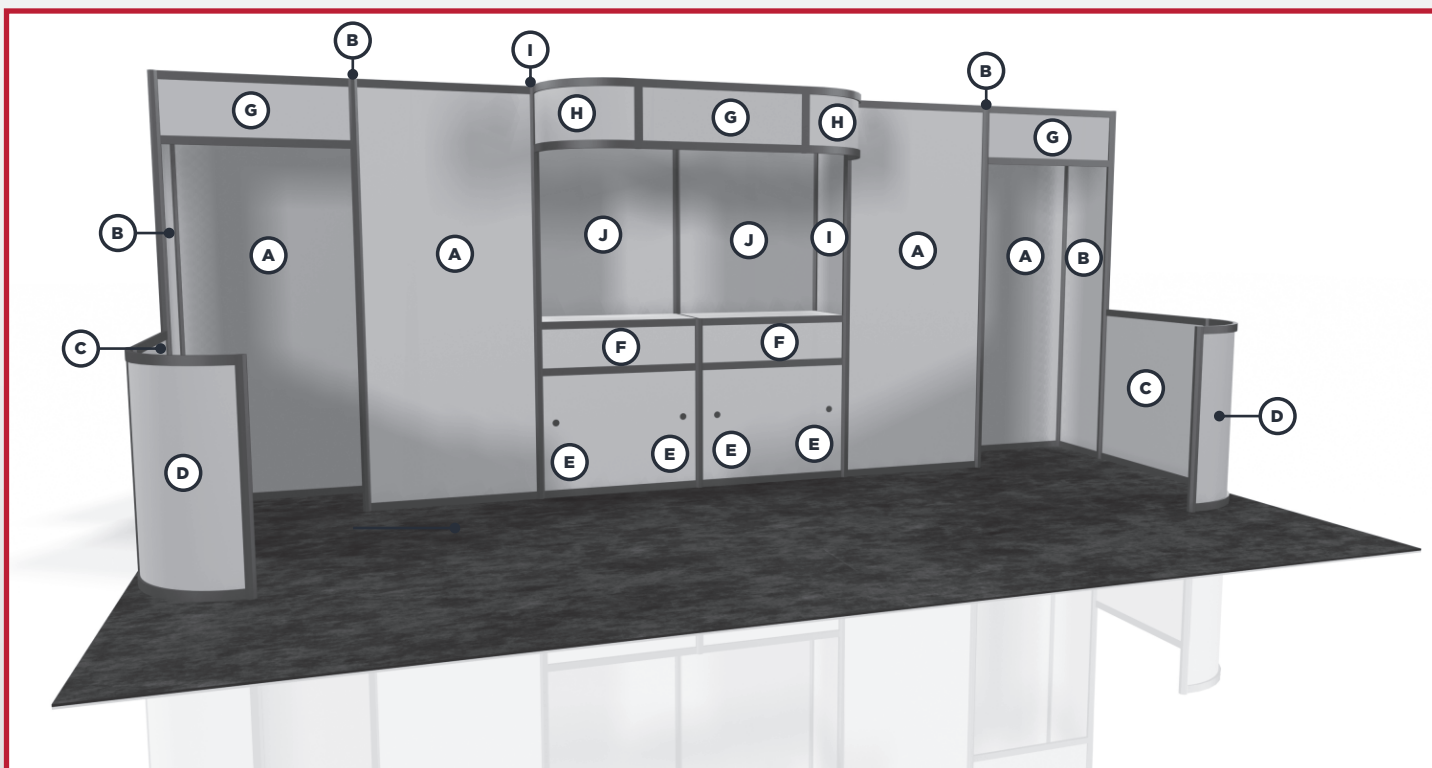
\$9,535.00

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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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:

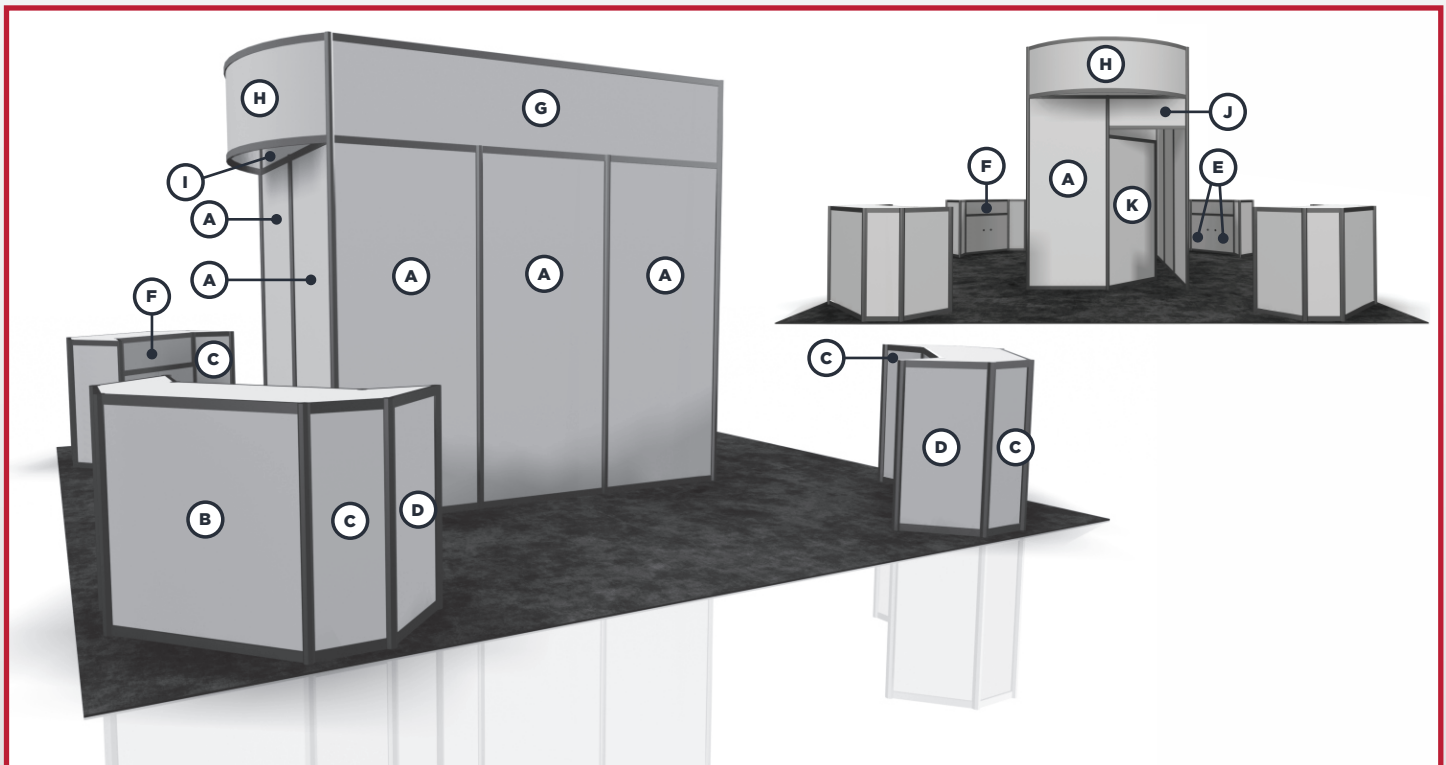
\$14,500.00

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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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:

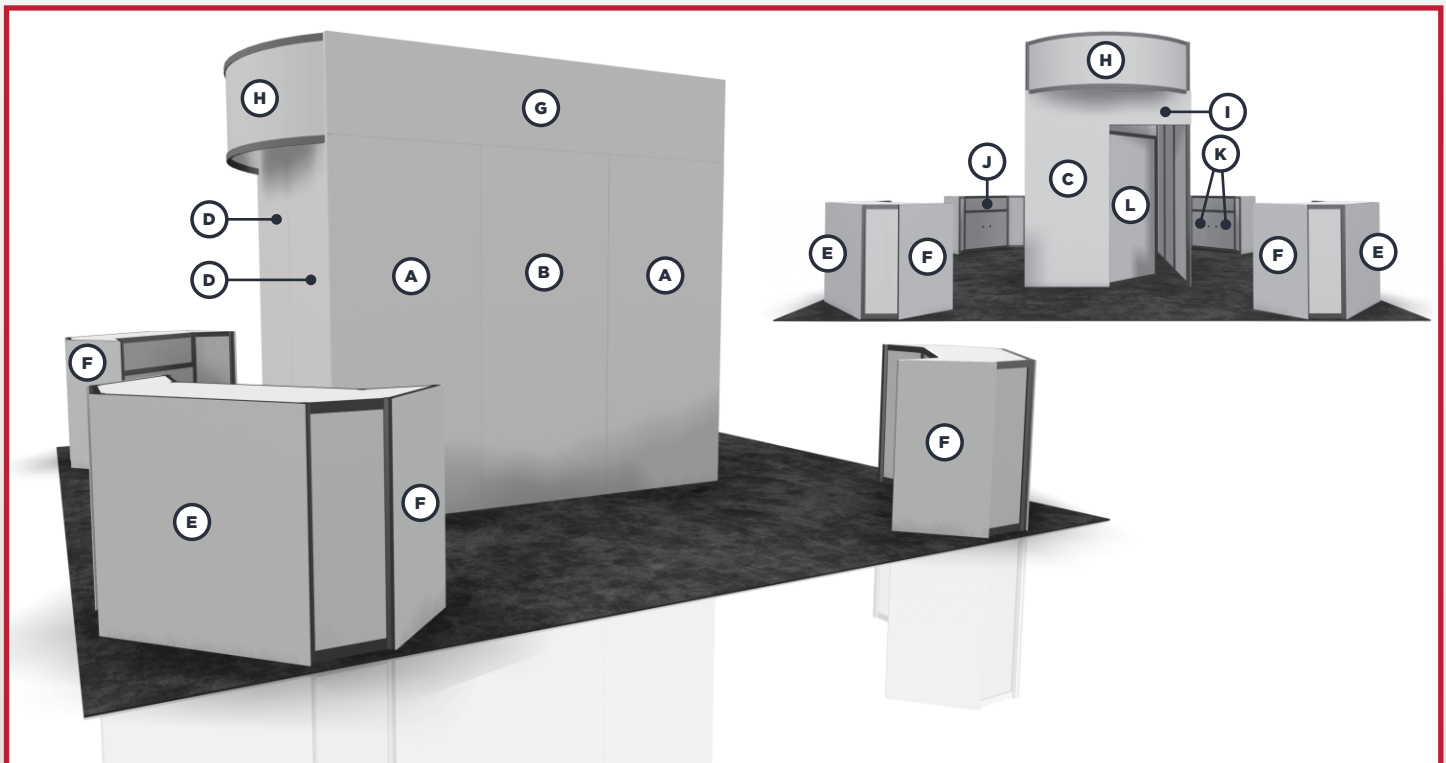
\$15,950.00

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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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:

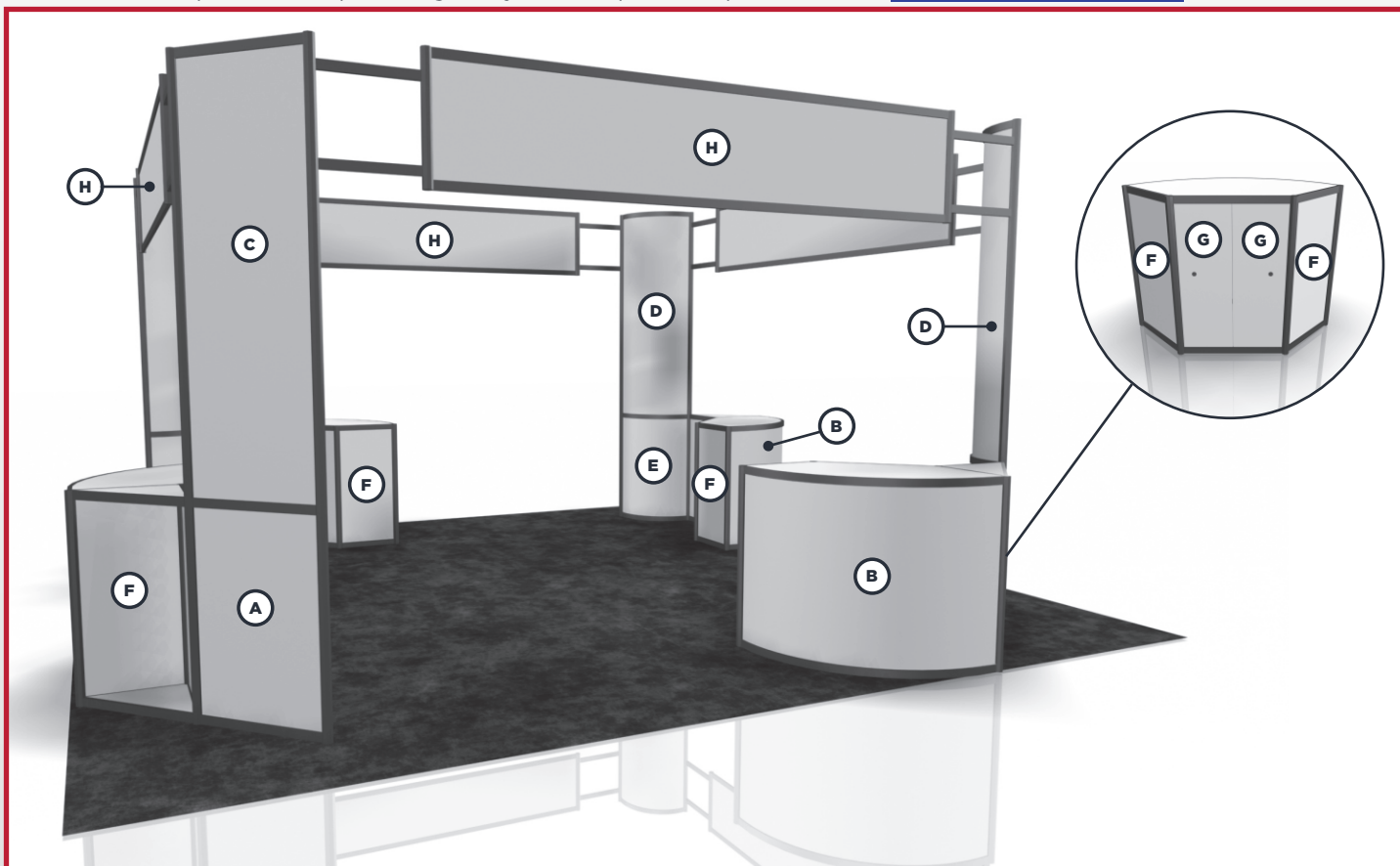
\$15,800.00

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)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: **August 5, 2022**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% 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.

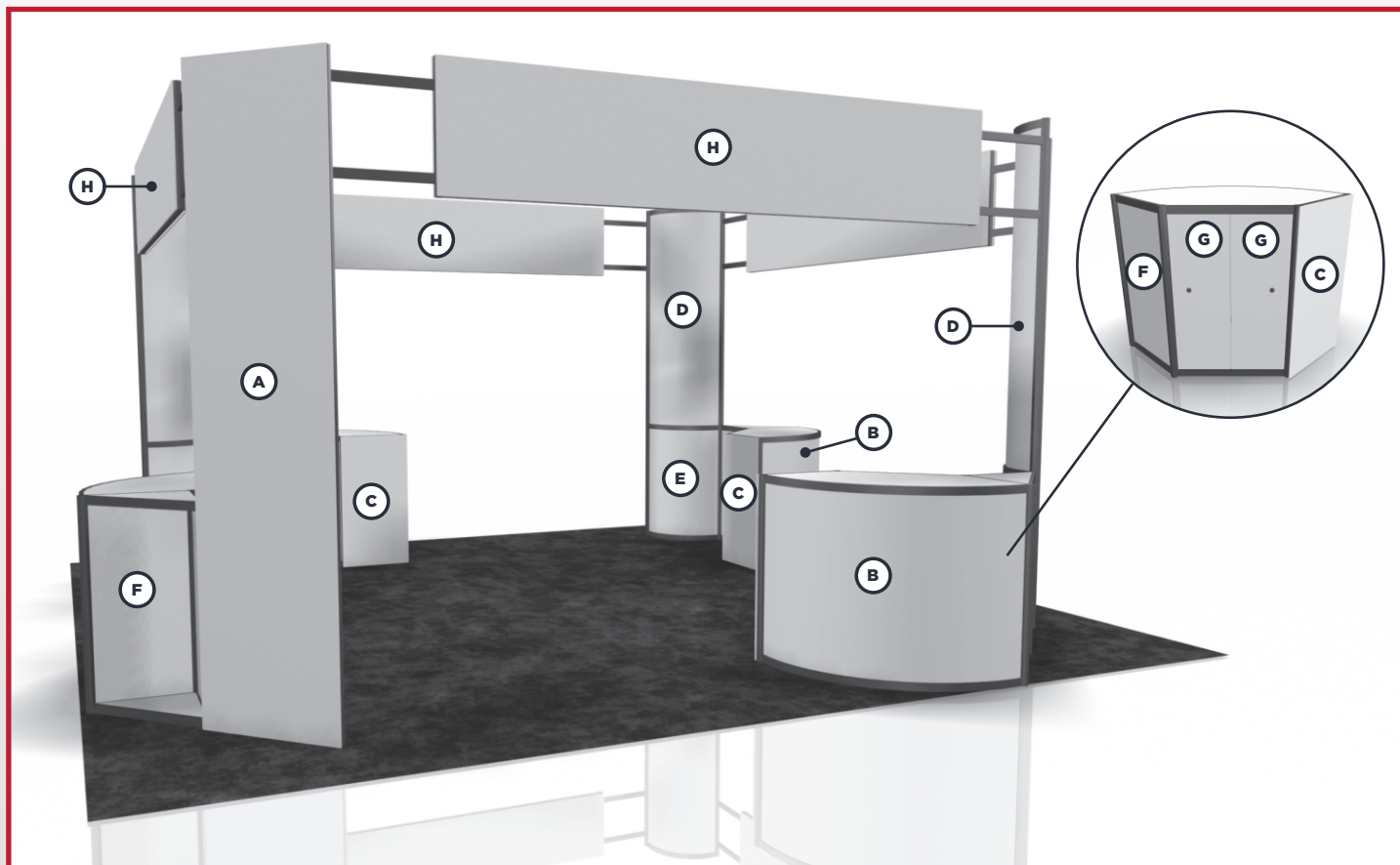


Exhibit Order



Arata Expositions, Inc.

Accessories:

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

Clip-On Lights:

\$55.00 (each)



Qty. \$ Cost

Monitor Mount:

\$85.00 (each)



Qty. \$ Cost

Chrome Sign Holder:

\$135.00 (each)



Qty. \$ Cost

Literature Stand

\$145.00 (each)



Qty. \$ Cost

Banner Stand:

\$475.00 (each)



Qty. \$ Cost

Meterboard

\$450.00 (each)



Qty. \$ Cost

Café Table Decal

\$38.50 (per Sq. Ft.)



Qty. \$ Cost

Shelving:

\$85.00 (each)



Qty. \$ Cost

Branded Tablecloth:

72" w x 24" d x 30" h
\$425.00 (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

\$490.00 (each)



Qty. \$
Cost

58" w x 18" d x 42" h

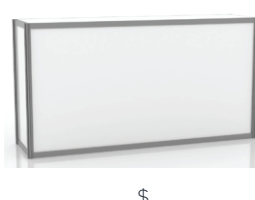
\$857.50 (each)



Qty. \$
Cost

77" w x 18" d x 42" h

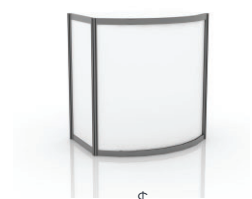
\$980.00 (each)



Qty. \$
Cost

38" w x 18" d x 42" h

\$612.50 (each)



Qty. \$
Cost

60" w x 18" d x 42" h

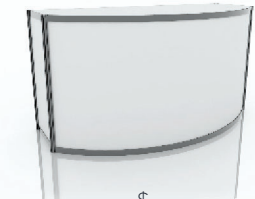
\$1071.88 (each)



Qty. \$
Cost

77" w x 18" d x 42" h

\$1225.00 (each)



Qty. \$
Cost

PEDESTALS:

18" w x 18" d x 30" h

\$296.25 (each)



Qty. \$
Cost

18" w x 18" d x 42" h

\$395.00 (each)



Qty. \$
Cost

26" w x 18" d x 42" h

\$691.25 (each)



Qty. \$
Cost

Accessories
Totals:

Credenzas:

\$
Sub-Total

Pedestals:

\$
Sub-Total

\$
Total Cost

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

Please contact 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: **August 5, 2022..** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Exhibit Order



Arata Expositions, Inc.

Exhibitor Name _____

Booth # _____ **Booth Size** ☐10'x10' ☐10'x20' ☐10'x30' ☐20'x20' ☐Custom
Fill Custom Booth Order Form

Rentals Options:

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

Carpet Color ☐Red ☐Black ☐Blue ☐Purple ☐Grey ☐Burgundy ☐Teal ☐Hunter Green

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

Header ☐Digital Print ☐Bold Black Letters

The display header will be bolded black letters.

(print clearly or type to ensure correct spelling)

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

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

Payment Information:

☐Visa ☐Mastercard ☐AMEX

Card Number

Exp. Date

Cardholder Name (print clearly)

Authorized Signature

Organization

Show Name

Booth Number(s)

Street Address

City / State / Zip

Email Address

Phone Number

Fax

Authorized by (please print)

Signature

Package Cost:

\$ _____

Design Package

\$ _____

Accessories

\$ _____

Subtotal

\$ _____

Sales Tax (7%)

\$ _____

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"	\$65.00	\$130.00
	7" x 44"	\$75.00	\$150.00
	11" x 14"	\$85.00	\$170.00
	14" x 22"	\$97.00	\$194.00
	22" x 28"	\$125.00	\$250.00
	28" x 44"	\$190.00	\$380.00
	Easel back	\$11.00	\$22.00

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	\$30.00	\$60.00
Sintra	\$30.00	\$60.00
Masonite	\$28.00	\$56.00
Gator Foam	\$35.00	\$70.00
Plexi	\$50.00	\$100.00
Vinyl Banner	\$30.00	\$60.00
Fabric Banner	\$30.00	\$60.00

Discount Deadline: August 12, 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 _____

7% Tax _____

TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

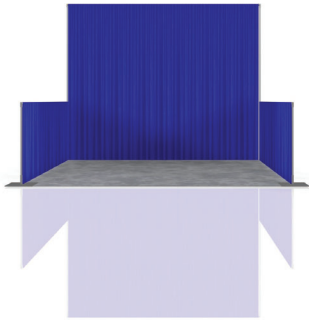
Telephone Number

Fax Number



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 August 12, 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

File Prep



Arata Expositions, Inc.

Accepted Files:

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

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

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

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

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

FTP Access:

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

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

username: Please contact 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.



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COVID BOOTH CLEANING

Add an extra layer of protection to your booth space.

Arata Expositions will utilize a **Hygienca Electro-Hygiene Sprayer**. Along with EPA registered disinfectant, from list N, the sprayer utilizes Ultra Low Volume cold atomizing designed and proven to eliminate 99.9% of all viruses, pathogens, and bacteria.

The application of the disinfectant will become effective within minutes. All applications will be done after hours and with all safety protocols followed and PPE equipment utilized.



DISINFECTANT CLEANING

	Discount Price	Standard Price
Disinfectant Spray-Daily _____ X _____ = _____ sq. ft. X \$1.99 per sq. ft. \$2.79 per sq. ft. = \$ _____		

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

Discount Deadline: **August 12, 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. Absolutely no credits will be issued after show closing. All rates are subject to change if necessitated by increased labor and material costs.

Disinfectant Total	_____
7% Tax	_____
TOTAL	_____



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BOOTH CLEANING

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

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

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

					Discount Price	Standard Price	Extended Price
Pre Show Cleaning	_____	X	_____	=	_____ sq. ft. X \$0.75 per sq. ft.	\$1.05 per sq. ft.	= \$ _____
Daily Booth Cleaning	_____	X	_____	=	_____ sq. ft. X \$1.50 per sq. ft.	\$2.10 per sq. ft.	= \$ _____

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

PORTER SERVICE

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

Cost per Day

Booth Size	Discount Price	Standard Price		Number of Show Days		Extended Price
Up to 500 sq. ft.	\$165.00	\$231.00	x	_____	=	_____
501 to 1000 sq. ft.	\$180.00	\$252.00	x	_____	=	_____
1001 to 2500 sq. ft.	\$220.00	\$308.00	x	_____	=	_____
Greater than 2500 sq. ft.	\$265.00	\$371.00	x	_____	=	_____

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

Discount Deadline: August 12, 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.** Absolutely no credits will be issued after show closing. All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total _____
 7% Tax _____
TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

LABOR REGULATIONS



LABOR/UNION REGULATIONS:

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

GENERAL INFORMATION:

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

INSTALLATION AND DISMANTLE LABOR:

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

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

FREIGHT HANDLING:

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

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

BOOTH CLEANING:

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

SAFETY:

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

GRATUITIES:

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

MECHANICAL LIFTS

OPERATION OF ALL MECHANICAL LIFTS

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

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

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES, AND MANPOWER MUST BE SUPPLIED BY ARATA 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 AUGUST 12, 2022.

RATES: (ONE HOUR MINIMUM PER MAN)		ADVANCE RATE	STANDARD RATE
STRAIGHT TIME:	8:00am - 4:30pm Weekdays	\$140.00 PER MAN PER HOUR	\$196.00 PER MAN PER HOUR
OVERTIME:	4:30pm - 8:00am Weekdays, all day Saturday, Sunday and Holidays	\$280.00 PER MAN PER HOUR	\$392.00 PER MAN PER HOUR

INSTALLATION OF DISPLAY

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

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

AEI Supervision (30%/\$45.00) _____

Total Estimated Labor Costs _____

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

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

Supervisor's Name: _____ Telephone Number: _____

DISMANTLING OF DISPLAY

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

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

AEI Supervision (30%/\$45.00) _____

Total Estimated Labor Costs _____

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

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

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

Supervisor's Name: _____ Telephone Number: _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



AEI SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ☐ Showsite ☐

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

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

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

SET UP INFORMATION

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

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

Special Electrical Instructions: _____

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

Special set up or dismantle instructions: _____

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

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

Carrier: _____

☐ T3 Logistics ☐ Common Carrier ☐ Van Line

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

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

FORKLIFT LABOR



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

FORKLIFT & OPERATOR RATES PER HOUR		
Description	Straight Time	Over-Time
5,000 lb. forklift & crew	\$295.00	\$398.25
4 stage forklift & crew	\$315.00	\$425.25
Additional riggers per man	\$140.00	\$280.00
Cage (per hour)	\$70.00	\$70.00
STRAIGHT TIME: 8:00am - 4:30pm Weekdays		
OVERTIME: 4:30pm - 8:00am Weekdays, all day Saturday, 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 AUGUST 12, 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	\$825.00	\$1155.00
Additional Riggers	\$210.00	\$294.00
Assembly Crew (2 man crew)	\$420.00	\$588.00

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 August 19, 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 August 19, 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.

Height to top of sign: _____ 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 South 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, Greater Ft. Lauderdale/ Broward County Convention Center, Arata Expositions, Inc., and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess for 200lbs. may be verified (metered) on site at exhibitor's expense.

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

Authorized Signature:  _____

Printed Name: _____ **Date:** _____

Display House/Builder (if applicable): _____

Authorized Signature:  _____

Printed Name: _____

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



EXHIBITOR APPOINTED CONTRACTOR

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

DEADLINE: August 5, 2022	RETURN TO: Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877 Fax: 301.990.1717 Email: mmcelroy@arataexpo.com
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If the exhibitor plans to utilize a firm other than the Arata Expositions, Inc., the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received by the above deadline date. If notification is not received by the deadline date, Arata Expositions, Inc. labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of FLORIDA, 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 South 2022 and the Ft. Lauderdale/Broward County Convention Center as additional insured.

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

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

Company Name		Booth Number	
<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	
		NAIC #	
		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	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AZQA865901 01	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		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 
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ACORD 25 (2014/01)

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TIPS FOR MATERIAL HANDLING

HELPFUL HINTS

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

THE EXPENSIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
8/19/2022	80 Lbs.	200 Lbs. Min.	\$170.00	\$340.00
8/19/2022	50 Lbs.	200 Lbs. Min.	\$170.00	\$340.00
8/19/2022	70 Lbs.	200 Lbs. Min.	\$170.00	\$340.00
200 Lbs. Total		Material Handling Charges		\$1020.00

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
8/19/2022	200 Lbs.	200 Lbs. Min.	\$170.00	\$340.00
200 Lbs. Total		Material Handling Charges		\$340.00

MATERIAL HANDLING



LIMITS OF LIABILITY

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

MATERIAL HANDLING



LIMITS OF LIABILITY

7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.
8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.
9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.
11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. AEI will count and ship pieces AEI finds 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	\$400.00
Vehicle/Trailers 25 feet to 75 feet	\$675.00
Heavy Machinery, Trailers above 75 feet	\$2925.00
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		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"/>		



ACCESSIBLE STORAGE

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.

Accessible storage service is available at show site for exhibitors to easily access their product samples, giveaways, and literature during show days only. This service is not to be used for storing empty containers that are needed back right at show close.

All arrangements for accessible storage must be made on-site at the Arata Expositions, Inc. Exhibitor Service Center.

The charge for accessible storage consists of a daily storage fee, plus labor to place in and remove materials from storage and to return the remaining materials at the end of the show.

SET UP FEE:

There is a one-time set-up fee of **\$100.00**

STORAGE FEE: Based upon square footage required for storage:	
Size	Cost per day
Up to 50 square feet	\$181.50 per day
51 to 100 square feet	\$247.50 per day
101 to 200 square feet	\$365.00 per day
201 square feet and over	Quoted on-site

LABOR:

There is a 1/2 hour access trip charge (minimum) for each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

ACCESSIBLE STORAGE LABOR RATES			
Worker per 1/2 hour	Straight Time		Overtime
Access Trip (1/2 hour rate)	\$70.00		\$140.00
STRAIGHT TIME: 8:00am - 4:30pm Weekdays			
OVERTIME: 4:30pm - 8:00am Weekdays, all day Saturday, Sunday and Holidays			



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 \$335.00 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, September 8, 2022

10:00am - 5:00pm

MOVE OUT SCHEDULE

Saturday, September 10, 2022

5:00pm - 8:00pm

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



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 Franchise Expo South 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 \$9.00 per sq. ft. 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 August 12, 2022 if you plan on using this service.

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



SHIPPING INFORMATION

SHIPPING INFORMATION:

ADVANCE WAREHOUSE

Receiving Hours: 8:00am - 3:00pm
Shipments should be **PREPAID**, addressed as follows:

To: **Exhibiting Company and booth number**
For: Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: ZIX Corporation
7204 N.W. 84th Avenue
Medley, FL 33166

Receiving deadline for advanced freight is August 19, 2022. We will continue receiving freight at the advanced warehouse through August 31, 2022. Shipments received from August 20-31, 2022 will incur a late surcharge.

SHOWSITE

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

To: **Exhibiting Company and booth number**
For: Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: Greater Ft. Lauderdale/
Broward County Convention Center
Hall B
1950 Eisenhower Boulevard
Ft. Lauderdale, FL 33316

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

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES, OVERSIZED CRATES AND/OR FLATBED SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on August 19, 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, September 10, 2022.

If your designated carrier fails to pick up or refuses to accept your shipment by Saturday, September 10, 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	\$170.00 per CWT
Special Handling Shipment	\$221.00 per CWT
Carpet and/or Padding Only Shipment	\$255.00 per CWT

SITE SHIPMENTS

Crated Shipment	\$168.00 per CWT
Special Handling Shipment	\$218.40 per CWT
Uncrated/Pad Wrapped Shipment	\$252.00 per CWT
Carpet and/or Padding Only Shipment	\$252.00 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER AUGUST 19, 2022.

Crated Shipment	\$42.50 per CWT	Special Handling Shipment	\$55.25 per CWT	Carpet and/orPadding Only Shipment	\$63.75 per CWT
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SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to show site will be received at a rate of \$65.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier. Small package rates do not apply to advance warehouse shipments.

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



Special handling 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.

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	\$170.00	=	\$510.00
Warehouse Crated			X	\$170.00	=	
Warehouse Special Handling			X	\$221.00	=	
Warehouse Carpet/Padding Only			X	\$255.00	=	

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	\$168.00	=	\$504.00
Showsite Crated			X	\$168.00	=	
Showsite Special Handling			X	\$218.40	=	
Showsite Uncrated/Pad-Wrapped			X	\$252.00	=	
Showsite Carpet/Padding Only			X	\$252.00	=	

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

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

AUTHORIZED SIGNATURE _____ Title _____ Date _____



INBOUND FREIGHT PROCEDURES

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

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

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

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

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

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

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

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



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.

Transportation Order Form

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



September 9-10, 2022

Broward County Convention Center
Fort Lauderdale, FL

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!



987 Primrose Court, Lexington, KY 40511

• PHONE: 1-800-388-4112 • Email: LEX@shiphaulistic.com

CARRIER FOR:

FRANCHISE EXPO SOUTH 2022

SERVICES OFFERED

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

For rates and scheduling, please contact us at:

E-mail: operations@t3logistics.com

or call **1.866.920.4228**



Around The Clock **Service.**





T3 LOGISTICS, LLC

T3 Logistics, LLC SHOW CARRIER

Schedule your Quote/Pick Up using any of these options:

FAX: 1.410.799.0118**E-MAIL:** operations@t3logistics.com**PHONE:** 1.866.920.4228

Quote / Shipping Request

Shipper Contact: _____**PHONE:** _____**FAX:** _____**E-MAIL:** _____

FROM			TO		
Company:			Company:		
Event Name:			Event Name:		
Facility Name:			Facility Name:		
Booth #:			Booth #:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Contact:			Contact:		
Phone:	Fax:		Phone:	Fax:	
Pick Date:	Time:		Pick Date:	Time:	
Special Instructions:					

Pieces	Description of Articles, Special Marks and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			

**Important Insurance Information
PLEASE READ NOW!**

Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:

- | | |
|---|--|
| <input type="checkbox"/> Next Day | <input type="checkbox"/> Request pre-printed address |
| <input type="checkbox"/> Second Day | <input type="checkbox"/> Labels and shipping form |
| <input type="checkbox"/> 3-5 Day Deferred | <input type="checkbox"/> Schedule return shipment |
| <input type="checkbox"/> Van Line Service | |
| <input type="checkbox"/> Other: | |

Comments:

**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: ZIX Corporation
7204 N.W. 84th Avenue
Medley, FL 33166

**WAREHOUSE HANGING
SIGN ONLY**

SHIP TO ARRIVE BY AUGUST 19, 2022

EXHIBIT MATERIAL, DO NOT DELAY

**FOR WAREHOUSE HANGING SIGN
SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: ZIX Corporation
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SIGN ONLY**

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FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: ZIX Corporation
7204 N.W. 84th Avenue
Medley, FL 33166

HOLD FOR STORAGE

DELIVER PRIOR TO AUGUST 19, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: ZIX Corporation
7204 N.W. 84th Avenue
Medley, FL 33166

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c/o: Arata Expositions, Inc.
c/o: ZIX Corporation
7204 N.W. 84th Avenue
Medley, FL 33166

HOLD FOR STORAGE

DELIVER PRIOR TO AUGUST 19, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: Greater Ft. Lauderdale/
Broward Convention Center
Hall B
1950 Eisenhower Boulevard
Ft. Lauderdale, FL 33316

SHOW SITE DELIVERY
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: Greater Ft. Lauderdale/
Broward Convention Center
Hall B
1950 Eisenhower Boulevard
Ft. Lauderdale, FL 33316

SHOW SITE DELIVERY
EXHIBIT MATERIAL, DO NOT DELAY



FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo South 2022
c/o: Arata Expositions, Inc.
c/o: Greater Ft. Lauderdale/
Broward Convention Center
Hall B
1950 Eisenhower Boulevard
Ft. Lauderdale, FL 33316

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EXHIBIT MATERIAL, DO NOT DELAY

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c/o: Arata Expositions, Inc.
c/o: Greater Ft. Lauderdale/
Broward Convention Center
Hall B
1950 Eisenhower Boulevard
Ft. Lauderdale, FL 33316

SHOW SITE DELIVERY
EXHIBIT MATERIAL, DO NOT DELAY

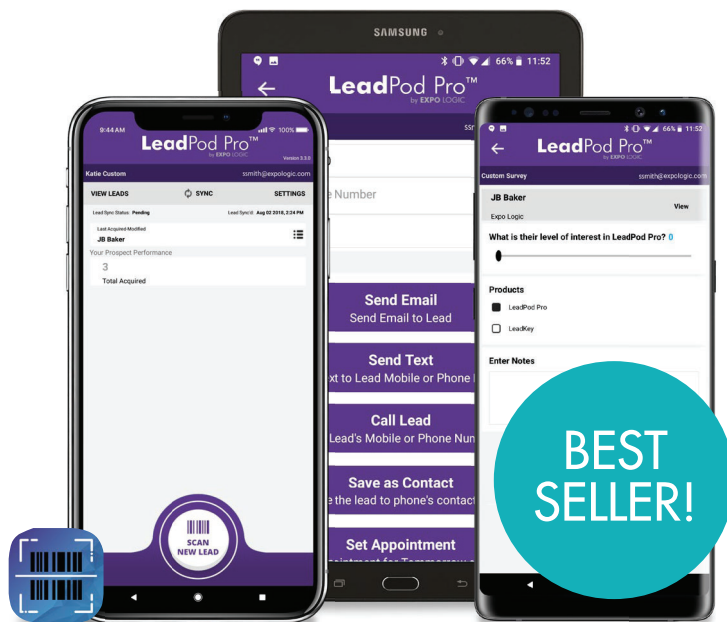
Win **MORE** Business with Advanced Lead Retrieval Tools

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: **FES22**

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 7/30/22	Starting 9/1/22	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: 98%;" 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: 98%;" 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: 98%;" 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) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover		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).

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, September 7-11, 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 Fort Lauderdale Convention 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=5a80a9ac468c>

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address.
Please use the following: Address - 1950 Eisenhower Blvd. Fort Lauderdale, FL 33316
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](#)

REQUIREMENTS FOR CERTIFICATE OF INSURANCE

1. Originals only - **NO photocopies.**
2. Name of insured on certificate must be **identical** to name on the License Agreement.
3. **Description of Operations**
Must disclose:

Additional Insured Include: SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, Their Officers, Directors, Agents and Employees
Event name, Dates (Move-in, Show, & Move-out)
4. **Certificate Holder -**
SMG
Broward County Convention Center
1950 Eisenhower Boulevard
Fort Lauderdale, Florida 33316
5. **Cancellation** - must be for 30 days.
Contractor shall furnish insurance against any and all loss or claims arising out of the operations of its agents, employees, sub-contractors or invitees for the protection of SMG, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in the State of Florida and holding a rating of A or better in the current *Best's Manuals*.
 - A. **Worker's Compensation**
Florida Statutory Limits
 - B. **Employers' Liability**
\$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Aggregate
 - C. **Comprehensive General Liability**
\$1,000,000 Bodily Injury and Property Damage Combined Single Limit. Coverage shall include Premises and Operations, Contractual, Personal Injury, Independent Contractors and Broad Form Property Damage including Completed Operations.
 - D. **Automobile Liability**

Bodily Injury \$500,000 Per Person	Property Damage \$250,000 Per Accident \$1,000,000 Combined Single Limit
--	---

SECTION VIII

CERTIFICATE OF INSURANCE INFORMATION

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE: 6/4/99

PRODUCER XYZ BROKERAGE INC. 123 PINE TREE DRIVE FT. LAUDERDALE, FL 33316		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. COMPANIES AFFORDING COVERAGE		
INSURED TENANT'S NAME MAILING ADDRESS		COMPANY A _____ INSURANCE COMPANY COMPANY B _____ COMPANY C _____ COMPANY D _____		
COVERAGES 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.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXTERMINATION DATE	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY _____ CLAIMS MADE <input checked="" type="checkbox"/> OCCUR _____ OWNER'S & CONTRACTOR'S PROT _____	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	GENERAL AGGREGATE 1,000,000 PRODUCTS COMP/OP AGG 1,000,000 PERSONAL & ADV INJURY 1,000,000 EACH OCCURRENCE 1,000,000 FIRE DAMEAGE (1 FIRE) 50,000 MED EXP (1 PERSON) 5,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO _____ ALL OWNED AUTOS _____ SCHEDULED AUTOS _____ HIRED AUTOS _____ NON-OWNED AUTOS _____	XXXXXXXXXX			COMBINED SINGLE LIMIT 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE
GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO _____				AUTO ONLY (EA ACCIDENT) \$ _____ OTHER THAN AUTO ONLY \$ _____ EACH ACCIDENT \$ _____ AGGREGATE \$ _____
EXCESS LIABILITY _____ ANY AUTO _____				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____
WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY THE PROPRIETOR _____ PARTNER/EXECUTIVE _____ INCL OFFICERS _____ EXCL	XXXXXXXXXX			WC STATUTORY LIMITS EL EACH ACCIDENT 100,000 EL DISEASE—POLICY LIMIT 500,000 EL DISEASE-EACH EMPLOYEE 100,000
OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS Additional Insured Include: SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, Their Officers, Directors, Agents and Employees; Event name, Dates (Move-in, Show, & Move-out)				
CERTIFICATE HOLDER SMG BROWARD COUNTY CONVENTION CENTER 1950 EISENHOWER BLVD FT. LAUDERDALE, FL 33316		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION OF 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES AUTHORIZED REPRESENTATIVE OR AON RISK SERVICES, INC. OF ILLINOIS		

EXHIBITOR/ VENDOR GENERAL RULES AND REGULATIONS



1. The location of entrance units, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel ONLY.
3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.
5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space.
7. Use of glitter and confetti is not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
9. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.
10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
11. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
12. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.
13. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
14. No soliciting is permitted in the Center or on Center premises.
15. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
16. The Center provides on an exclusive in-house basis all electrical, utility, event staff security, Technical Services personnel, telecommunications and food and beverage services.
17. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
18. Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.
19. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
20. Helium balloons are **PROHIBITED** inside the Center.
21. Exterior banners are **PROHIBITED** outside the facility.
22. All electrical cords should be taped down immediately after placement.
23. Concealed Weapons or Firearms, defined under "Florida Statutes", are **PROHIBITED** inside the Center. Contact the Event Manager for details.

Revised 11/2021



Audio Visual Order Form



Event Name:			Room/Booth:		Payment in FULL is required prior to the event.	BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER. For PRE SHOW rates we must receive a completed order form, with credit card information, no later than 14 days prior to show opening. Once the order form is received an official estimate will be emailed back to the customer for final approval. All other orders will be processed at the LATE ORDER rate.
Company:			Delivery Date:	Delivery Time:		
Billing Name:			Pickup Date:	Pickup Time:		
Billing Address:						
City:	State:	Zip:	Onsite Contact:			
Phone:		Email:	Contact Phone:			

ALL EQUIPMENT PRICES ARE PER DAY UNLESS OTHERWISE STATED

****** LABOR NOT INCLUDED******

Description	Pre Show	Late Order	QTY	Price	Total
VIDEO EQUIPMENT					
Micca Media Server	\$ 50.00	\$ 70.00			
40" HD Monitor	\$ 300.00	\$ 360.00			
50" HD Monitor	\$ 400.00	\$ 480.00			
65" HD Monitor	\$ 800.00	\$ 960.00			
90" HD Monitor w/Stand	\$ 1,350.00	\$ 1,620.00			
70" Touch Screen w/Stand	\$ 1,800.00	\$ 1,950.00			
6' Rolling Stand for 40"-65"	\$ 125.00	\$ 145.00			
DLP Projector 5k Lumens	\$ 675.00	\$ 810.00			
Laser Projector 7K Lumens	\$ 1,050.00	\$ 1,260.00			
DLP Projector 14k Lumens	\$ 2,700.00	\$ 3,240.00			
*Projector Lens Additional					
8'x8' Tripod Screen	\$ 85.00	\$ 102.00			
6' x 10.8" Fast Fold w/ Dress Kit	\$ 375.00	\$ 450.00			
7'6" x 13'3" Fast Fold w/Dress kit	\$ 410.00	\$ 492.00			
9'x16' Fast Fold w/ Dress Kit	\$ 525.00	\$ 630.00			
11'3"x20' Fast Fold w/ Dress Kit	\$ 825.00	\$ 990.00			
Barco Image Pro II HD Jr	\$ 375.00	\$ 450.00			
Blackmagic HDMI Switcher	\$ 150.00	\$ 180.00			
Black Magic Studio Pro HD	\$ 750.00	\$ 900.00			
Panasonic ENG Camera w/ Tripod	\$ 850.00	\$ 925.00			
HDMI to HD-SDI	\$ 65.00	\$ 78.00			
HD-SDI to HDMI	\$ 65.00	\$ 78.00			
Decimator MD-HX	\$ 85.00	\$ 102.00			
HD-SDI DA 1x8	\$ 65.00	\$ 78.00			
HDMI DA 1x4	\$ 65.00	\$ 78.00			
Laptop Computer	\$ 270.00	\$ 324.00			
Mac Playback Pro	\$ 800.00	\$ 960.00			
iPad	\$ 150.00	\$ 180.00			
Wireless Mouse/Laser Pointer	\$ 35.00	\$ 42.00			
Digital LED Branding Panel	\$ 650.00	\$ 780.00			
Poster Easel	\$ 20.00	\$ 24.00			
4'x6' White Board on Wheels	\$ 80.00	\$ 96.00			
Flip Charts with Markers	\$ 70.00	\$ 84.00			
Additional Pad	\$ 12.00	\$ 14.00			
34" Roll Cart w/ Skirt	\$ 15.00	\$ 18.00			
48" Roll Cart w/ Skirt	\$ 20.00	\$ 24.00			
Video Patch Kit / Mac Adaptors	\$ 25.00	\$ 33.00			
AV Cable Package	\$ 25.00	\$ 33.00			
Additional Services are Available. Contact your Account Executive for details.					
COMPLETE THIS FORM AND EMAIL TO events@everlastproductions.com					

Description	Pre Show	Late Order	QTY	Price	Total
AUDIO EQUIPMENT					
House Audio Patch	\$ 150.00	\$ 175.00			
Audio Visual Technician AV Set & Strike	\$ 150.00	\$ 175.00			
Audio Visual Technician / Day Rate	\$ 750.00				
TurboSound iQ-12 Powered Speaker	\$ 95.00	\$ 114.00			
TurboSound iQ18B Powered Sub	\$ 168.00	\$ 201.00			
Meyer UP Jrs Powered Speaker	\$ 95.00	\$ 114.00			
Meyer UPJ-1P Powered Speaker	\$ 168.00	\$ 201.00			
Meyer 500hp Powered Sub	\$ 200.00	\$ 240.00			
TurboSound 6' White Column Speaker	\$ 200.00	\$ 240.00			
Line Array Packages	Call For Details				
4 Ch Mixer	\$ 68.00	\$ 82.00			
12 Ch Mixer	\$ 108.00	\$ 130.00			
16 Ch Mixer	\$ 135.00	\$ 162.00			
Yamaha LS9 32 channel Digital Console	\$ 450.00	\$ 500.00			
Direct Box- ProCo AV1	\$ 30.00	\$ 36.00			
Stereo Laptop Soundport	\$ 20.00	\$ 24.00			
Digital Soundcard Interface	\$ 75.00	\$ 90.00			
Shure SM 58 w/ Switch	\$ 35.00	\$ 40.00			
15" PTT Podium Microphone	\$ 45.00	\$ 48.00			
Shure Wireless Microphone Combo Kit	\$ 135.00	\$ 162.00			
LIGHTING EQUIPMENT					
24 Ch Lighting Console	\$ 70.00	\$ 80.00			
12 Ch Opto Splitter	\$ 40.00	\$ 50.00			
LP 6 Channel Dimmer	\$ 75.00	\$ 85.00			
Battery Powered LED Up Light	\$ 88.00	\$ 105.00			
LED Up Light Wireless Transmitter	\$ 70.00	\$ 80.00			
Source 4 Leko w/ 20" Barrel	\$ 30.00	\$ 40.00			
Source 4 Par w/ Wide Lens	\$ 30.00	\$ 40.00			
13 ft. Truss Tower w/ Base & Black Cover	\$ 90.00	\$ 110.00			
Sand Bags	\$ 14.00	\$ 16.00			
EXPENDABLES					
15' HDMI Cable each	\$ 25.00	\$ 29.00			
White Gaffers Tape each	\$ 20.00	\$ 24.00			
Black Gaffers Tape each	\$ 20.00	\$ 24.00			
9v Batteries each	\$ 2.50	\$ 4.00			
AA Batteries each	\$ 1.00	\$ 2.00			
AAA Batteries each	\$ 1.00	\$ 2.00			
300' Roll of Tie Line each	\$ 40.00	\$ 48.00			
Roll of Duvetyne each	\$ 400.00	\$ 480.00			
DRAPE					
10' Wide x 20' High Black Drape Kit	\$ 270.00	\$ 324.00			
CANCELLATIONS: Written cancellation of ordered equipment and services must be received 24 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.					

Everlast Productions - Broward County Convention Center, Fort Lauderdale, FL - 33316 - 954-456-7167 Attn. Javier Fernandez

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Labor, Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge. Everlast Productions does not supply labor to mount hanging brackets to your booth. This must be done prior to Everlast Productions setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable. **Equipment:** For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment). **Guarantee:** Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to your Account Executive.

Everlast Productions will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee. **Payment:** All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once your order has been processed. @ 2021-2022



Welcome back to the Broward County Convention Center. We are excited to be reopening and back to supporting live in-person events. I know that show logistics will change as we move forward. As they do, I will be happy to work with you to adjust labor requirements and quotes as needed. Below are the rates for production AV contractors at the BCCC. Rates quoted include all contractual benefits and payroll administration fees.
7% Florida Sales Tax will be added to the final labor bill.

Steward \$72.00

** Equipment Operator \$71.00

* Department Head \$55.25

Certified Head Rigger \$71.00 

Stagehand \$52.75

Rigger \$58.75

**Not limited to A1 and A2 Audio, Technical Directors, Camera Operators, Font Coordinators, Lighting Designers, Lighting Console Operators, Moving Light Programmers, Video Engineers, Video Shaders, Video Switchers, Power Point Programmers, Video Tape and Digital Disc Operators, Video Technicians

*Video Utility shall be paid at Department Head rate.

Basic Overview of Working Conditions:

4 hour minimum on all calls including show outs.

8 hour minimum on Special Equipment Operators.

Time and one half paid: 1) All day Sunday, 2) After 8 hours on a work day, 3) between 12am and 7am

Meal penalty after 5 hours without meal break; paid at time and one-half prevailing rate until relief.

Hourly rates apply, fractions paid to the hour.

All technical work will be performed by facility workers under exclusive contract with

The Broward County Convention Center / ASM Global and The International Alliance of Theatrical and Stage Employees / Local 500.

Everlast Productions is the in-house production company at BCCC and the exclusive provider of motors, truss and rigging equipment. Everlast Productions responsible for the review and approval of ALL rigging plans prior to the commencement of all shows. Everlast Productions will also provide a rigging supervisor for the install, operating and dismantle of all rigging projects. All rooms within the facility are equipped with in-house sound systems. Everlast Productions is also responsible for the patching of these systems. For further details on rigging and use of the in-house sound systems please contact Javier Fernandez, Director of Sales, Everlast Productions, Phone (954) 812-8817 or Email jfernandez@everlastproductions.com

Please feel free to give me a call or email me to further discuss the details of your event.

Thank you for your consideration. Looking forward to working with your team.

Howard Friedlander

Technical Services Coordinator



E: hfriedlander@ftlauderdalecc.com

C: 305.972.2138 O: 954.765.5919

1600 SE 17th St., Suite 400 Fort Lauderdale, FL 33301

www.ftlauderdalecc.com



Service Order Form-Telecommunications & Network Services Order Form



WIRELESS INTERNET SERVICES BROWARD COUNTY CONVENTION CENTER



Event Name: _____ Booth #/Location: _____
 Company Name: _____ Event Date(s): _____
 Street Address: _____
 City: _____ State: _____ Postal Code: _____
 Contact Name: _____ Telephone #: _____
 Email Address: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.

WI-FI EXHIBITOR BOOTH SERVICES (PER USERS)	INCENTIVE	ON-SITE
2Mbps Wi-Fi In Booth Connection per user	\$300	\$350
WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	INCENTIVE	ON-SITE
Wi-Fi In Booth Package: Up to 10 Users <i>**(login instructions will be emailed, customer may upgrade to use their own login information below)</i>	\$2,500	\$3,000
Wi-Fi In Booth Package: Up to 20 Users <i>**(login instructions will be emailed, customer may upgrade to use their own login information below)</i>	\$3,500	\$4,000
Wi-Fi In Booth Package: Up to 50 Users <i>(customer may provide their own Wi-Fi network name (SSID) and password add no additional charge)</i>	\$5,000	\$6,000
Wi-Fi Network Name (SSID) and Password <i>**(Available to purchase with 10 user and 20 user packages above)</i>	\$750	\$1,000

WI-FI INFORMATION

Please provide Wi-Fi Network Name (SSID) and Password if purchased above

Wi-Fi Network Name (SSID): _____

Wi-Fi Password (must be 8 characters & is case sensitive): _____

Service Order Form-Telecommunications & Network Services Order Form



WIRED INTERNET SERVICES BROWARD COUNTY CONVENTION CENTER



Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.		
BASIC INTERNET, NOT FOR STREAMING	INCENTIVE	ON-SITE
Includes: 1 Private IP Address, Routers PROHIBITED and will not work		
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage	\$300	\$350
Additional Device(s), Per Device Up to 4 [6 or more available online]	\$100	\$125
DEDICATED INTERNET	INCENTIVE	ON-SITE
Includes: 5 Public IP Addresses, Routers SUPPORTED		
Dedicated 3 Mbps	\$2,500	\$3,000
Dedicated 6 Mbps	\$3,500	\$4,000
Dedicated 10 Mbps	\$5,000	\$6,000
Dedicated 15 Mbps	\$7,500	\$10,000
STREAMING PACKAGE (Dedicated 20 Mbps)	\$10,000	\$12,000
INTERNET EQUIPMENT & LABOR	INCENTIVE	ON-SITE
Switch Rental- up to 24 ports	\$185	\$270
Patch Cable (up to 100')- Cat5e	\$50	\$74
Labor/Floor Work-four lines per hour	\$125	\$125
Distance Fee for each Internet line delivered outside the facility	\$500	\$500
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)		
<p>Prices above do not include a 3% service charge and sales, communication tax unless otherwise noted.</p> <p>Please note: The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate network named BCCCWIFI is available complimentary in designated pre-function spaces.</p> <p>*PRICES SUBJECT TO CHANGE.</p>		

ORDER ONLINE

www.ftlauderdalecc.com/exhibitors/show-services

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT



We are happy to answer any questions:
itservices@ftlauderdalecc.com
954.302.8887
www.ftlauderdalecc.com

Service Order Form-Telecommunications & Network Services Order Form

1. **Lease of Equipment.** ASM agrees to lease and provide to Customer, and Customer agrees to lease and obtain from ASM, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the ASM Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the ASM Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by ASM under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). ASM or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to ASM at the number shown on the ASM Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by ASM no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the ASM Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by ASM under a license agreement with the building owner or manager. ASM may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event ASM's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without ASM's written consent. Only ASM employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse ASM for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by ASM will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 7% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of ASM or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the ASM Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to ASM, or Customer fails to return equipment to ASM when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of ASM.** At any time after a default by the Customer, ASM may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and ASM may apply and retain all or such portion of customers deposit as may be necessary to compensate ASM for any unpaid charges or damages and expenses incurred on account of such default, or ASM may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) ASM's obligations under this Agreement are subject to, and ASM shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than ASM, its representatives, agents or employees, or any other cause beyond ASM's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and ASM's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by ASM or at ASM's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, ASM is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to ASM for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - (c) **In no event shall ASM be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of ASM or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if ASM has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - (e) Claims will not be considered unless filed in writing with ASM by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless ASM and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** ASM shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with ASM. Billing for such services will be billed separately by ASM.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact ASM to coordinate frequency usage.
19. **Exclusivity.** ASM is the exclusive voice/data communications provider for the BCCC. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

Franchise Expo South

September 9-10, 2022



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EXHIBITOR BOOTH TRAFFIC BUILDERS

Includes compostable service.

**Client to supply electrical 110V/20 amp if in Exhibit Hall*

***Client to supply 110V/20amp dedicated circuit and 6-foot table/counter if in Exhibit Hall*

***Orders Must Be Submitted with-in 48 Hours*

REFRIGERATED SPRING WATER KIT*

Refrigerated Water Dispenser, 5-gallon bottle of Spring Water, cup dispenser and 3.5-ounce compostable cups. Set-up is included.
\$75 each / \$55 for 5-gallon replenishment

POPCORN MACHINE**

Make sure your booth is the first on their list with our whimsical antique cart. Whatever you choose, our popcorn snack pack helps make it easy to enjoy fresh popcorn in your booth. Server required.

Antique Popcorn Cart (limited availability)

Pre-measured popcorn kernels, butter and seasoned. Popcorn Bags included.
\$3.50 per serving

BAKED IN THE BOOTH COOKIES**

Baked right in your booth, the smell of fresh cookies is a sure-fire way to keep customers lingering! Choose from Chocolate Chip, Peanut Butter and Oatmeal-Raisin cookies. Rental of small cookie oven included. Server Required.
\$42 per dozen

FRESH CINNAMON ROLLS**

Treat your guests to the best with our fresh cinnamon roll package. A delicious aroma will drift from your booth to attract guests from all over the exhibit floor! Client must provide a 6-foot table or counter. Oven Included. Server Required.
\$38 per dozen

SOFT GOURMET PRETZELS

These delicious Bavarian soft pretzels are served warm from our Table Top Warmer and come in three flavors: Salt, Asiago Cheese and Cinnamon & Sugar. Server Required.
\$56 per dozen

ESPRESSO AND CAPPUCCINO SERVICE**

Experienced staff will serve up frothy cappuccinos and creamy lattes for your guests. Complete your coffee shop scene by adding an assortment of fresh pastries and crispy biscotti for dipping. Rental of espresso machine includes supplies and staff to prepare and serve beverages. Ask our exhibitor sales manager about customized cups or mugs.
300 cup service

ITALIAN SODA BAR

Add some sparkle to your booth with made-to-order Italian Sodas. They are the perfect combination of sparkling water, fresh juices, and flavored syrups. Your guests can choose from the provided menu or make their own concoction. Service includes server, assorted syrups, mixers, and compostable cups. Client must provide a 6-foot table or counter.
\$12 per person

BOOTH HAPPY HOUR**

Premium Bar and Platinum Bar Packages available. The following bar packages include everything you need to ensure that your booth is fully stocked for everyone's favorite cocktails.

Bartender service and bar accoutrements are included. Serves approximately 100 people

Premium Package \$1,500

Platinum Package \$1,800

BAR FOOD PACKAGE

The bar food package will provide your guests with the classic finger foods that everyone loves. Package includes 3 pounds each of Pretzels, 3# Deluxe Mixed Nuts, 3# Party Snack Mix, and 100 pieces each of Crispy Vegetable Spring Rolls, Spicy Chicken Wings and Pork Pot Stickers. Client must provide a 6-foot table or counter. Server included.
\$30 per person

CALIFORNIA WINE HARVEST TASTING

Serves approximately 100.

Sample some of the best wines from throughout California right in your own booth. Prospective clients will delight in tasting wines from the Central Coast and Napa Valley while snacking on an assortment of cheese and crackers. Service includes 20 bottles of wine, 1 Deluxe Import & Domestic Cheese Tray, Server, Wine Glasses, and Cocktail Napkins. Client must provide a 6-foot table or counter.

\$1,550 Total

MARTINI LOUNGE

Serves approximately 100.

Build a lounge right in your booth! Guests won't want to leave as they sip on Dirty Martinis, Appletini's, Lemon Drops, Cosmopolitans and more. Service includes premium liquors, bartender, martini glasses, napkins, and bar accoutrements. Client must provide a 6-foot table or counter.

\$1,400 Total

MIMOSAS

Serves approximately 100.

The perfect way to start the mornings or afternoons! Service includes Taittinger Brut Champagne, freshly squeezed orange juice, Martinelli's Sparkling Cider, champagne flutes, and orange slices for garnish. Client must provide a 6-foot table or counter.

\$1,300 Total

SUSHI BAR

Minimum of 100 pieces

Entertain your booth visitors with traditional rolls, nigiri and Sashimi. Sushi bar set-up includes pickled ginger, wasabi, chop sticks, soy sauce, and Siracha. Client must provide a 6-foot table or counter.

\$7 per piece

ICE CREAM CART*

Minimum of 100 pieces

Choose from a variety of premium Haagen-Dazs or Nestle ice cream bars to hand out to special guests and potential clients.

Service includes rental of ice cream cart.

Haagen-Dazs \$8 each

Nestle \$5 each

HOT CHOCOLATE BAR**

The hot chocolate bar puts a new twist on this drink as visitors choose from a variety of toppings. Whipped cream, marshmallows, chocolate shavings and peppermint sticks add flavor and flare!

\$9 per person

EXHIBITOR SERVICES

For a full look at our exhibitor catering menu or to place an order online, please visit our website at www.savorsmgsf.com
Includes compostable service.

BEVERAGES

LA COLUMBE REGULAR

OR DECAF COFFEE

\$56 per gallon

CITAVO REGULAR

OR DECAF COFFEE

\$45 per gallon

ASSORTED HOT TEAS

\$35 per gallon

ICED TEA OR LEMONADE

\$42 per gallon

BOTTLED WATER

\$4 each

ASSORTED SOFT DRINKS

\$5 each

BOTTLED JUICE

\$4 each

GATORADE

\$5 each

MINERAL WATER

\$4 each

SNAPPLE ICED TEAS

case

LA COLUMBE ASSORTED CANNED FRAPPUCCINO

\$7 EACH

HOUSE WINE

bottle

DOMESTIC OR IMPORTED BEERS

\$7 EACH

SNACKS

VARIETY OF CANDY BARS

\$48 dozen

ASSORTED BREAKFAST PASTRIES

\$42 per dozen

FRESHLY BAKED ASSORTED COOKIES

\$42 per dozen

ASSORTED DESSERT BARS

\$42 per dozen

ASSORTED BAGELS AND WHIPPED CHIVE CREAM CHEESE

\$36 per dozen

HOUSE FRYED POTATO CHIPS WITH WILD ONION DIP

\$6 per person

TORTILLA CHIPS & SALSA

\$6 per person

ROASTED RED PEPPER HUMMUS & PITA TOAST POINTS

\$5 per person

INDIVIDUAL DELUXE MIXED NUTS

\$4 each

PLATTERS

CHARCUTERIE BOARD. INTERNATIONAL DRY HAM, SALAMI, PISTCHIO MORTADELLA, FIG JAM, GRAIN MUSTARD & GRILLED ARTISIAN BREAD

\$10 per person

IMPORTED & DOMESTIC CHEESE WITH DRIED FRUIT, CANDIED NUTS, AND GRAPES. SERVED WITH CROSTINI & GOURNET CRACKERS

\$9 per person

SLICED FRESH FRUIT WITH KIWI, WATERMELON, BERRIES, & GRAPES

\$6 per person

DELUXE CRUDITÉS WITH BABY CARROT, CELERY, CUCUMBER, OLIVES, TOMATO, BABY PEPPERS WITH BLEU CHEESE & SMOKEY RANCH DRESSING'S

\$6 per person

CHEF'S SELECT CANAPES TO INCLUDE VEGAN, VEGETARIAN, MEATS, & GLUTEN FREE

\$5 each

COLD DISPLAY

SHRIMP CEVICHE WITH CORN, PEPPERS, CILANTRO & TOMATO

\$8 each

LATIN PULLED CHICKEN SALAD LETTUCE CUPS WITH BIBB LETTUCE, RAISINS, MANGO, CORN & LIME DIJON OREGANO DRESSING

\$6 each

THAI CRAB SALAD WITH GREEN PAPAYA, RED ONION, PEANUTS, THAI BASIL, NAPA CABBAGE & CHILI LIME COCONUT SAUCE, FRIED WONTON FOR CRUNCH

\$9 each

ASSORTED SEASONAL SALADS SERVED IN INDIVIDUAL BOXES

\$6 each

ASSORTED SEASONAL MINI DESSERTS

\$36 per dozen

HOT DISPLAYED

GRILLED HOTDOG BAR WITH SAUERKRAUT, MUSTARD, KETCHUP, CORNICHONS, SLICED TOMATO, CHEESE SAUCE, CHILI, PEPPERONCINI, JACK CHEESE, BACON, ONION, CORN RELISH

\$10 per person

BEEF SLIDERS WITH B&B PICKLES, ONION JAM & KETCHUP

\$8 each

BUFFALO CHICKEN SLIDER WITH CELERY SEED BLEU CHEESE COLESLAW

\$8 each

ASSORTED FLAT BREADS TO INCLUDE PEPPERONI, VEGETABLE, SEASONAL & MEATBALL

\$7 per person

LATIN SANDWICH WITH PICKLE, MUSTARD, HAM, ROAST PORK, PROSCIUTTO, POTATO STICKS IN SWEET BREAD, MOJO SAUCE FOR DIPPING

\$6 each

EXHIBITOR BOOTH MENU

Includes compostable service.

**Client to supply electrical 110V/20 amp if in Exhibit Hall*

***Client to supply 110V/20amp dedicated circuit and 6-foot table/counter if in Exhibit Hall*

***Orders Must Be Submitted with-in 48 Hours*

REFRIGERATED SPRING WATER KIT*

Refrigerated Water Dispenser, 5 Gallon Bottle of Spring Water, Cup Dispenser and 3.5-ounce Compostable Cups.

Set-up Included.

\$75.00 per dispenser / \$50.00 for 5-gallon replenishment

BOOTH HAPPY HOUR**

Serves approximately 100 drinks.

Bar Packages include everything you need to ensure that your booth is fully stocked for everyone's favorite cocktails. Bartender service and bar accoutrements included.

Premium Package \$1,600.00

Platinum Package \$1,800.00

MIMOSAS

Serves approximately 100 drinks.

The perfect way to start the mornings or afternoons! Service includes Taittinger Brut Champagne, Freshly Squeezed Orange Juice, and Martinelli's Sparkling Cider served in champagne flutes and garnished with Orange Slices.

Client must provide a 6-foot table or counter.

\$1,300.00 Package

SUSHI BAR

Minimum of 100 pieces

Entertain your booth visitors with traditional rolls, nigiri and sashimi. Sushi bar set-up includes pickled ginger, wasabi, chop sticks, soy sauce, and sriracha. Client must provide a 6-foot table or counter.

\$7.00 per piece

ICE CREAM CART*

Minimum of 100 pieces

Choose from a variety of premium ice cream bars to hand out to special guests and potential clients.

Service includes rental of ice cream cart.

\$7.00 each

HOT CHOCOLATE BAR**

Minimum of 50 servings

The hot chocolate bar puts a new twist on this drink as visitors choose from a variety of toppings. Whipped cream, marshmallows, chocolate shavings and peppermint sticks add flavor and flare!

\$9.00 each (8oz serving)

PLATTERS

Minimum of 25 servings

CHARCUTERIE BOARD - INTERNATIONAL DRY HAM, SALAMI, PISTACHIO MORTADELLA, FIG JAM, GRAIN MUSTARD & GRILLED ARTISIAN BREAD

\$10.00 per person

IMPORTED & DOMESTIC CHEESE - DRIED FRUIT, CANDIED NUTS, AND GRAPES. SERVED WITH CROSTINI & GOURMET CRACKERS

\$9.00 per person

SLICED FRESH FRUIT - KIWI, WATERMELON, BERRIES, & GRAPES

\$6.00 per person

DELUXE CRUDITÉ - BABY CARROT, CELERY, CUCUMBER, OLIVES, TOMATO, BABY PEPPERS WITH BLUE CHEESE & SMOKEY RANCH DRESSING'S

\$6.00 per person

WRAP OR SANDWICH PLATTER – TO INCLUDE VEGETARIAN, TURKEY AND HAM. SERVED WITH HOUSEMADE CHIPS

\$14.00 per person

COLD DISPLAYS

Minimum of 25 servings

SHRIMP CEVICHE - CANCHA, PEPPERS, CILANTRO & TOMATO

\$8.00 each

LATIN PULLED CHICKEN SALAD LETTUCE CUPS - BIBB LETTUCE, RAISINS, MANGO, CORN & LIME DIJON OREGANO DRESSING

\$6.00 each

THAI CRAB SALAD - GREEN PAPAYA, RED ONION, PEANUTS, THAI BASIL, NAPA CABBAGE & CHILI LIME COCONUT SAUCE, FRIED WONTON FOR CRUNCH

\$9.00 each

SEASONAL SALAD - SERVED IN INDIVIDUAL BOXES

\$6.00 each

CAPRESE SKEWERS - BASIL AND BALSAMIC PIPETTE

\$5.00 each

HOT DISPLAYS

Minimum of 25 servings

CHORIZO STUFFED DATES - PIQUILLO PEPPER SAUCE

\$8.00 each

BEEF SLIDERS - MONTEREY JACK CHEESE, SWEET PICKLE, SPICY KETCHIP

\$8.00 each

BUFFALO CHICKEN SLIDER - CELERY SEED BLUE CHEESE COLESLAW

\$8.00 each

MINI CUBAN SANDWICH - HAM, ROAST PORK, PROSCUITTO, PICKLE, MUSTARD, POTATO STICKS IN SWEET BREAD SERVED WITH MOJO SAUCE FOR DIPPING

\$8.00 each

QUINOA ZUCCHINI FRITTER - CHIPOTLE AIOLI

\$6.00 each

BEVERAGES

REGULAR OR DECAF COFFEE
\$60.00 per gallon

ASSORTED HOT TEAS
\$60.00 per gallon

ICED TEA OR LEMONADE
\$42.00 per gallon

BOTTLED WATER
\$4.00 each

SPARKLING WATER
\$5.00 each

ASSORTED SOFT DRINKS
\$5.00 each

BOTTLED JUICE
\$4.00 each

GATORADE
\$5.00 each

ASSORTED CANNED FRAPPUCCINO
\$7.00 each

RED BULL
\$7.00 each

DOMESTIC BEERS
\$7.00 each

IMPORTED BEERS
\$8.00 each

SNACKS

VARIETY OF CANDY BARS
\$48.00 dozen

ASSORTED BREAKFAST PASTRIES
\$42.00 per dozen

FRESHLY BAKED ASSORTED COOKIES
\$42.00 per dozen

MINI DONUTS
\$36.00 per dozen

BROWNIES AND BLONDIES
\$42.00 per dozen

NO BAKE KEY LIME TARTS
\$36.00 per dozen

ASSORTED PETIT FOURS
\$36.00 per dozen

ASSORTED BAGELS AND WHIPPED CHIVE CREAM
CHEESE
\$36.00 per dozen

SOFT PRETZELS WITH POMERY MUSTARD AND BEER
CHEESE
\$56.00 per dozen

HOUSE FRIED POTATO CHIPS WITH WILD ONION DIP
\$6.00 per person (min order of 25)

TORTILLA CHIPS & SALSA
\$6.00 per person (min order of 25)

ROASTED RED PEPPER HUMMUS & PITA TOAST POINTS
\$5.00 per person (min order of 25)

INDIVIDUAL DELUXE MIXED NUTS
\$4.00 each (min order of 25)

SAVOR...Fort Lauderdale

at Broward County Convention Center

Booth Service Catering Order Form

Return Completed Form (2) Weeks Prior to Show Date

Please fill out the following form and email to catering@ftlauderdalecc.com

Please wait for approval from the Catering Department.

Event Name					
Company Name:					
Billing Address:					
Booth Name:			Booth Number:		
Client Name:		Business Number:		Email Address:	
On-Site Contact:					
Fax			E-Mail Address		
Date of Service:					
Start Time					
End Time					
# of Guests					
Menu					

Exhibitors are responsible for placing any electrical orders associated with their catering order at the exhibitor's expense. Your Banquet Event Order will indicate if you need to order electric. Place orders with Edlen Electric at 954-607-7255.

SAVOR...Fort Lauderdale

at Broward County Convention Center

SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor SMG is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Broward County Convention Center. Savor SMG is the exclusive provider of all food and beverage for the Broward County Convention Center and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form Please wait for approval from the Catering Department. Please send to catering@ftlauderdalecc.com

REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
 - A. Non-Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
 - B. Alcoholic Beverage items limited to 2 oz serving of Beer & .5 oz serving of liquor/spirits. Company representative handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the Convention Center, SMG and Broward County as Additionally Insured.
 - C. Food items limited to "bite size".
 - D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) **MUST** be purchased from Catering Department.

Name of Event: _____

Company Name: _____

Contact: _____

Address: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Booth #: _____

1. Products you wish to sample:

2. How do you plan on sampling this product (i.e. trays, 4oz cups):

3. Please explain purpose of offering these samples:

Please check if you will need any of the following (3 weeks advance notice required. Charges will apply):

____ **Refrigerator Space** (please indicate amount of space in cubic feet): _____

____ **Dry Storage**(please indicate amount of space in cubic feet): _____

____ **Kitchen Preparation:** _____

____ **Serving Equipment (chafing dishes, spoons, etc):** _____

____ **Ice (sold by a 20 pound bag):** _____

Approved By:

_____(SAVOR Food & Beverage Director) _____(Date)



FIRE CODE & SAFETY REQUIREMENTS

All cooking exhibits shall comply with the following:

- One 20 BC fire extinguisher with current tag for each cooking device.
- Deep fryers must have lids and single well. FRYER requires a class "K" extinguisher
- Equipment shall be fueled by low heat source.
- Cooking surface shall be limited to 288 square inches.
- Cooking equipment is required 4 (four) feet from public or have physical barrier.
- Equipment must be on a non-combustible surface.
- Cooking equipment is required 2 (two) feet apart.
- Flamed proof treated materials are required:
Curtains, drapes, table cloths, etc.
- Butane canisters cannot exceed 16oz.
- **NO propane cooking tanks allowed inside the convention center.**
- Convention center's carpet surface must be protected if there are any food preparation and/or cooking demonstration.

City of Fort Lauderdale Fire Department
The Greater Fort Lauderdale/Broward County Convention Center

Signature required to confirm the above fire code and regulations have been reviewed:

_____(Food Vendor Representative if Cooking On-Site is Applicable)

_____(Date)



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