

EXHIBITOR SERVICE MANUAL

Franchise Expo West 2022

March 18-19, 2022 Phoenix Convention Center Halls A & B



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 (914) 275-1317 John.Erich@comexposium.com

OPERATIONS & BOOTH SET UP

LILLIAN GIOLITTI
(201) 881-1612
Lillian.Tyrrell@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



Exhibiting for the First Time?

Thank you for exhibiting at Franchise Expo West. 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 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 West Rooming Block. Please visit our travel page. 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 (formally QuadExpress), 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, or a 2-wheel baggage cart, by one full-time employee of the exhibiting company

What is drayage?

Drayage is the transporting of exhibitor material from the loading dock to a booth and then back to the loading dock at the end of the show. All exhibitors shipping material to the convention center will incur a drayage/material handling charge.

Does our booth space come with electric?

No, but if you need electrical service to your booth, you can order it through the Commonwealth Electric Company.

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 Lillian Tyrrell at Lillian.Tyrrell@comexposium.com



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 three (3) feet.

Is electric included in our booth?

No, electrical service is provided through Commonwealth Electric Company. 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, March 17th from 10:00 am to 5:00 pm. Exhibitor move out is Saturday, March 19th 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 Phoenix Convention Center by Thursday, March 17. Material handling fees are higher if shipped to warehouse. Refer to the Exhibitor Manual for deadline and shipping address.
- Direct Shipping to the Phoenix Convention Center: Direct shipments to the Phoenix Convention Center can arrive on Thursday, March 17th 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 FEW. 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, or a 2-wheel baggage cart, by one full-time employee of the exhibiting company.

Is there security on the show floor?

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

Will the Exhibitor Manual also be mailed?

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

Are there exhibitor events scheduled during the weekend?

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



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 support 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.



EDUCATION & TRAINING

AEI will provide a safety talk to all employees at the start of each shift to reiterate the importance and necessity of proper health, hygiene and safety practices in this document.

AEI will place highly visible safety signs throughout the show floor as reminders to practice proper health and hygiene practices. These signs will reinforce AEI and state and local authority guidelines.

AEI will provide frequent reminders that no employees, under any circumstances, should travel to work if they are experiencing any flu-like symptoms such as cough, fever, or difficulty breathing. AEI will fully support any employee in staying home upon notification that they are ill.













AEI, with our venue and association partners, will fully support the proper and frequent placement of hand sanitation stands throughout show site and the use of non-invasive infrared thermometers and/or thermal cameras to temperature check each person who enters the event. Those confirmed to have a temperature over 100.4°F/38°C will undergo further medical assessment and be directed to appropriate medical care.

AEI employees will be provided their own dedicated equipment wherever possible and strongly encouraged not to share them with their colleagues. If sharing is necessary, the items will be thoroughly wiped with an alcohol based sanitizer or sprayed with an EPA approved disinfectant.

All work surface areas will be cleaned frequently throughout the day including desks, worktables, communal tools and equipment, printers, keyboards and any other "high-touch" areas.

HEALTH & HYGIENE

Wash hands often. Everyone should do their part by frequently washing their hands with soap and hot water for at least 20 seconds (or with hand sanitizer that contains at least 60% alcohol).

All AEI equipment will be wiped with an alcohol based sanitizer or sprayed with hospital grade disinfectant prior to being moved on to the show floor.







Show Management Forms	2-7
Safety Plan and Protocols	8-10
Welcome Letter	12
Deadline Dates	13
Show Facts	14
Show Schedule	15
Helpful Hints	16
How To Place Your Order	17
Payment Policy Agreement	18
Charge Authorization	19
Third Party Payment	20
Cost Calculation	21
Safety	22
Standard Carpet Samples	23
Standard Carpet	24
Plush Carpet Samples	25
Plush Carpet	26
Furniture	27
Display Tables	28
Custom Furniture Catalogue	29-85
Custom Furniture	86-90
Economy Packages	91
Rental Booths	92-106
FabriWalls/Frames	107-110
Display Cases	111
Special Signs	112
File Prep Instructions	113
Standard Sign Request	114
Disinfectant Cleaning	115
Booth Cleaning	116
Labor Regulations	117
Mochanical Lifts	118

DisplayLabor	119
AEI Supervised Labor	120
Forklift Labor	121
Hanging Signs	122-123
Structural Integrity	124
Exhibitor Appointed Contractor	125
Sample Certificate of Insurance	126
Tips for Material Handling	127
Material Handling Limits of Liability	128-129
Spotting Fee	130
Cart Load Service	131
Shipping Information	132
Glossary of Shipping Terms	133
Material Handling Rate Schedule	134
Special Handling Definitions	135
Material Handling Rate Calculation	136
Freight Routing	137
Inbound Freight Procedures	138
Move-Out Schedule	139
Outbound Freight Procedures	140
Quad Express	141
T3 Logistics	142-143
Shipping Labels	144-146
Lead Retrieval	147-149
Exhibitor Liability Insurance	150
AV/Computers	151
Catering	152-163
Electrical	164
Smart City	165-175



Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming Franchise Expo West 2022 scheduled for March 18-19, 2022 at the Phoenix Convention Center in Phoenix, AZ.

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

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8.6% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the Franchise Expo West 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	February 16, 2022
Cleaning	February 23, 2022
Custom Furniture	February 23, 2022
Display Tables	February 23, 2022
Forklift Installation/Dismantle	February 23, 2022
Freight Routing	February 23, 2022
Furniture	February 23, 2022
Labor Installation/Dismantle	February 23, 2022
Rental Booths	February 16, 2022
Special Signs	February 16, 2022
Standard/Plush Carpet	February 23, 2022
Warehouse Advance Shipment	March 2, 2022



SHOW FACTS

BOOTH EQUIPMENT:

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

EMERGING FRANCHISOR BOOTH PACKAGE (MUST BE ORDERED THROUGH SHOW MANAGEMENT):

This 5'd x 10'w booth package includes an 8' high blue draped back wall, 3' high blue draped side rail,(1) 4'l x 30"h black skirted table, (1) side chair, black carpet, (1) wastebasket and a one line identification sign indicating the name of the exhibiting company and booth number.

BUSINESS RESOURCE CENTER BOOTH PACKAGE (MUST BE ORDERED THROUGH SHOW MANAGEMENT):

This 10'd x 10'w booth package includes an 8' high black draped back wall, 3' high black draped side rail, (1) 6l x 30"h black skirted table, (2) side chairs, black carpet, (1) wastebasket and a one line identification sign indicating the name of the exhibiting company and booth number.

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 Martin at: martin.joksimovic@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.

Contact Martin at: martin.joksimovic@comexposium.com for approval.

CARPET:

Booth carpet is required. If no booth carpet is set in your booth by 5:00 pm on Thursday, March 17, 2022 a carpet will be added to your order at the standard rate and installed before show opening. Carpet color is at the discretion of AEI.

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments will be received between January 31, 2022 and March 2, 2022.

To: Exhibiting Company and Booth Number

For: Franchise Expo West 2022

c/o: Arata Expositions, Inc.

c/o: YRC

2021 S. 51st Avenue Phoenix, AZ 85043

Receiving hours: 8:00am-4:00pm weekdays

SHIPPING INFORMATION:

Receiving deadline for advance freight is March 2, 2022. We will continue receiving freight at the advance warehouse through March 15, 2022. Shipments received from March 3 -15, 2022 will incur a late surcharge.

DIRECT SHOWSITE SHIPMENTS

Shipments will be received starting Thursday, March 17, 2022.

To: Exhibiting Company and Booth Number

For: Franchise Expo West 2022

c/o: Arata Expositions, Inc.

c/o: Phoenix Convention Center

Halls A & B 100 N 3rd Street Phoenix, AZ 85004



SHOW SCHEDULE

Franchise Expo West 2022 March 18-19, 2022 Phoenix Convention Center Halls A & B Phoenix, AZ

SET UP HOURS:					
Thursday,	March 17, 2022	10:00am - 5:00pm			

SHOW HOURS:		
Friday,	March 18, 2022	10:00am - 4:00pm
Saturday,	March 19, 2022	10:00am - 4:00pm

MOVE OUT HOURS:			
Saturday,	March 19, 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: customerservice@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.

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.

ny Name		Booth Number (s)
Address		City
Audress		City
Zip Code	Country	
t Name	Email Address	
one Number	Fax Number	
CREDIT CARD AUTHORIZATION American Express Visa	MasterCard	Exp. Date
_	MasterCard	Exp. Date
American Express Visa	MasterCard	Exp. Date
American Express Visa Account#	MasterCard	Exp. Date
American Express Visa Account# Cardholder's Name	MasterCard	Exp. Date
American Express Visa Account# Cardholder's Name Cardholder's Signature Cardholder's Billing Address:	MasterCard	
American Express Visa Account# Cardholder's Name Cardholder's Signature Cardholder's Billing Address: Street Address		

This form must be signed and accompanied by your order.



THIRD PARTY PAYMENT

Name of Organizat	tion		Booth Number	er(s)		
Authorized by	thorized by Title			Date	_ Date	
E-Mail		Signatur	e sign here			
authorization mus	t be received at least 30 day	s prior to show opening. E	OTH FIRMS MUST	ird party account. A third party COMPLETE THIS FORM. Any ro UTELY NO CREDITS WILL BE IS	emaining balance	
	and, and agree, we the exhib oes not discharge payment			ment of charges, and in the ever	ent the named	
We have rea	d, understand, and agree to	all the above terms and h	ave advised our sh	now site representative according	ngly.	
Exhibitor Sig	gnature: SIGN MERE	Pı	rint Name:		Date:	
THIRD PARTY			EXHIBITING	COMPANY		
Name of Organization			Name of Organiza	tion		
Address			Address			
City	State	Zip	City	State	Zip	
Phone	Fax		Phone	Fax		
Exhibitor Signature			Exhibitor Signatur	e		
Print Name			Print Name			
CREDIT CARD CHARG	E AUTHORIZATION		CREDIT CARD CHA	ARGE AUTHORIZATION		
Cardholders Name			Cardholders Nam	e		
Address			Address			
City	State	Zip	City	State	Zip	
American Express	Visa MasterCard		American Express	S Visa MasterCard		
	Expiration Date	e:		Expiratio	n Date:	
Account Number			Account Number			
Please indicate which	of the below items are to be cha	ged to the third party:	Please indicate wh	ich of the below items are to be char	ged to the exhibiting company:	
All Services	Booth Cleaning Furnit	ure, Carpet and Accessories	All Services	Booth Cleaning Furnit	ture, Carpet and Accessories	
Material Handling	Labor Other (Please Spe	cify)	Material Handl	ing Labor Other (Please Spe	ecify)	
SIGN HERE			SION HERE			
Cardholders Signature			Cardholders Signa	ature		

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF February 23, 2022.



COST CALCULATION

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

COST CALCULATION WORKSHEET

	3. Plush Carpet / Standard Carp	oet	
	4. Custom Furniture		
	5. Rental Units		
	6. Display Cases		
	3		
	14. TOTAL LINES 1-13	\$	
	15. Add 8.6% Tax	\$	
	16. BALANCE DUE*	\$	
	*Your order will not be	processed without a credit card on f	file.
		,	
Company Name		Booth No.	umber
Street Address		City	
State	Zip Code	Country	
Contact Name		Email Address	
alanhana Niverbe		Fau Number	
elephone 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.





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.

Check		H CARPET				TANDARD SPE	ECIAL CUT BOO	TH CARPET	
Size	Description	Discount Price	Standard Price	Extended Price	- 1	•		ny dimensions. Pr	
	10' x 10' Carpet	\$310.00	\$434.00			necessary tapır set-up.	ng and visqueen	for protection of o	carpet during
	10' x 20' Carpet	\$620.00	\$868.00	\$					
	10' x 30' Carpet	\$930.00	\$1302.00	\$	В	BOOTH SIZE	X	_ =	sa ft
	10' x 40' Carpet	\$1240.00	\$1736.00	\$			Discount Price	Standard Price	Extended Price
	carpet is supplied only Oʻx 20ʻ or larger), pleas					X	(\$5.50 per sq. ft.	\$7.70 per sq. ft. =	
AND	ARD CARPET COL	ORS							
				SELECT CO	OLOR	BELOW			
	Black	Grey	Red	Blue Hun	iter G	ereen □Bu	urgundy 🔲 F	Purple 🗌 Tea	al
			f item color	s are not selected	in adv	vance AFI will s	select a color		
			Titem cotor	Sure not Setected	iii dav	rance, ALI WILL 5	etect a cotor.		
ARPE	T PADDING								
C:I	_					Discount Price	Standard F	Price Exte	nded Price
Singl Padd	e ing	_ X	= _	sq. ft.	Χ	\$1.50 per sa. f	ft. \$2.10 pe	r sq. ft. = \$	
		- /\		94		фоо ро. оq	Ψ2σ μο.	. 94	
Doub Padd		_ X	= _	sq. ft.	X	\$3.00 per sq. f	ft. \$4.20 pe	r sq. ft. = \$	
T duu				·					
ISQUE	EN								
						Discount Price	Standard F	Price Exte	nded Price
		_ X	= _	sq. ft.	X			Price Externs	
ount De						\$1.50 per sq. f			
receive	eadline: February 23, 2022 I by discount deadline. Star	. Discount price	applies only to	o orders that are accom	npanied	\$1.50 per sq. 1	ft. \$2.10 pe	r sq. ft. = \$ ooth Carpet Total	
receive	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w	. Discount price	applies only to	o orders that are accom	npanied	\$1.50 per sq. 1	ft. \$2.10 pe	ooth Carpet Total 8.6% Tax	
received ns cance w closing ental ca	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w	2. Discount price dard price applie ill be charged at 1 e of installation. In	applies only to es to orders rec 00% of the publ	o orders that are accomeived after the deadline deshed price. Absolutely no	npanied late. credits v	\$1.50 per sq. f	ft. \$2.10 pe	ooth Carpet Total 8.6% Tax	
received ns cance w closing rental ca th cleani	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w 3- rpet is laid clean on the dat ng services must be ordere	2. Discount price dard price applie ill be charged at 1 e of installation. In	applies only to es to orders rec 00% of the publ	o orders that are accomeived after the deadline deshed price. Absolutely no	npanied late. credits v	\$1.50 per sq. f	ft. \$2.10 per	ooth Carpet Total 8.6% Tax	
received ns cance w closing ental ca th cleani	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w 3- rpet is laid clean on the dat ng services must be ordere	2. Discount price dard price applie ill be charged at 1 e of installation. In	applies only to es to orders rec 00% of the publ	o orders that are accomeived after the deadline deshed price. Absolutely no	npanied late. credits v	\$1.50 per sq. f	ft. \$2.10 per	r sq. ft. = \$ ooth Carpet Total 8.6% Tax TOTAL	
received is cance w closing ental ca h cleani ipany Na	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w g. rpet is laid clean on the dat ng services must be ordere	2. Discount price dard price applie ill be charged at 1 e of installation. In	applies only to es to orders rec 00% of the publ	o orders that are accomeived after the deadline deshed price. Absolutely no	npanied late. credits v	\$1.50 per sq. f	ft. \$2.10 per	r sq. ft. = \$ ooth Carpet Total 8.6% Tax TOTAL	
received ns cance w closing rental ca th cleani npany Na	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w g. rpet is laid clean on the dat ng services must be ordere	2. Discount price dard price applie ill be charged at 1 e of installation. In	applies only to es to orders rec 00% of the publ	o orders that are accomeived after the deadline deshed price. Absolutely no	npanied late. credits v	\$1.50 per sq. f	Standard B	r sq. ft. = \$ ooth Carpet Total 8.6% Tax TOTAL	
receiverns cance w closing rental ca th cleani npany Na	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w g. rpet is laid clean on the dat ng services must be ordere	2. Discount price dard price applie ill be charged at 1 e of installation. In	applies only to the second of the public of the public of the event that of the even	o orders that are accomeived after the deadline deshed price. Absolutely no	npanied late. credits v	\$1.50 per sq. f	Standard B	r sq. ft. = \$ ooth Carpet Total 8.6% Tax TOTAL	
receiverns cance w closing rental ca th cleani npany Na	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w g. rpet is laid clean on the dat ng services must be ordere	t. Discount price and price applie ill be charged at 1 e of installation. In d.	applies only to the second of the public of the public of the event that of the even	o orders that are accomeived after the deadline dished price. Absolutely no a	npanied late. credits v	\$1.50 per sq. f	Standard B	r sq. ft. = \$ ooth Carpet Total 8.6% Tax TOTAL	
received ms cance low closing rental ca	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w g. rpet is laid clean on the dat ng services must be ordere	t. Discount price and price applie ill be charged at 1 e of installation. In d.	applies only to the second of the public of the public of the event that of the even	o orders that are accomeived after the deadline dished price. Absolutely no disarpet becomes dirty during Count	npanied late. credits v	\$1.50 per sq. f	Standard B	r sq. ft. = \$ ooth Carpet Total 8.6% Tax TOTAL	
receiverns cance w closing rental ca th cleani npany Na eet Addre	eadline: February 23, 2022 d by discount deadline. Star lled after move-in begins w g. rpet is laid clean on the dat ng services must be ordere	t. Discount price and price applie ill be charged at 1 e of installation. In d.	applies only to the second of the public of the public of the event that of the even	o orders that are accomeived after the deadline dished price. Absolutely no disarpet becomes dirty during Count	npanied late. credits v ng the se	\$1.50 per sq. f	Standard B	r sq. ft. = \$ ooth Carpet Total 8.6% Tax TOTAL	



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 P	rice Standard Price Extended Price
X \$7.50 per sq	. ft. \$10.50 per sq. ft. = \$
PLUSH CARPET COLORS	
SELE	ECT COLOR BELOW
Charcoal Black Navy Red New Blue E	Beige Emerald Silver Cloud Burgundy Ice**
If item colors are not selected in advance, AEI will choose th	ne color. **Purchase only @ \$9.50 per sq. ft. discount or \$13.30 standard
CARPET PADDING	
Single	Discount Price Standard Price Extended Price
Padding X = :	sq. ft. X \$1.50 per sq. ft. \$2.10 per sq. ft. = \$
Double Padding X =	sq. ft. X \$3.00 per sq. ft. \$4.20 per sq. ft. = \$
Discount Deadline: February 23, 2022. Discount price applies only to orders that are are received by discount deadline. Standard price applies to orders received after the deltems cancelled after move-in begins will be charged at 100% of the published price. Absolu show closing.	adline date. Plush Booth Carpet Total
All rental carpet is laid clean on the date of installation. In the event that carpet becomes directly booth cleaning services must be ordered.	rty during the set up of the show,
bookin electring services must be or dered.	
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.

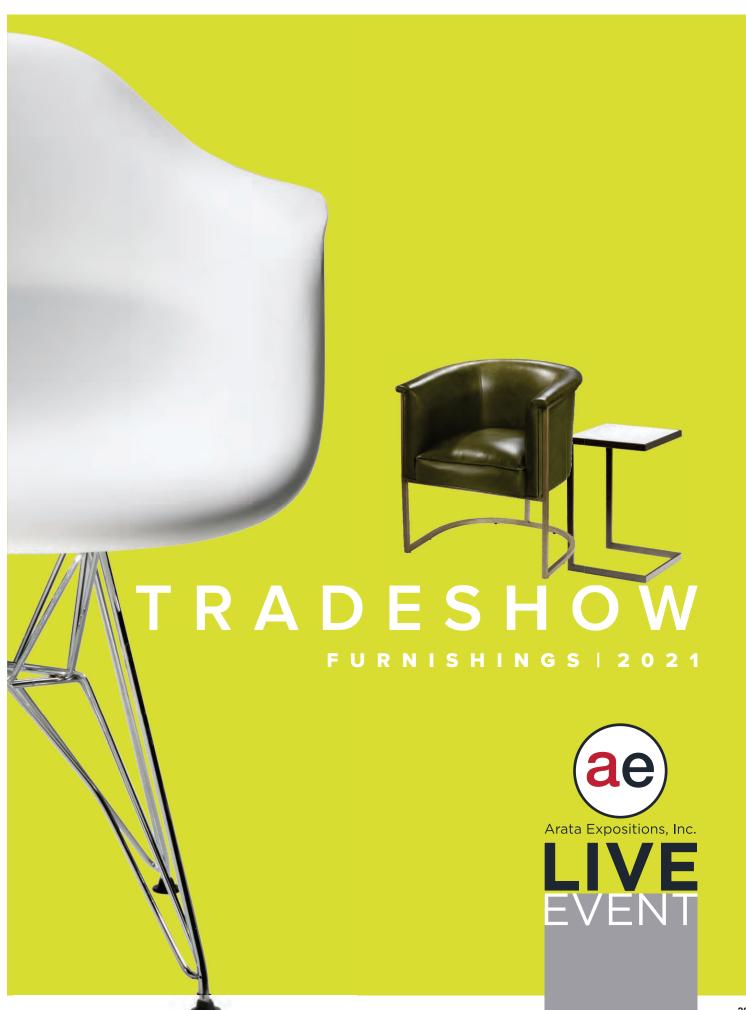
CHAIRS							
Qty.	Description	Discount Price	Standard Price	Extended Price			
	Arm Chair	\$199.00	\$278.60	\$			
	Side Chair	\$149.00	\$208.60	\$			
	Counter Stool	\$250.00	\$350.00	\$			
ACCESSO	RIES						
	Wastebasket	\$30.00	\$42.00	\$			
	Literature Rack	\$150.00	\$225.00	\$			
	Bag Holder	\$135.00	\$189.00	\$			
	Easel (Tripod)	\$60.00	\$84.00	\$			
	Chrome Sign Holder (22"W x 28"H)	\$40.00 \$56.00 ard, 4'W x 8'H, Vertical \$199.00 \$278.60		\$			
	Fishbowl			\$			
	Posterboard, 4'W x 8'H, Vertical						
	Posterboard, 8'W x 4'H, Horizontal			\$			
	Tensa Barriers	\$65.00	\$91.00	\$			
	Credenza (38"L x 18"D x 42"H) □ white □grey □ black	\$450.00	\$675.00	\$			
	Pedestal (18"L x 18"D x 42"H) □white □grey □black	\$300.00	\$450.00	\$			
SPECIAL D	DRAPERY/SKIRTING						
	8' High (per lin. foot) (\$55 min)	\$22.00	\$30.80	\$			
	3' High (per lin. foot) (\$55 min)	\$16.50	\$23.10	\$			
	Special Skirting (per lin. foot)	\$10.00	\$14.00	\$			
	8' High End Cap / Close Off	\$60.00	\$84.00	\$			
	CELEC	T COLOR BELOW					
	☐ Black ☐ Red ☐ Teal ☐ Silver	Burgundy P	ourple Blue V	White			
	If item colors are not select	ed in advance, AEI will do	so at no risk.				
discount deadling	ne: February 23, 2022. Discount price applies only to orders that are accompa ne. Standard price applies to orders received after the deadline . Item	is cancelled after move-in b	egins	ture Total			
•	at 100% of the published price. Absolutely no credits will be issued after show	•		.6% Tax			
Standing on rentuse.	tal furniture is prohibited. Arata Expositions, Inc. cannot be responsible for i	injuries or falls caused by impi	roper	TOTAL			
Company Name			Booth Number				
Street Address			City				
State	Zip Code C	ountry					
Contact Name	E	mail Address					
L Telephone Numb	er F.	ax 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.

ity.	Description		Discount Price	Standard	l Price	Extended Price	
4'L x 2'D x 30"H 6'L x 2'D x 30"H 8'L x 2'D x 30"H 4th Side Drapes for 30" Tables			\$185.00 \$259.00		00	\$	
			\$220.00	\$308.			
			\$255.00 \$357.00 \$75.00 \$105.00			\$	
APED DISPLAY T	ABLES 42" HIGH						
4'L x 2'D	4'L x 2'D x 42"H 6'L x 2'D x 42"H		\$235.00	\$235.00 \$329.00		\$	
6'L x 2'D			\$284.00 \$397.60 \$335.00 \$469.00			\$	
8'L x 2'D x 42"H						\$	
4th Side	4th Side Drapes for 42" Tables		\$55.00	\$77.0	\$		
IECK COLOR BEL	.0W)						
					. –		
L	Black Red Tea	ıl Silver	Burgundy (Gold <u></u> E	Blue	White	
	If item co	olors are not selecte	ed in advance, AEI will se	lect the color.			
DRAPED DISPLA	Y TABLES 30" HIGH	EXHIBITOR	MUST SUPPLY TOP 8	& TABLE SKIF	tT		
4'L x 2'D	4'L x 2'D x 30"H		\$90.00	\$126.00		\$	
6'L x 2'D	6'L x 2'D x 30"H		\$115.00	\$161.00		\$	
8'L x 2'D x 30"H			\$140.00	\$196.00		\$	
DRAPED DISPLA	Y TABLES 42" HIGH	EXHIBITOR	MUST SUPPLY TOP 8	& TABLE SKIF	?T		
	4'L x 2'D x 42"H		\$110.00	\$154.00		\$	
	6'L x 2'D x 42"H		\$135.00	\$189.00		\$	
8'L x 2'D	8'L x 2'D x 42"H		\$160.00	\$224.00		\$	
APED TABLE RIS	FRS 12" HIGH						
	er (white vinyl)		\$80.00	\$112.	nn	\$	
6 ft. Riser (white vinyl)			\$99.00 \$138.60			\$	
	(White Viriye)		ψ////	Ψ.σσ.		<u> </u>	
	3, 2022. Discount price applies only to orc					niture Total	
count deadline. Standard price applies to orders received after the deadline . I I be charged at 100% of the published price. Absolutely no credits will be issued after sh				begins		8.6% Tax	
	prohibited. Arata Expositions, Inc. canno	ot be responsible for in	njuries or falls caused by imp	roper		TOTAL	
ing on rental furniture is							
ing on rental furniture is			Booth Number				
ing on rental furniture is any Name					Booth Number	г	
					Booth Number	<u>-</u>	
any Name						T.	
					Booth Number		
any Name	Zip Code	Co	ountry				
any Name	Zip Code	Cc	nuntry				
any Name	Zip Code		ountry nail Address				
any Name Address	Zip Code						





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

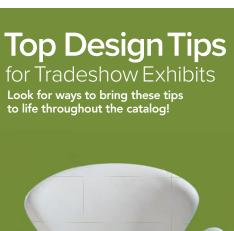
Midtown Bar | pg 118 Dividers | pg 16 Bar Tables | pg 84 Barstools | pg 88 Greenery | pg 20





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





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.





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.

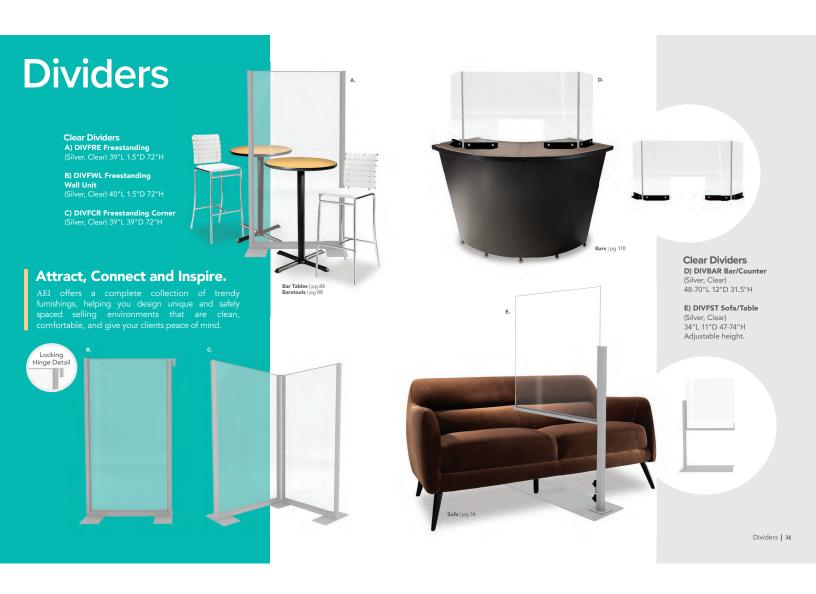


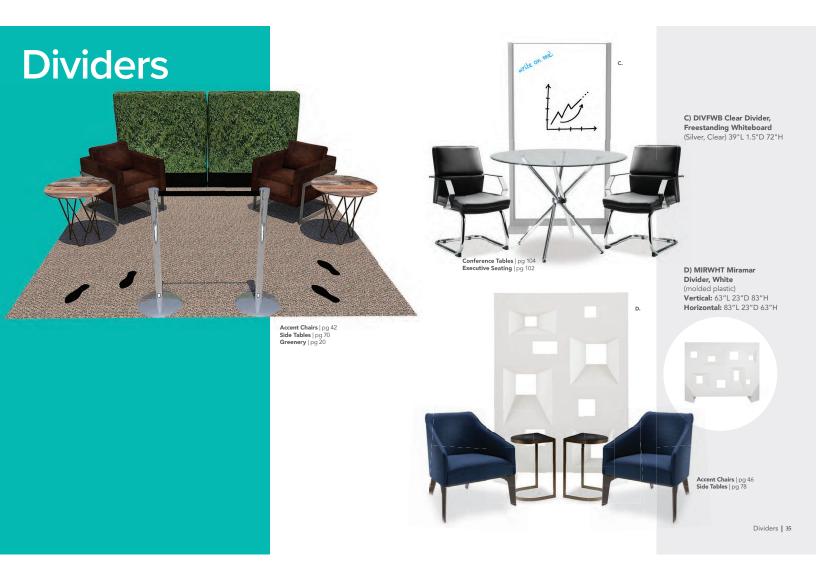
Provide a Pop! Colorful furnishings attract more attention while reinforcing brand themes.



Design Tips | 32













Powered | 37



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



Tablet TCHGRY Tech Tablet Chair

Tech

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



Powered | 38











Dividers | pg 16 Soft Seating | 34 Bars | pg 118 Bar Tables | pg 84 Barstools | pg 88 Greenery | pg 20



SOFT SEATING Collections

Soft Seating | 4





Soft Seating | 45







Accent Chairs | 47









CHAIRS

17.5"L19.5"D35"H



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

All frames brushed metal.

Individual Seating | 51



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

(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

Individual Seating | 52

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.

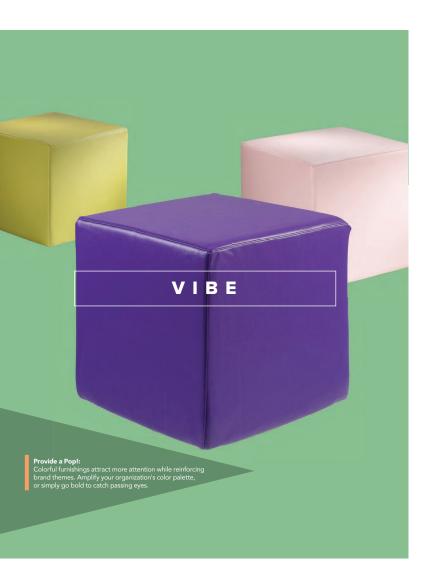


10'x20' - Beverly Demonstration Booth

Ottomans | pg 56 Powered Products | pg 30 Dividers | pg 16 Barstools | pg 88 Bar Tables | pg 84



O T T O M A N







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



SMALL BENCH

OTTOMANS 30"L20"D18"H



A) BVSMOR (orange fabric) B) BVSMGN (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°L20°D18°H



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





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)





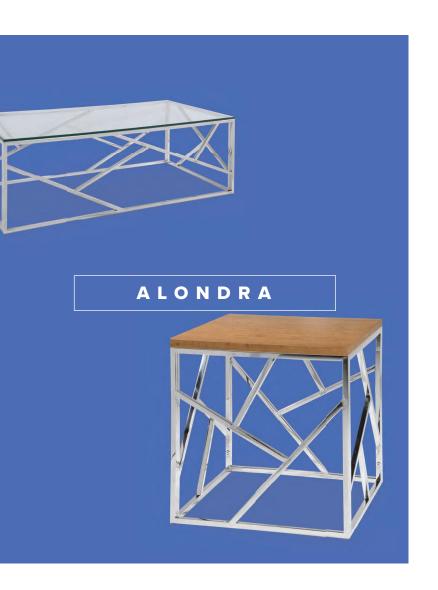


ACCENT COCKTAIL & END TABLES 32.25"RND 17.25"H | 20.5"RND 21.25"H



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.



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



ACCENT COCKTAIL & END TABLES 48"L 26"D 18"H | 27"L 23"D 22"H



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.



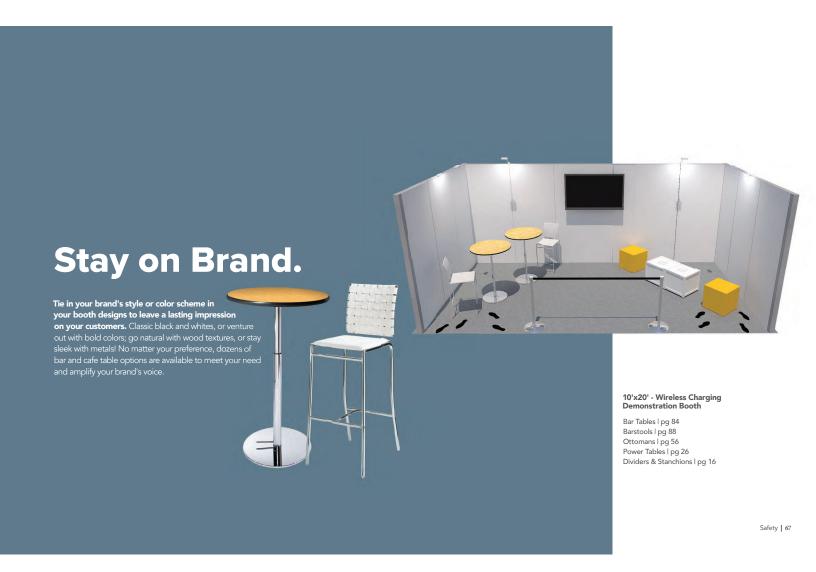




Taos Tables A) TAOBWH (white top) B) TAOBBK (black top) C) TAOBWD (barnwood top) Sedona Tables D) SEDBWH (white top) E) SEDBBK (black top) F) SEDBWD (barnwood top)

All frames bronze finish.









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.











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)

Bar/Cafe Tables | 69





BARSTOOL

COLLECTION 21"L17.5"D41.5"H



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.

Barstools | 71



BARSTOOL

COLLECTION15 "RND23-33.5"H



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

All bases crome finish.

Barstools | 72



BARSTOOL COLLECTIONS





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

All bases crome finish.

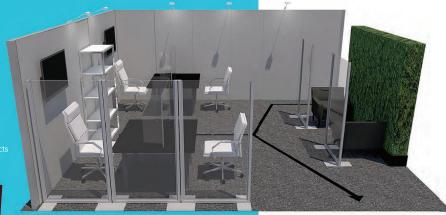
Barstools | 73



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.





20'x20' - Executive Meeting Booth

Conference Tables | pg 109 Madison Desk & Storage | pg 112 Executive Seating | pg 102 Dividers | pg 16



OFFICE Collections

Office | :





CONFERENCE TABLES 42"RND29"H



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

All bases black finish.



CONFERENCE



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





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.



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





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.











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
POWERE	D FURI		
NPLS0P			£1222.00
		Naples Sofa/Black Vinyl	\$1232.00
NPLCHP	-	Naples Chair/Black Vinyl	\$767.50 \$1062.00
NPLLOP		Naples Loveseat/Black Vinyl	<u> </u>
TCHGRY		Tech Tablet Chair/Gray Vinyl	\$457.00
VNTWHT		Venutra/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 SE	ATING		
VALCHA		Valencia Chair/Spice Orange Velvet	\$377.50
VALS0F		Valencia Sofa/Coffee Brown Velvet	\$566.00
FAIRSW		Fairfax Sofa/White Vinyl	\$579.50
FAIRCW		Fairfax Chair/White Vinyl	\$418.00
STECHA		Sterling Chair/Gray Fabric	\$849.00
STESOF		Sterling Sofa/Gray Fabric	\$1236.00
CHR002		Allegro Chair/Blue Fabric	\$522.00
SFA002		Allegro Sofa/Blue Fabric	\$787.50
PALS0F		Palm Beach Sofa/White Vinyl	\$836.00
KEYS0F		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

CODE	QTY	ITEM DESCRIPTION	PRICE
BSFWHT	411	Baja Sofa/White Vinyl	\$1063.00
BLVWHT		Baja Loveseat/White Vinyl	\$967.00
NPLCHP			\$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
NPLL0V		Naples Loveseat/Black Vinyl	\$850.50
NPLSOF		Naples Sofa/Black Vinyl	\$1014.00
ACCENT	CHVID	•	\$1014.00
	СПАІК		# F0F 00
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
INDIVID	UAL SE	ATING	
MARCBR		Marina Chair/Brown Fabric	\$181.50
MARCBE		Marina Chair/Ocean Blue Fabric	\$181.50
MARCRD		Marina Chair/Red Fabric	\$181.50
MARCWH		Marina Chair/White Vinyl	\$181.50
MARCBK		Marina Chair/Black Vinyl	\$181.50
LMCHR		Laguna Chair/Maple	\$172.50
LUCHCL		Lucent Chair/Frosted Acrylic	\$222.00
CS4		Syntax Chair/Black Fabric	\$242.00
XCHR		Christopher Chair/White Vinyl	\$128.00
SC3		Brewer Chair/Onyx Fabric	\$200.50
RSTDIN		Rustique Chair w Arms/Gunmetal	\$177.00
ZENCHR		Zenith Chair/White	\$195.00
DUET		Stack Chair/Black Molded Plastic	\$78.50
SC10		Razor Armless Chair/White Molded Plastic	\$94.50
OCMWHT		Meeting Chair/White Vinyl	\$305.00
MALGRN		Malba Chair/Green Molded Plastic	\$133.50
MALGRY		Malba Chair/Gray Molded Plastic	\$133.50

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



INDIVID	UAL SEA	TING (CONTINUED)	
CODE	QTY	ITEM DESCRIPTION	PRICE
BLDCSB		Blade Chair/Sky Blue Molded Plastic	\$85.50
BLDCRD		Blade Chair/Red Molded Plastic	\$85.50
оттом	AN		
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
BVSMLN		Beverly Small Bench/Linen Fabric	\$329.50
BVSMLV		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
	-	1	

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	TARLE	3	·
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
Street Address			City
State	Zip Code	Country	
Contact Name		Email Address	
Telephone Number		Fax Number	



ACCENT	TABLE	S (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 TAI	BLES -	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/WhiteTop	\$281.50
30WDBB		30" Round/Barnwood Top	\$312.50
30BKSB		30" Round/Black Top	\$312.50
30AGBB		30" Round/Brushed Gunmetal Top	\$312.50
300SBB		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 TAI	BLES -	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 Gunmental Top	\$382.00

BAR TA	BLES -	HYDRAULIC CHROME BASE - 45"H (C	ONTINUED
CODE	QTY	ITEM DESCRIPTION	PRICE
300SHB		30" Round/Orange Top	\$382.00
30МАНВ		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 T	ARLES	- 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
30МАНС		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 T	ABLES	- BLACK BASE - 29"H	
ZTJ		30" Round/Graphite Nebula Top	\$244.50
ZTK		30" Round/Maple Top	\$244.50
ZTB		30" Round/Red Top	\$244.50
30WH29		30" Round/White Top	\$244.50
30WDBC		30" Round/Barnwood Top	\$282.50
30BKSC		30" Round/Black Top	\$282.50
30AGBC		30" Round/Brushed Gunmetal Top	\$282.50
300SBC		30" Round/Orange Top	\$282.50
ZTA		30" Round/Madison Acajou Top	\$273.00

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



CAFE TA	BLES -	BLACK BASE - 29"H (CONTINUED)	
CODE	QTY	ITEM DESCRIPTION	PRICE
30BEBC		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
BARST0	0LS		
MARBBE		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

EXECUT	IVE SE	ATING	
CODE	QTY	ITEM DESCRIPTION	PRICE
PR0EXE		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
CONFE	RENCE	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
42AT0		Atomic 42"Round x 30"h/Glass Top	\$374.50
36ATO		Atomic 36"Round x 30"h/Glass Top	\$374.50
BKC10N		120"l x 48"d x 29"h/Black Top	\$1098.50
BKCT8N		96"l x 48"d x 29"h/Black Top	\$1098.50
BKCT5N		60"l x 48"d x 29"h/Black Top	\$550.00
WD3		48"l x 24"d x 30"h/White Top	\$400.00
MADC05		Madison 60"l x 48"d x 29"h/Gray Acajou Top	\$564.50
MADC08		Madison 96"l x 60"d x 29"h/Gray Acajou Top	\$1127.00
MADC10		Madison 120"l x 48"d x 29"h/Gray Acajou Top	\$1127.00

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



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

EXECUTIVE DESK & STORAGE					
CODE	QTY	ITEM DESCRIPTION	PRICE		
JD8		Desk 60"l x 30"d x 29"/Gray Acajou Top	\$697.00		
BC8		Bookcase 36"l x 12"d x 72"h Gray Acajou	\$514.50		
POWERE	D & CON	MUNAL 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.	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			
COUNTE	R & BA	R				
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: February 23, 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 February 23, 2022_	
8.6% 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	



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 BOO	THS ONLY	
1 - 6'L x 2'D x 30"H draped display table (check dra		OPTION 1
2 - Side Chairs 1 - Wastebasket		Cost: \$493.00
NO SUBSTITUTIONS. If item colors are not selected in advance, AEI v	Total 8.6% Tax TOTAL	
EXHIBITOR ECONOMY PACKAGE OPTION 2 / 10 x 10 BOO	THS ONLY	
1 - 6'L x 2'D x 42"H draped display table (check dra		OPTION 2
2 - Counter Stools1 - Wastebasket		Cost: \$733.50
NO SUBSTITUTIONS. If item colors are not selected in advance, AEI v	will select colors.	Total 8.6% Tax TOTAL
This form must be completed and returned by February 23, 20 After the deadline, all furnishings will be available at the public THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE.	shed show rates.	BITOR ECONOMY PACKAGES.
oany Name		Booth Number
tt Address		City
Zip Code C	Country	
	- "	
act Name E	Email Address	
hone Number F	ax Number	

RENTAL UNIT RA-001



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

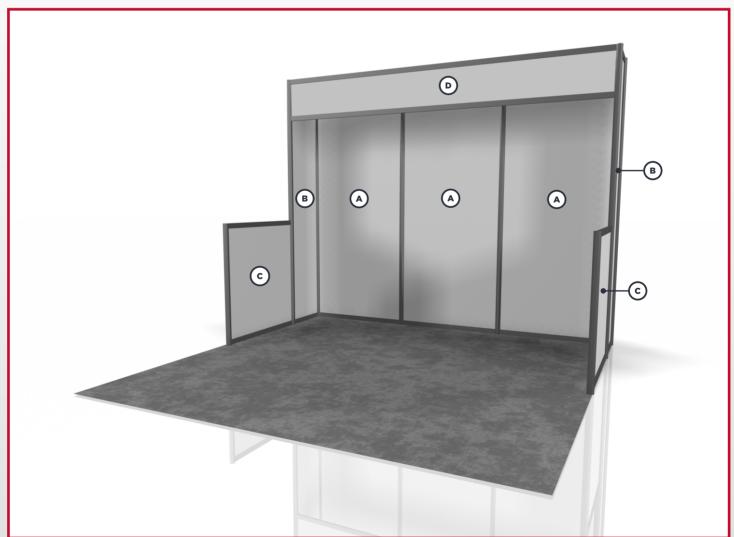
Discount:

\$3,300.00

Standard:

\$4,950.00

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



RENTAL UNIT RA-002



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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:

\$3,630.00

Standard:

\$5,445.00

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



RENTAL UNIT RB-001



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

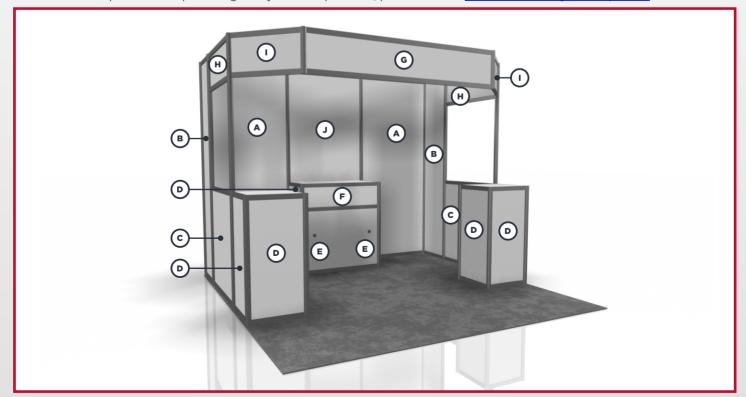
Discount:

\$4,179.00

Standard:

\$6,268.50

Quantity	Panel	Sides	Width	Height
2	Α	Single-Sided	38.125"	92.875"
2	В	Single-Sided	18.5"	92.875"
2	С	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"
2	(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"



RENTAL UNIT RB-002



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

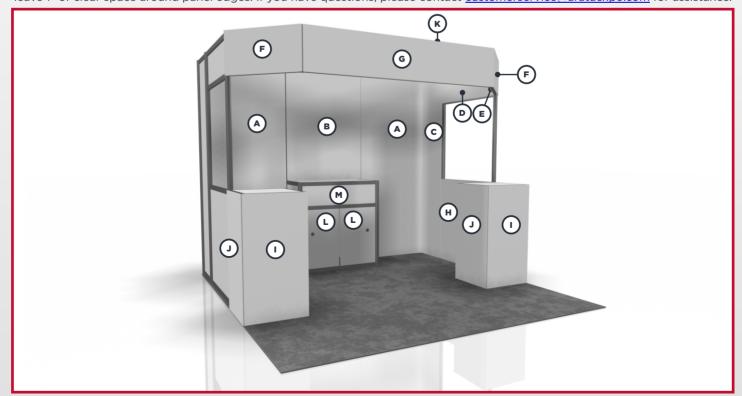
Discount:

Standard:

\$4,596.90

\$6,895.35

Quantity	Panel	Sides	Width	Height
2	Α	Single-Sided	39"	96"
1	В	Single-Sided	39.375"	54"
2	С	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	Н	Single-Sided	39.375"	42"
4	ı	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	М	Single-Sided	38.125"	10.25"



RENTAL UNIT RC-001



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

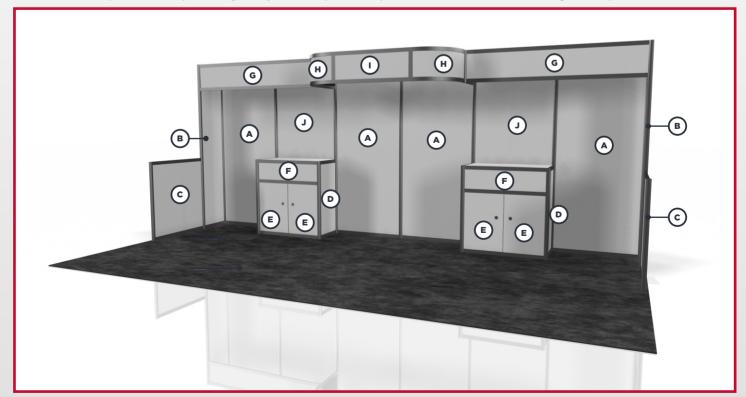
Discount:

\$7,825.00

Standard:

\$11,737.50

Quantity	Panel	Sides	Width	Height
4	Α	Single-Sided	38.125"	92.875"
2	В	Single-Sided	18.5"	92.875"
2	С	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"



RENTAL UNIT RC-002



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

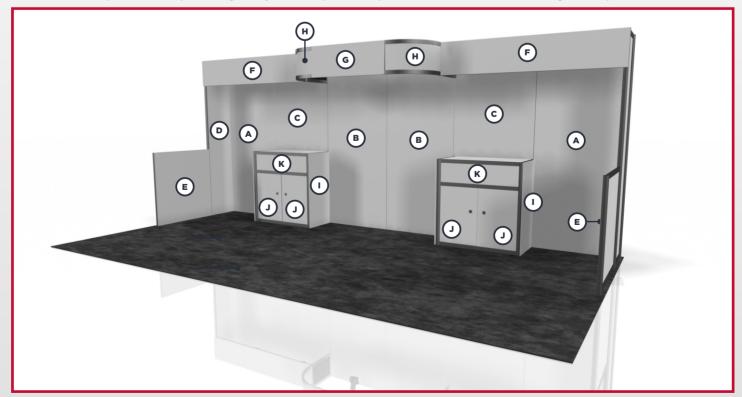
Discount:

\$8,607.50

Standard:

\$12,911.25

Quantity	Panel	Sides	Width	Height
2	Α	Single-Sided	39"	96"
2	В	Single-Sided	39.375"	96"
2	С	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	ı	Single-Sided	19.5"	42"
4	(J) Doors	Single-Sided	20"	27"
2	К	Single-Sided	38.125"	10.25"



RENTAL UNIT RD-001



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

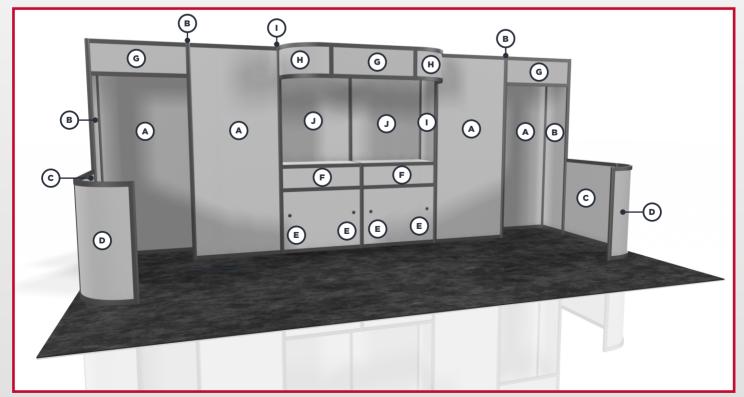
Discount:

\$9,085.00

Standard:

\$13,627.50

Quantity	Panel	Sides	Width	Height
4	Α	Single-Sided	38.125"	92.875"
4	В	Single-Sided	18.5"	92.875"
2	С	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	ı	Single-Sided	18.5"	52.75"
2	J	Single-Sided	38.125"	52.75"



RENTAL UNIT RD-002



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

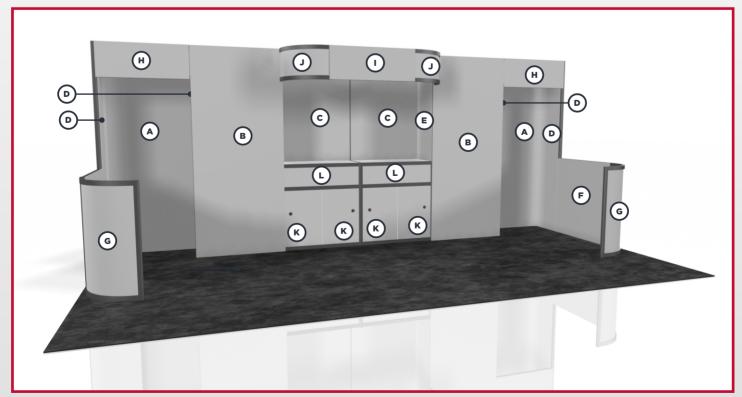
Discount:

Standard:

\$9,993.50

\$14,990.25

Quantity	Panel	Sides	Width	Height
2	Α	Single-Sided	38.5"	96"
2	В	Single-Sided	41.125"	96"
2	С	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"



RENTAL UNIT RE-001



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

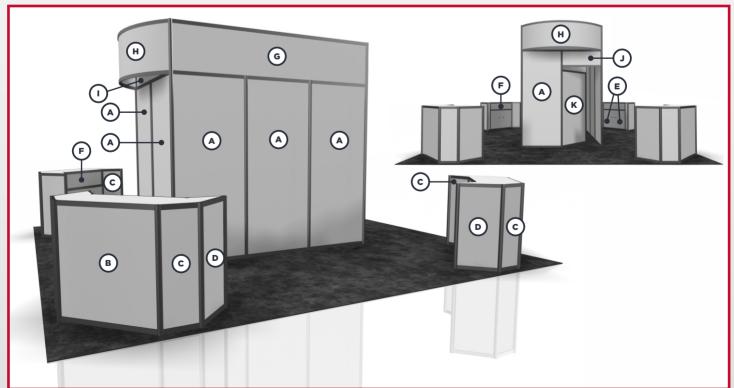
Discount:

\$13,810.00

Standard:

\$20,715.00

Quantity	Panel	Sides	Width	Height
9	Α	Single-Sided	38.125"	92.875"
4	В	Single-Sided	38.125"	38.875"
16	С	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"



RENTAL UNIT RE-002



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

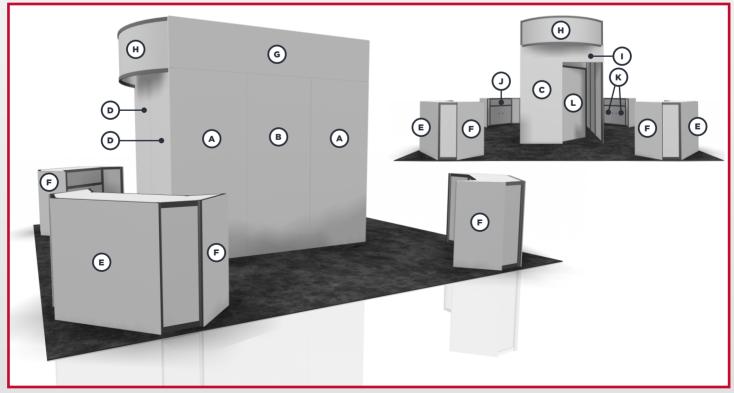
Discount:

Standard:

\$15,191.00

\$ 22,786.50

Quantity	Panel	Sides	Width	Height
4	Α	Single-Sided	40.5"	96"
2	В	Single-Sided	39.375"	96"
1	С	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"



RENTAL UNIT RF-001



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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.

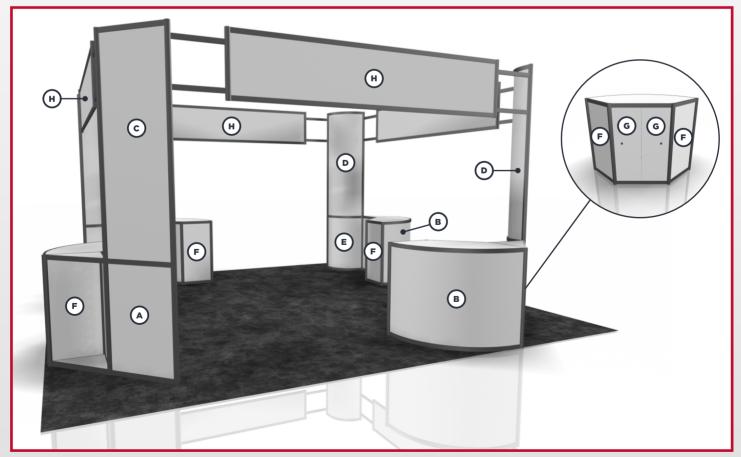
Discount:

\$15,050.00

Standard:

\$22,575.00

Quantity	Panel	Sides	Width	Height
4	Α	Single-Sided	26.625"	38.875"
4	В	Single-Sided	60.625"	38.875"
4	С	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"



RENTAL UNIT RF-002



What's Included:

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

ORDER EARLY Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled 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:

Standard:

\$16,555.00

\$24,832.50

Quantity	Panel	Sides	Width	Height
4	Α	Single-Sided	29.625"	120"
4	В	Single-Sided	60.625"	38.875"
4	С	Single-Sided	21.5"	42"
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	Single-Sided	119.875"	24"

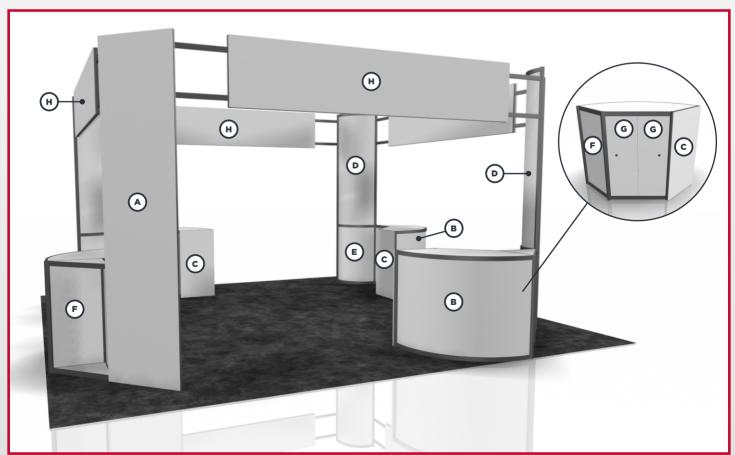
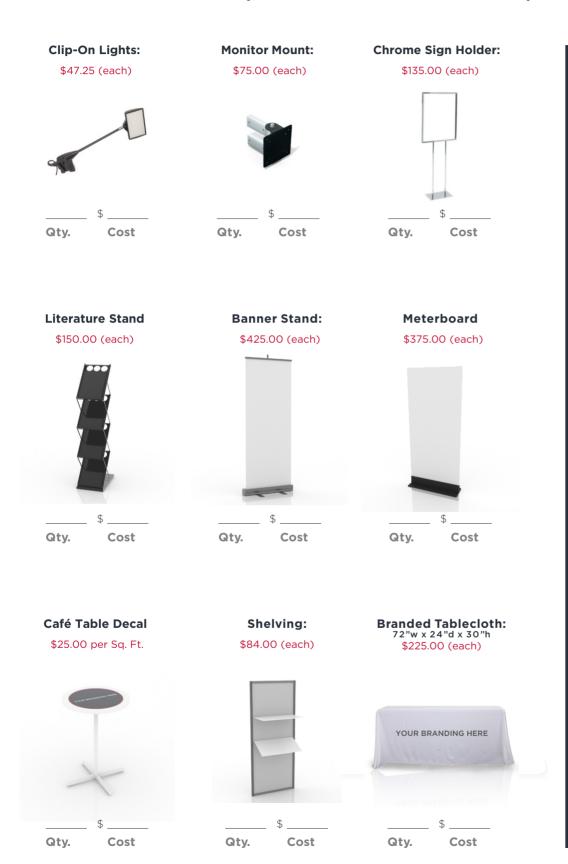


Exhibit Order



Accessories:

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



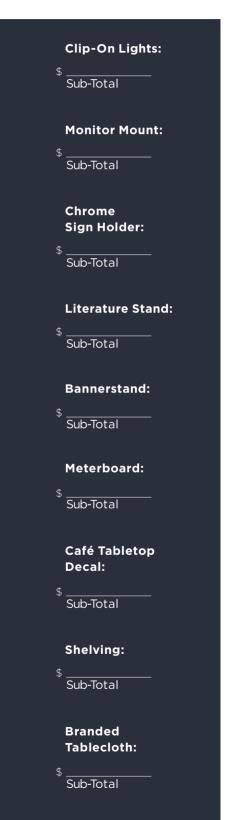


Exhibit Order



Accessories:

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

CREDENZAS: 38"w × 18"d ×42"h



38"w x **18"d** x**42"h** \$562.50 (each)

Cost

Qty.



18"w x 18"d x 30"h \$225.00 (each)

PEDESTALS:



58"w x **18"d** x **42"h** \$787.50 (each)



60"w x **18"d** x **42"h** \$984.38 (each)



18"w x 18"d x 42"h \$300.00 (each)



77"w x **18"d** x **42"h** \$900.00 (each)



77"w x **18"d** x **42"h** \$1125.00 (each)



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





Credenzas:

Sub-Total

Pedestals:

[⇒] _____ Sub-Total

Total Cost

Electrical Requirements: Pricing <u>does not</u> 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 <u>customerservice@arataexpo.com</u> 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: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.6% 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 customaccessories.

Exhibit Order



Exhibitor Nam	ne			
Booth #	E	Booth Size □10'	x10' □10'x20' □10'x3	30' □20'x20' □Custom Custom Booth order Form
Rentals Option	ns:			
Package Selection		001	0-001	• •
Carpet Color	□Red □Black	□Blue □Purple	□Grey □Burgundy	⁄ □Teal □Hunter Green
Blank Sintra Color	□Black □White	□Grey □Red	□Blue □Light Blue	e □Green □Purple
Header	□ Digital Print The	□ Bold Black Lette e display header will be		
Digital Graphics Nec	eded □A □B	rint clearly or type to en □C □D □E	sure correct spelling)	I OJ OK OL OM ON
Accessories Need Please Fill Out Accessories Page	ed Custom Fu Please List Item Mod			
Payment Infor	mation:			Package Cost:
□Visa □Mas	tercard □AME	ΞX		\$
Card Number	Exp. D	Date Cardh	nolder Name (print clearly)	Design Package
Authorized Signature				Accessories
Organization	Show	Name	Booth Number(s	\$Subtotal
Street Address	City /	State / Zip		\$
Email Address	Phone	e Number Fax		Sales Tax (8.6 %)
Authorized by (please p	orint) Signat	ture		\$ Total Cost

301.921.0800

SUPEREASY FabriWall



Standard Units:

- 10' unit: 8' tall x 9'6" wide with a 7 degree radius, or straight wall.
- 20' unit: 8" tall x 19'6" wide with a 16 degree radius, or straight wall.
- Custom units available upon request.
- Pricing includes the purchase of the structure and graphic.

Key Benefits

- Quick and hassle free installation (assembly time of 15 minutes, by a single person).
- Lightweight aluminum construction minimizes drayage.
- Entire system is 20 pounds or less.
- Digitally printed pillowcase and snap-together components offer a seamless, sleek look.

Beautiful Displays Made Easy!

A replacement for traditional modular units and pop-up displays. FabriWall is a multi-dimensional, stretched-fabric display that can be outfitted with your custom print! With its completely seamless fabric cover, lightweight structure, and vivid image display, FabriWall is one of the hottest items in the tradeshow business today.

Features

- Comes with gloves, carrying bag, diagram and simple installation instructions.
- Made with seamless dye sublimation poly poplin fabric, for vivid image reproduction.
- Modern. Seamless. Sleek. Affordable.

Just 3 Easy Steps, to Your FabriWall Success!

- **Step 1:** Remove items from bag. Build the aluminum frame with the help of snap together fittings.
- Step 2: Slide pillowcase over the aluminum frame.
- Step 3: Use hidden zipper to cover the pillowcase over the frame.













FABRIWALL

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. Orders received after the deadline are subject to availability and will be charged at standard rates.

y.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$5,350.00	\$10,700.00	\$
x 10' ST	RAIGHT UNIT			
Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$5,350.00	\$10,700.00	\$
x 20' Cl	JRVED UNIT			
Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$9,380.00	\$18,760.00	\$
x 20' ST	RAIGHT UNIT			
Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$9,680.00	\$19,360.00	\$

Discount Deadline: February 16, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Cancellations after the order has been received will be invoiced 100% of cost. Absolutely no credits will be issued after show closing.

The exhibitor must supply the necessary artwork for the graphics. If requested, our Design Department will work with you to create a dynamic image for your backwall. Our Customer Service Department will contact you for details.

If you require our assistance to set up your structure, please complete the Display Labor Order Form.

abriWall Total	
8.6% Tax	
TOTAL	

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

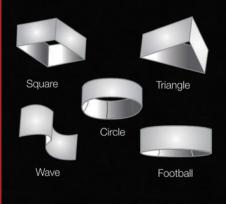
SUPERVISIBLE

FabriFrame

Standard and Customizable Overhead Signage



Purchase one of these five standard shapes!



Get Noticed!

Tension fabric structures are the most custom look available for a standard price in the tradeshow industry. FabriFrame overhead units provide visibility from anywhere in the exhibit hall. So make your exhibit stand out in a crowd by utilizing the overhead space that you pay for but many times do not use!

Reusable shapes are the perfect solution for any project and any budget. Select from a number of standard structures or let our in-house design engineers create a unique display that fits your needs.

Key Benefits

- · Quick and hassle free installation (assembly time of 15 minutes, by a single person).
- · Lightweight aluminum construction minimizes drayage.

Features

- · Comes with gloves, carrying bag, diagram and simple installation instructions.
- · Made with seamless dye sublimation poly poplin fabric, for vivid image reproduction.
- · Modern. Seamless. Sleek. Affordable.

Choose a custom shape for your display!



























FABRIFRAME

Single-sided graphics and frame hardware are included. Labor and hardware to hang your sign are NOT included. Please remember to complete and return the Hanging Sign/Rigging Labor Order Forms. As stated in our Payment Policy, all invoices

JARE	(3' HIGH x 10' LONG)			
ty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$8,575.00	\$17,150.00	\$
CLE (3' HIGH x 10' DIAMETER)			
ty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$6,550.00	\$13,100.00	\$
E WAV	E (3' HIGH x 10' LONG - [OOUBLE SIDED)		
Ity.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$4,350.00	\$8,700.00	\$
ANGL	E (3' HIGH x 10' LONG - E	ACH SIDE)		
Ity.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$5,700.00	\$11,400.00	\$
OTBAL	.L (3' HIGH x 10' LONG -	EACH SIDE)		
lty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$4,850.00	\$9,700.00	\$
ceived by	discount deadline. Standard price ap	ce applies only to orders that are acco plies to orders received after the dea cost. Absolutely no credits will be iss	dline. Cancellations after	FabriFrame Total

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



DISPLAY CASES

All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned 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.



FULL VIEW DISPLAY CASE						
Qty.	Description	Discount Price	Standard Price	Extended Price		
	6' Full View (70"L x 20"D x 38"H)	\$850.00	\$1190.00	\$		
	5' Full View (60"L x 20"D x 38"H)	\$850.00	\$1190.00	\$		
	4' Full View (48"L x 20"D x 38"H)	\$850.00	\$1190.00	\$		



HALF VIEW DISPLAY CASE						
Qty.	Description	Discount Price	Standard Price	Extended Price		
	6' Half View (70"L x 20"D x 38"H)	\$850.00	\$1190.00	\$		
	5' Half View (60"L x 20"D x 38"H)	\$850.00	\$1190.00	\$		
	4' Half View (48"L x 20"D x 38"H)	\$850.00	\$1190.00	\$		



QUART	QUARTER VIEW DISPLAY CASE						
Qty.	Description	Discount Price	Standard Price	Extended Price			
	6' Quarter View (70"L x 20"D x 38"H)	\$850.00	\$1190.00	\$			
	5' Quarter View (60"L x 20"D x 38"H)	\$850.00	\$1190.00	\$			
	4' Quarter View (48"L x 20"D x 38"H)	\$850.00	\$1190.00	\$			



CORNER DISPLAY CASE					
Qty.	Description	Discount Price	Standard Price	Extended Price	
	5' Corner (48.5"L x 20"D x 38"H)	\$850.00	\$1190.00	\$	



VERTICAL DISPLAY CASE						
Qty.	Description	Discount Price	Standard Price	Extended Price		
	7' Vertical (20"L x 20"D x 79"H)	\$850.00	\$1190.00	\$		

Discount Deadline: February 23, 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 cancelled after the discount deadline 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.

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

SQUARE FEET



SPECIAL SIGNS

MATERIAL

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.

IOIIAL	SHOWCARD SIG	1.0		LAIR	E FORMAT	JILAI IIIOS	
QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	QTY	LENGTH	WIDTH	
	7" x 11"	\$60.00	\$120.00				
	7" x 44"	\$67.00	\$134.00				
	11" x 14"	\$77.00	\$154.00				
	14" x 22"	\$88.00	\$176.00				
	22" x 28"	\$112.00	\$224.00				
	28" x 44"	\$171.00	\$342.00				
		¢10.00	\$20.00				
	Easel back	\$10.00	φ20.00				
		·					
	Easel back Horizo	·		MATE	RIAL		
ecial I		ntal Vertic			RIAL Material	Disc	cou
ecial I	Horizo	ntal Vertic		,			50
ecial I	Horizo	ntal Vertic		F	Material		_
ecial I	Horizo	ntal Vertic		F	Material oam core		\$2

MAIERIAL		
Material	Discount Price	Standard Price
Foam core	\$25.00	\$50.00
Sintra	\$25.00	\$50.00
Masonite	\$25.00	\$50.00
Gator Foam	\$25.00	\$50.00
Plexi	\$45.00	\$90.00
Fabric Banner	\$22.00	\$44.00
Vinyl Banner	\$22.00	\$44.00

labor to prepare logos for reproduction.

There will be an additional charge to prices listed for sign design labor or necessary

Discount Deadline: February 16, 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.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
8.6% Tax	
TOTAL	

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

File Prep



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 <u>not</u> 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 <u>customerservice@arataexpo.com</u> 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.

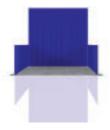


Florida Office



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

44"	
	7
	BOOTH NUMBER (s)
We will/ will not require Company I.D. sign.	
	A standard Company I.D. sign measuring 7' x 44" will be supplied Please print copy as you wish it to read in space provided 44" We will/ will not require Company I.D. sign.

NOTE: This form must be completed and returned before February 23, 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	



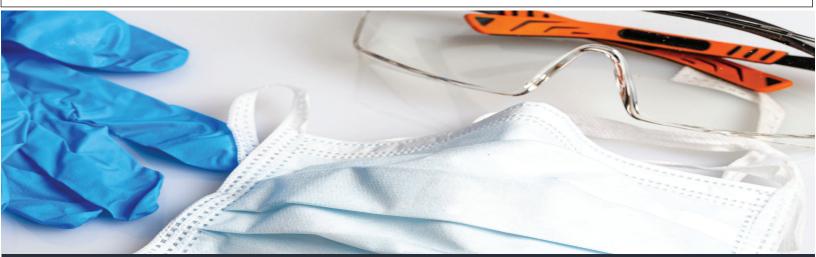
Add an extra layer of protection to your booth space.

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 CLEANII	NG					
				Discount Price	Standard Price	
Disinfectant Spray-Daily	X	=	sq. ft. X	\$1.75 per sq. ft.	\$2.45 per sq. ft. = \$	
The square footage	is based or	n the overall size	of the space o	ccupied.	Disinfectant Total 8.6% Tax TOTAL	







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.

Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$	show hour st per Day \$150.00	X X I.	\$.70 per sq. ft. \$ \$1.40 per sq. ft. y. Rates are based of Number of Show Days	on booth size	ft. = . ft. =	
Cleaning X = Daily Booth Cleaning X = = The square footage is based on the overall size of the space. PORTER SERVICE Emptying of wastebaskets once every two hours, Booth Size Co Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$ Greater than 2500 sq. ft. \$ \$	sq. ft. sq. ft. sq. ft. se occupied show hour st per Day 6150.00	X X I.	\$.70 per sq. ft. \$ \$1.40 per sq. ft. y. Rates are based of Number of Show Days	\$.98 per sq. \$1.96 per sq on booth size	ft. =	\$ \$
Cleaning X = Daily Booth Cleaning X = = The square footage is based on the overall size of the space. PORTER SERVICE Emptying of wastebaskets once every two hours, Booth Size Co Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$ Greater than 2500 sq. ft. \$ \$	show hour st per Day \$150.00	X I. rs onl	\$1.40 per sq. ft. y. Rates are based of Number of Show Days	\$1.96 per sq on booth size	e.	\$
Cleaning X = = The square footage is based on the overall size of the space PORTER SERVICE Emptying of wastebaskets once every two hours, Booth Size Co Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$ Greater than 2500 sq. ft. \$	show hour st per Day 6150.00	I. rs onl	y. Rates are based o	on booth size	e.	
PORTER SERVICE Emptying of wastebaskets once every two hours, Booth Size Co Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$ Greater than 2500 sq. ft. \$	show hour est per Day 6150.00 6165.00	rs onl	Number of Show Days			
Emptying of wastebaskets once every two hours, Booth Size Co Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$ Greater than 2500 sq. ft. \$ \$	ost per Day \$150.00 \$165.00		Number of Show Days			
Emptying of wastebaskets once every two hours, Booth Size Co Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$ Greater than 2500 sq. ft. \$	ost per Day \$150.00 \$165.00		Number of Show Days			
Up to 500 sq. ft. \$ 501 to 1000 sq. ft. \$ 1001 to 2500 sq. ft. \$ Greater than 2500 sq. ft. \$	5150.00 5165.00		•	Ext	ended Price	
501 to 1000 sq. ft. \$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	165.00	х				
1001 to 2500 sq. ft. 9 Greater than 2500 sq. ft. 9				_ =		
Greater than 2500 sq. ft.		Χ		=		
	5200.00	х		=		
The square footage is based on the overall size of	\$240.00	х		_ =		
iscount Deadline: February 23, 2022. Discount price applies only to orders that re received by discount deadline. Standard price applies to orders received after ill be issued after show closing. All rates are subject to change if necessitated by incr	t are accomp	anied I	by payment and lutely no credits	Cl	•	
				0 11	TOTAL	
ompany Name				Booth Nu	mber	
reet Address				City		
Zip Code	Country					
ontact Name	Email Ad	dress				
elephone Number	Fax Num	per				



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 it can be accomplished by one person in 1/2 hour without the use of power tools. 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.

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 midmorning 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

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 February 23, 2022.

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: Monday - Friday 8:00 am - 4:30 PM	\$ 142.25 PER MAN PER HOU	IR \$ 199.15 PER MAN PER HOUR
OVERTIME: Monday - Friday 7:00 am - 8:00 am and 4:30 pm to midnight, 7:00 am - midnigh	t \$ 213.25 PER MAN PER HOU	R \$ 298.55 PER MAN PER HOUR
Saturday and Sunday. DOUBLE TIME: Midnight to 7:00 am and all Holidays.	\$ 284.50 PER MAN PER HOU	R \$ 398.30 PER MAN PER HOUR
INSTALLATION OF DISPLAY Starting time can be guaranteed only at the (per person) if labor is not cancelled 24 hou		narged a one hour minimum labor fee
DATE TIME NO. OF PEOPLE APPROX. HOURS	TOTAL HOURS HOURLY	RATE TOTAL ESTIMATED COST
X	=	= \$
X	=	= \$
Request AEI to proceed, at earliest hour, to install our display without	AEI Supervision (3	30%/\$45.00)
supervision. The charge for this service is 30% of the total bill (\$45 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT AN EXPRESENTATIVE PRESENT, THE AEI SUPERVISED LABOR FORM BE COMPLETED.	.00 Total Estimated L HIBITOR	abor Costs
Request AEI to wait for an exhibitor representative before installing exhibitor's instructions. Representative should check with labor disworker(s) at time ordered, a one hour per worker no-show charge	spatcher's desk to obtain and retu	
Supervisor's Name: Telep	hone Number:	
DISMANTLING OF DISPLAY Starting time can be guaranteed only at the (per person) if labor is not cancelled 24 hou		narged a one hour minimum labor fee
DATE TIME NO. OF PEOPLE APPROX. HOURS	TOTAL HOURS HOURLY	RATE TOTAL ESTIMATED COST
X	=	= \$
X	=	= \$
Degreet AFI to proceed at equipot have to disposely any display.	AEI Supervision (3	30%/\$45.00)
Request AEI to proceed, at earliest hour, to dismantle our display wour supervision. The charge for this service is 30% of the total bill (minimum). IN ORDER TO COMPLETE THE WORK WITHOUT AN EXPRESENTATIVE PRESENT, THE AEI SUPERVISED LABOR FORM BE COMPLETED.	(\$45.00 Total Estimated L HIBITOR	abor Costs
Request you to wait for our representative before dismantling our of exhibitor's instructions. Representative should check with labor distup worker(s) at time ordered, a one hour per worker no-show char	spatcher's desk to obtain and retu	
DISMANTLE LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR A	FTER SHOW CLOSE	
Supervisor's Name: Telep	hone Number:	
Company Name		Booth Number
Street Address		City
State Zip Code Coun	try	
Contact Name Emai	l Address	
Telephone Number Fax N	lumber	



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: CratesCartonsCasesOther (please specify)				
CET UD INFORMATION				
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:				
After dismantling, return/ship display to: Carrier: T3 Logistics Common Carrier Van Line				
T3 Logistics Common Carrier Van Line				
T3 Logistics Common Carrier Van Line Air Freight Next Day 2nd Day Deferred				
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				
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.				
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 #:				
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.				
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 #:				
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:				
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:				
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 #: Booth Number				
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 #: Company Name Booth Number City Street Address City Country				
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 #: Booth Number City City				
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 #: Company Name Booth Number City Street Address City Country				



FORKLIFT LABOR

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

FORKLIFT & OPERATOR RATES per hour					
Description	Straight Time	Over-Time	Double Time		
5,000 lb. forklift & operator	\$281.00	\$353.00	\$424.00		
4 stage forklift & operator	\$337.00	\$408.00	\$479.00		
Additional riggers per man	\$142.25	\$213.25	\$284.50		
Cage (per hour)	\$63.00	\$63.00	\$63.00		

STRAIGHT TIME: Monday - Friday 8:00 am - 4:30 pm.

OVERTIME: Monday - Friday 7:00 am - 8:00 am & 4:30 pm to midnight.

7:00 am - midnight Saturday & Sunday

DOUBLE TIME: Midnight to 7:00 am and all 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)			
DateTime	<u>, </u>		
5,000 lb. forklift crew	with cage		
4 stage forklift crew	with cage		

DISMANTLE REQUEST (Dates and time are not guaranteed)			
DateTime	<u> </u>		
5,000 lb. forklift crew	with cage		
☐ 4 stage forklift crew	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 February 23, 2022 WILL BE ASSESSED A 40% SURCHARGE. FORKLIFT LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE.

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.

SNORKEL CREW & LABOR RATES PER HOUR				
Description	Advance Rates	Standard Rates		
Snorkel and Crew	\$865.50	\$1211.70		
Additional Riggers	\$178.00	\$249.20		
Assembly Crew per man	\$178.00	\$249.20		

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.

Flat 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 non-electrical 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.

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		
@	1 :	=		
Snorkel a	and Crew (Indica	te # of lifts required)		

Overhead signs should be sent in a separate container to the advance warehouse no later than March 2, 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 non electrical 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 the deadline date, 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	7:- 0-1-	Country	
State	Zip Code	Country	
Contact Name		Email Address	
Telephone Number		Fax Number	



Telephone 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

OLIVERAL IN ORI	ATTON					
instructions must	be included with the hanging signs must	his form and insid st conform to sho	le the sign crate. w management r	Provide one	copy of this form (Expositions, Inc. Set up completed) to your ty limitations. Please
Type of Sign:	banner	metal or w	ood 🔲 O	ther (Specify]	
Shape of Sign:	square	triangle	rectangle	Other	(Specify)	
Size of Sign:	length	width	height			
Weight of the Sign	ı: [l	os.				
Does Your Sign Re	equire Electrical?	yes	no			
HANGING INSTRU	CTIONS				Booth #	
Please complete the requested placemen	e diagram indicating nt for hanging sign. [adjacent booth num Oo not include aisle	nbers and width.		Bootti	
Number of feet from	n floor to top of sign:					
Number of feet in fro	om Booth #	: ft.	Boot	th #	-	Booth #
Number of feet in fro	om Booth #	: ft.				
Number of feet in fro	om Booth #	: ft.				
Number of feet in fro	om Booth #	: ft.				
Booth Size:	ft. x ft				Booth #	_
		al rigging points ar		vill be installe	d and the exhibitor v	sign locations may vary from will be charged for such.
Company Name					Booth Number	
Street Address					City	
State	Zip Cod	e	Country			
Contact Name			Email Address			

Fax Number



STRUCTURAL INTEGRITY

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

	, the contracted exhibitor at Franchise Expo West 2022 and (if				
applicable)	, the display house or builder for the aforementioned				
exhibitor, do hereby certify and o	guarantee that the stress points for the hanging structure have been properly				
engineered and tested. We furth	ner certify that the structure can be hung safely and has been constructed to				
meet all applicable regulations	and safety measures.				
We hereby release, indemnify a	nd forever hold harmless Show Management, Phoenix Convention Center,				
Arata Expositions, Inc., and its s	ubsidiaries, their directors, officers, employees, representatives, agents, and				
contractors from and against ar	ny 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 exh	ibitor's expense.				
Exhibiting Company:	Booth Number:				
Authorized Signature:					
Printed Name:	Date:				
	cable):				
	auto).				
-					
Printed Name:_					
	Phone Number:				
Email Address:	Phone Number:				
Email Address:	Phone Number:				
me	Phone Number: Booth Number City				
Email Address:	Phone Number: Booth Number				
me	Phone Number: Booth Number City				
me Zip Code	Phone Number: Booth Number City Country				



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:

Wednesday, February 16, 2022

RETURN TO:

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

Fax: 301.990.1717

Email:customerservice@arataexpo.com

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

In addition, a Certificate of Insurance, valid in the state of Arizona, must be provided with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., Show Management, and the Phoenix 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 his activities with Arata Expositions, Inc. and abide by all rules and regulations of the show.

ARATA EXPOSITIONS, INC. WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY.

NOTIFICATION FROM THE DISPLAY HOUSE WILL NOT BE ACCEPTED. PLEASE MAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. ARATA EXPOSITIONS WILL ALSO REQUIRE A CERTIFICATE OF INSURANCE FROM YOUR APPOINTED CONTRACTOR. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

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



CERTIFICATE OF INSURANCE



PD°			
PRD'	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).

certifica	te noider in lieu of such endorsement(s).		
PRODUCER	_	CONTACT Janet Russo	
	s Company, Inc. mbia Gateway Drive	PHONE (A/C, No, Ext): 410-910-8315 FAX (A/C, No): 410	-381-2105
	MD 21046-1448	E-MAIL ADDRESS: JRusso@jacobscompany.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Continental Indemnity Company	28258
INSURED	Arata Expositions, Inc.	INSURER B : Massachusetts Bay Ins. Co.	22306
	15928 Tournament Drive Gaithersburg, MD 20877	INSURER C: Hanover American	36064
		INSURER D : Hanover Insurance Company	22292
		INSURER E:	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUB		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	'S
В	X COMMERCIAL GENERAL LIABILITY	INSD WV	recier nomber	(IIIIII) DOTT (TT)	(IIIIII)	EACH OCCURRENCE	\$ 1,000,00
	CLAIMS-MADE X OCCUR		ZDQA298289-03	05/01/2018	05/01/2019	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,00
						MED EXP (Any one person)	\$ 10,00
	X Per Loction Aggre					PERSONAL & ADV INJURY	\$ 1,000,00
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$ 3,000,00
	POLICY PRO- JECT LOC					PRODUCTS - COMP/OP AGG	\$ 2,000,00
	OTHER:					Emp Ben.	\$ 1,000,00
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,00
С	X ANY AUTO		AZQA865901 01	05/01/2018	05/01/2019	BODILY INJURY (Per person)	\$
	ALL OWNED SCHEDULED AUTOS		4			BODILY INJURY (Per accident)	\$
	X HIRED AUTOS X NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
							\$
	X UMBRELLA LIAB X OCCUR					EACH OCCURRENCE	\$ 5,000,00
D	EXCESS LIAB CLAIMS-MADE		UHQA298291-03	05/01/2018	05/01/2019	AGGREGATE	\$ 5,000,00
	DED X RETENTION\$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					X PER OTH-	
Α	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A	82-889154-0103	05/01/2018	05/01/2019	E.L. EACH ACCIDENT	\$ 1,000,00
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. DISEASE - EA EMPLOYEE	\$ 1,000,00
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$ 1,000,00
D	Leased/ Rented		IHQA308002 03	05/01/2018	05/01/2019	1,000 Ded	1,000,00
С	Hired Auto Phy Dam		AZQA865901 01	05/01/2018	05/01/2019	1,000 Ded	50,00
DESC	CRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (ACOR	D 101, Additional Remarks Schedule, may b	e attached if mor	e space is require	ed)	

CERTIFICATE HOLDER	CANCELLATION
Arata Expositions Inc. 15928 Tournament Drive	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Gaithersburg, MD 20877	AUTHORIZED REPRESENTATIVE Pred Kusso

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD



TIPS FOR MATERIAL HANDLING

HELPFUL HINTS

- 1. Ship prepaid collect shipments will not be accepted at either the warehouse or show site.
- 2. If you ship by way of your own truck or car, it is important to <u>have a delivery ticket prepared indicating</u> 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. <u>Consolidate</u> 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
3/2/22	80 Lbs.	200 Lbs. Min.	\$168.75	\$337.50
3/2/22	50 Lbs.	200 Lbs. Min.	\$168.75	\$337.50
3/2/22	70 Lbs.	200 Lbs. Min.	\$168.75	\$337.50

200 Lbs. Total Material Handling Charges \$1,012.50

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
3/2/22	200 Lbs.	200 Lbs. Min.	\$168.75	\$337.50

200 Lbs. Total Material Handling Charges \$337.50



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 RESPONSIBLITIES:** 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.
- 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	\$413.44				
Vehicle/Trailers 25 feet to 75 feet	\$689.06				
Heavy Machinery, Trailers above 75 feet	\$3,445.31				

In addition to the spotting fee, mobile units will be assessed a one hour forklift/operator charge each way for unloading and loading. This applies to all motorized equipment arriving at the exhibit hall that can be driven to the booth under its own power.

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 or 4 gallons (whichever is less). Ignition keys must be removed and delivered to event security.

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



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 \$300.00 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.

MOVE IN SCHEDULE

Thursday, March 17, 2022

Cart load service will be available at the following times:



	MOVE OUT SCHE	DULE
Saturday,	March 19, 2022	4:00pm - 8:00pm

10:00am - 5:00pm

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



SHIPPING INFORMATION

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments will be received between January 31, 2022 and March 2, 2022.

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

To: Exhibiting Company and Booth Number

For: Franchise Expo West 2022

c/o: Arata Expositions, Inc

c/o: YRC

2021 S. 51st Avenue Phoenix, AZ 85043

Receiving hours: 8:00am - 4:00pm weekdays

Receiving deadline for advance freight is March 2, 2022.

We will continue receiving freight at the advance warehouse through March 15, 2022. Shipments received from March 3 - 15, 2022 will incur a

late surcharge.

DIRECT SHOWSITE SHIPMENTS

Shipments will be received starting Thursday, March 17, 2022.

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

To: Exhibiting Company and Booth Number

For: Franchise Expo West 2022

c/o: Arata Expositions, Inc.

c/o: Phoenix Convention Center

Halls A & B 100 N 3rd Street Phoenix, AZ 85004

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 Wednesday, March 2, 2022. Any material received at the warehouse after this date and time will be subject to a late surcharge.

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.**

Exhibitors may hand carry small items into the exhibit hall from their POV (privately owned vehicle). Only full time employees of the exhibiting company will be allowed to hand carry items. The use of carts, dollies, flat trucks or other mechanized equipment is not permitted.

TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL MATERIAL HANDLING CONTRACTOR. THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected in this service manual.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official

show carriers, service representatives will be available at the Customer Service Center to assist you.

If your designated carrier fails to pick up or refuses to accept your shipment by Saturday, March 19, 2022 by 8:00pm, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor. The exhibitor will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.

Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Arata Expositions, Inc. cannot be responsible for delivery time or damage or loss to property.



GLOSSARY OF SHIPPING TERMS

GLOSSARY OF SHIPPING TERMS

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

Air Waybill:

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

Bill of Lading:

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

Classification:

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

CWT:

Hundred weight (100 lbs).

Dock:

Area where goods are received.

Drayage or Material Handling Contractor:

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

Rerouted Freight:

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

Freight Forwarder:

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

Marshalling Yard:

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

Material Handling:

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

Material Handling Form:

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

Official Contractor:

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

Pro-Number:

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

Shipper:

Individual or company whose goods are being shipped.

Shipping Outbound Material Handling Form:

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

Tariff:

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

Waybill:

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



MATERIAL HANDLING RATE SCHEDULE

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

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

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

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

WAREHOUSE SHIPMENTS

Crated Shipment	\$168.75 per CWT
Special Handling Shipment	\$219.38 per CWT
Carpet and/or Padding Only Shipment	\$253.13 per CWT

SITE SHIPMENTS

Crated Shipment	\$166.75 per CWT
Special Handling Shipment	\$216.78 per CWT
Uncrated/Pad Wrapped Shipment	\$250.13 per CWT
Carpet and/or Padding Only Shipment	\$250.13 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER MARCH 2, 2022.							
Crated Shipment	\$42.19 per CWT	Special Handling Shipment	\$54.84 per CWT	Carpet and/orPadding Only Shipment	\$63.28 per CWT		

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to show site will be received at a rate of \$55.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier. Small package rates do not apply to warehouse shipments.

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

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

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



SPECIAL HANDLING

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

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:

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

Stacked Shipments:

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

Constricted Space Unloading/Loading:

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

Designated Piece Unloading/Loading:

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

Mixed Loads:

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

Crated vs. Uncrated:

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

Multiple Shipments:

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

Alternate Delivery Location:

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

Carpet /Padding Only Shipments:

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

Improper Paperwork / No Documentation:

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

Improper Weight:

Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



MATERIAL HANDLING RATE CACULATION

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.

VAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR						
RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	сwт	х	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	250 lbs (300) Divided by 100 =	3	х	\$168.75	=	\$506.25
Warehouse Crated			Х	\$168.75	=	
Warehouse Special Handling			Х	\$219.38	=	
Warehouse Carpet/Padding Only			Х	\$253.13	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	х	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	Х	\$166.75	=	\$500.25
Showsite Crated			Х	\$166.75	=	
Showsite Special Handling			Х	\$216.78	=	
Showsite Uncrated/Pad-Wrapped			Х	\$250.13	=	
Showsite Carpet/Padding Only			Х	\$250.13	=	

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

MATERIAL HANDLING DEFINITIONS

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that requires additional handling. Refer to the Special Handling Definitions outlined in the manual.

 $\textbf{CARPET/PADDING ONLY:} \ Shipments \ that \ consist \ of \ carpet \ and/or \ padding \ only.$

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 of delayed shipments, please mail duplicate bill of lading Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, Phone		
COLLECT SHIPMENTS WILL NOT BE ACCEPTED.		
INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SH	IOW	
Ship To (Company Name)		
Street AddressC	City	_ State Zip
Carrier	PREPAID Col	lect
Approximate Number of Containers	Approximate Weight of Shipm	ent
Description		
FOR SPLIT SHIPMENTS, USE SPACE BELOW		
Ship To (Company Name)		
Street Address	City	_ State Zip
Carrier	PREPAID Col	lect
Approximate Number of Containers	Approximate Weight of Shipm	ent
Description		
Company Name		Booth Number
		Cookii Mainadi.
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, stomake all contracts in connection therewith and/or perform any additional services shown here OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE CUSTOMER SERIOR.	on or otherwise necessary for reforwarding. THI	
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.



MOVE-OUT SCHEDULE

All carriers should report to the convention center to check in for pick ups.

Freight load out will be on a first come/first served basis. All carriers must check in prior to 7:00pm on Saturday, March 19, 2022 or your freight will be rerouted via our official carrier.

OUTBOUND SHIPMENTS

Arrangements for outbound freight by van line, air freight, truck or private vehicle may be made at the Arata Expositions, Inc. service center beginning on Friday, March 18, 2022. Service representatives will assist in filling out bills of lading, and general coordination of all outbound freight activities.

Those exhibitors using carriers other than the Official Carriers, PLEASE NOTE: Where carriers fail to pick up or refuse to accept shipments, Arata Expositions, Inc. reserves the right to reroute such shipments by 8:00pm on Saturday, March 19, 2022. If no disposition is provided, material may be hauled to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Please make sure that you have contacted your carrier and turned in all proper paperwork before you leave the exhibit floor.



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 PICK UP THE FREIGHT WILL BE ISSUED.

THERE MAY BE A WAITING PERIOD BEFORE THE FREIGHT IS READY TO BE PICKED UP.

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

Transportation Order Form

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



MARCH 18-19, 2022
PHOENIX CONVENTION CENTER

REQUESTER N	REQUESTER NAME:		REQUESTER PHONE:				
PLEASE ARRA	ANGE TRANSPORTATION	FOR MY EXHIB	IT MATER	IALS 🗆			
	RATE INQUII	RY ONLY AT TH	IS TIME				
PICK UP ADDRES	PICK UP ADDRESS:		BILLING INFORMATION				
COMPANY	COMPANY		COMPANY				
STREET NO.		ST	STREET NO				
SUITE/FL. NO		SU	SUITE OR FL. NO.				
CITY/STATE/ZIP		CI	CITY/STATE/ZIP				
CONTACT	CONTACT		CONTACT				
PHONE					_		
DICK LID DAME	DVGV VID D 4 FF						
PICK UP DATE	PICK UP DATE		/IAIL				
READY TIME	CLOSE TIME	BOOTH #		_ DECLARE	D VALUE:		
SF	HIP TO: □ ADVANCE W	AREHOUSE □	DIRECT	TO SHOW	SITE		
NO. OF PIECES	DESCRIPTION	L x	DIMENSIONS L x W x		WEIGHT		
	SERVIC	E LEVEL REQ	UIRED:	<u>'</u>			
	□ NEXT DAY □ 2			ED (LTL)			
	Please arrange shippin	g after show to	the follo	wing addre	ess		
C		D	novidina Dl	EAI solutions	to vous transportation		
	Company:		Providing REAL solutions to your transportation problems!				
Street address.				•			
City, State, Zip:					Listic		
Contact Name:					I 1500		
Phone:							
			987 Primrose Court, Lexington, KY 40511 PHONE: 859-254-4112 TOLL FREE 800-388-4112				
D1	.1 1 137	-		9-254-4112● 10 Email: <u>LEX@shi</u> ţ			
Please Print & Sign Au	ithorized Name			•			



T3 LOGISTICS, LLC

CARRIER FOR:

Franchise Expo West 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





T3 LOGISTICS, LLC

T3 Logistics, LLC **SHOW CARRIER**

Quote /	/ Shipping	Request
---------	------------	---------

FAX : 1.410.7 E-MAIL : ope	799.0118	ck Up using any of togistics.com	these optior	ns:	SNIPPER CONTACT PHONE: FAX: E-MAIL:				
FROM				ТО					
Company:			Comp	Company:					
Event Name:			Event	Event Name:					
Facility Name:			Facilit	Facility Name:					
Booth #:			Booth	#:					
Address:				Addre	SS:				
City:	9	State:	Zip:	City:		State:	Zip:		
Contact:	Contact:			Conta	Contact:				
Phone:	Phone: Fax:			Phone	Phone:		Fax:		
Pick Date:	ick Date: Time:			Pick [Pick Date:		Time:		
Pieces	Description of Articles, Special Marks and Exceptions		Weight (Subject to chang			All Risk Insurance			
	Crates								
	Cartons		N. S.						
	Fiber Cases/	Trunks	Me						
	Skids (Please	e provide piece count per	skid)	11:00					
	Carpet								
	Carpet Padd	ing	610		T. P.				
	ırance Informatio	Minimum cargo lia			n \$0.50/lb. or \$50.00 w es paid thereon. Cont		er, unless a higher amount		

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

SHIP TO ARRIVE BY MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

SHIP TO ARRIVE BY MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

0

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

SHIP TO ARRIVE BY MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

SHIP TO ARRIVE BY MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

HANGING SIGN SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

DELIVER PRIOR TO MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

HANGING SIGN SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

воотн

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

DELIVER PRIOR TO MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

2

HANGING SIGN SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

DELIVER PRIOR TO MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

HANGING SIGN SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: YRC 2021 S. 51st Avenue Phoenix, AZ 85043

HOLD FOR STORAGE

DELIVER PRIOR TO MARCH 2, 2022

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: Phoenix Convention Center Halls A & B 100 N 3rd Street Phoenix, AZ 85004

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: Phoenix Convention Center Halls A & B 100 N 3rd Street Phoenix, AZ 85004

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

NAME OF EXHIBITING COMPANY

FOR SHOW SITE SHIPMENTS ONLY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: Phoenix Convention Center Halls A & B 100 N 3rd Street Phoenix, AZ 85004

SHOW SITE DELIVERY

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

Franchise Expo West 2022 c/o: Arata Expositions, Inc. c/o: Phoenix Convention Center Halls A & B 100 N 3rd Street Phoenix, AZ 85004

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





553 Foundry Road East Norriton, PA 19403 Phone: 484-751-5131 Fax: 888-288-6093 expologic-myexpoleads@communitybrands.com myexpoleads.expologic.com



To order online, go to myexpoleads.expologic.com and use show code: **FEW22** 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 2/5/22	Starting 3/5/22	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		\$

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

GRAND TOTAL \$_____



Your Contact and Payment Information

Company	Billing Contact
Billing Street Address (Must match the billing address on the credit card	being used for payment)
City	State Zip
Phone	Fax
Email Address	
Cell Phone Number (for on-site contact)	Booth Number
Email Address (for on-site contact)	
First Name (for on-site contact)	Last Name (for on-site contact)
Credit Card (circle one if paying by credit card) Check Number	er Total Amount Due
AMEX VISA MasterCard Discover	
Credit Card Number	CVV Expires
Name as it appears on card	Signature

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, March 16-20, 2022, naming MFV Expositions LLC (210 Route 4 East, Suite 204 Paramus, NJ 07652) as the certificate holder. The following must be named as additional insured: MFV Expositions LLC and Phoenix 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=f70ec1f51b9f

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 100 N 3rd St, Phoenix, Arizona 85004 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



EXHIBITOR SERVICES FORM

Franchise Expo West 2022 March 18 - 19, 2022

Order via email:

Email: pcc@avconcepts.com





One Dedicated Team to Support Your Audio-Visual and Production Needs

As the on-site, audio-visual provider for Franchise Expo West 2022, AV Concepts has your presentation technology needs covered. Our inventory includes audiovisual and staging components that enable exhibitors to showcase products and services with maximum impact.

We offer a wide range of technology options—each designed to fit your specific needs and budget. We make the process simple and efficient with our on-line ordering system, where you can quickly search through our inventory to select the services and equipment you need to reach your audience. If you don't see what you are looking for, our support team is standing by.

Place your order today via email:

pcc@avconcepts.com

AV Concepts

PHONE: (480) 557-6040

EMAIL: pcc@avconcepts.com

WEB: www.avconcepts.com

Order before March 10th, 2022 for advanced pricing

40" Monitor

Includes: Built-in speakers and all necessary cabling to connect any device.

Benefits: Fits well within a 10'x10' booth. Perfect for all types of video playback

Monitor Options Include:

- Table Stand
- · Floor Stand with Optional Shelf
- · Wall Mount to Hard Wall

48" Monitor

Includes: Built-in speakers and all necessary cabling to connect any device.

Benefits: Fits well within a 10'x10' booth. Perfect for all types of video playback

Monitor Options Include:

- · Table Stand
- · Floor Stand with Optional Shelf
- · Wall Mount to Hard Wall

55" Monitor

Includes: Built-in speakers and all necessary cabling to connect any device.

Benefits: Large, high-definition monitor for presentations. Ideal for group presentations and impactful viewings in booths of all sizes.

Monitor Options Include:

- · Table Stand
- · Floor Stand with Optional Shelf
- · Wall Mount to Hard Wall









Aventura Catering Sandy Brown Phone: 602.534.8607

rnone: 602.534.660/

Email: Brown-Sandy@aramark.com

View our full catering menu www.aventuracatering.com

beverages

freshly brewed coffee

our coffee service includes disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 1-gallon minimum required per variety.

starbucks® house blend coffee \$72.00++ per gallon starbucks® decaffeinated coffee \$72.00++ per gallon tazo® hot tea \$72.00++ per gallon

beverage service

assorted pepsi® soft drinks \$4.00++ each individual bottled aquafina® water \$4.00++ each individual sparkling water \$5.00++ each bubly® flavored sparkling water \$4.00++ each individual assorted fruit juice \$5.00++ each iced tea, lemonade or fruit punch \$46.00++ per gallon infused waters of strawberry-basil, cucumber or citrus \$30.00++ per gallon

water cooler daily rental

\$75.00+

refrigerated water cooler rental and setup

(5) gallon purified water bottle

\$28.00++

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. \$200.00 artwork fee.

12 oz bottled waters \$96.00++ per case 16.9 oz bottled waters \$102.00++ per case

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.



à la carte

bakery breakfast bites

assorted bagels, cream cheese \$48.00++ per dozen assorted danish pastries \$46.00++ per dozen innovation bakery bread, muffins \$45.00++ per dozen assorted donuts \$48.00++ per dozen

sweet

assorted cookies \$35.00++ per dozen
oreo® crusted fudge brownies \$45.00++ per dozen
rich white chocolate m&m® topped blondies \$45.00++ per dozen
chocolate dipped strawberries \$72.00++ per dozen
petite french dessert pastries \$72.00++ per dozen
assorted candy bars \$48.00++ per dozen

savory

tri colored tortilla chips and salsa (for 25) \$150.00++
tri colored tortilla chips and guacamole (for 25) \$150.00++
pita chips and spinach dip (for 25) \$150.00++
homemade potato chips and onion dip (for 25) \$150.00++
mixed nuts \$6.00++ each
mini pretzel, spicy snack mix, trail mix \$5.00++ each

rejuvenating

granola bars \$4.00++ each fresh fruit cup \$6.00++ each whole fresh fruit \$3.50++ each

sandwich trays

silver dollar sandwich platter (25) assortment to include roast beef, ham, turkey, variety of cheeses bowl of potato chips

\$95.00++ each

\$85.00++ each

3*

Please be advised that all food

water, hard candies, etc. Local health code regulations prohibit guests from removing

remaining food and beverages from the Phoenix Convention

A 22% administrative fee and

current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is

required. If not met, client is subject to a \$35.00+ delivery

Client is responsible for providing tables and electrical

service for their booth.

Center & Venues.

fee.

and beverage items served within the Phoenix Convention

Center & Venues must be prepared and presented by

Aventura Catering. This includes requests for exhibitor amenities such as bottled

croissant sandwich platter (10) assortment to include roast beef and cheddar, ham and american turkey and swiss, bowl of potato chips

specialty booth stations

starbucks bike \$1,500.00++

includes the bike, an attendant, 5 gallons of nitro coffee, 10 gallons of cold brew coffee disposable cups and condiments for four hours of service

additional coffee: \$400.00++ per 5 gallons booth attendant: \$45.00+ for each additional hour

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. select one seasoning flavor: theater butter, white cheddar, garlic parmesan, cheesy jalapeño or caramel. a dedicated booth attendant is required.

table top popcorn station \$300.00++
antique popcorn cart station \$350.00++

booth attendant required: \$165.00+ (up to 4 hours) provided by aventura to operate equipment electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

additional 200 servings of popcorn \$175.00++

A 22% administrative fee and current sales tax will be added

to all food and beverage.

Please be advised that all food and beverage items served within the Phoenix Convention

Center & Venues must be prepared and presented by

Aventura Catering. This includes requests for exhibitor

amenities such as bottled

Center & Venues.

water, hard candies, etc. Local health code regulations

prohibit guests from removing remaining food and beverages from the Phoenix Convention

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

smoothies bar with tiki cart

\$650.00++ per hour (3 hour minimum)

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies per hour with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at \$6.00++ each

booth attendant required: \$165.00+ (up to 4 hours) provided by aventura to operate equipment electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

candy store \$600.00++

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers to display candy with individual bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.



specialty booth stations continued

ice cream sandwiches

\$600.00++

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service with a dedicated attendant, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: \$150.00++ (serves 25)

booth attendant required: \$165.00+ (up to 4 hours) electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

fresh baked cookie station

\$350.00++

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macadamia nut.

additional case of cookie dough (160 cookies) available at \$200.00++ per case

booth attendant required: \$165.00+ (up to 4 hours) to bake and distribute cookies electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar

\$450.00++ per hour (3 hour minimum)

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

barista required: \$165.00+ (up to 4 hours) provided by aventura to serve beverages electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar

\$1,500.00++

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups with lids and straws. select up to three flavors: strawberry, raspberry, peach, orange, lemon, lime.

additional servings: \$125.00++ per hour (serves 25)

booth attendant required: \$165.00+ (up to 4 hours) provided by aventura to serve beverages

bubly® bar \$1,250.00++

assorted flavors of bubly® sparkling water with fresh fruit to enhance the flavor pineapple, mango, fresh berries, lemons (serves 250)

booth attendant required: \$165.00+ (up to 4 hours)

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.



specialty booth stations continued

dippin' dots stand

\$800.00++

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

booth attendant required: \$165.00+ (up to 4 hours) provided by aventura to operate equipment electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hot and soft pretzels

\$125.00++

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels \$4.00++ each

add individual servings of cheese dip \$1.00++ each

booth attendant required: \$165.00+ (4 hour minimum) provided by aventura to operate equipment electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hydration station

\$275.00++

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, 2 gallons of lemonade and 2 gallons of iced tea presented with beverage dispensers, disposable cups with lids and napkins. select from the following flavors:

- 2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus
- 2 gallons of lemonade, choice of: classic, strawberry, lavender or mango
- 2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

keurig® single cup coffee service

\$145.00++

brew fresh coffee by the cup (30 pods per kit) includes a single cup coffee brewer with assorted gourmet flavors disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins

additional pod refill (30 pods) \$85.00++

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.



bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for \$185.00+ for up to 4 hours of service. each additional hour is \$45.00+ per hour.

host bar

the host bar is based on consumption

premium cocktails \$9.00++ each house wine by the glass \$9.00++ each imported beer \$8.00++ each domestic beer \$7.00++ each bottled still water \$4.00++ each bottled sparkling water \$5.00++ each assorted pepsi® soft drinks \$4.00++ each

host specialty items

imported beer keg \$575.00++ each heineken®, corona®, stella artois® local microbrew beer keg \$550.00++ each

> four peaks kilt lifter, san tan devil's ale, papago orange blossom huss brewing scottsdale blonde, arizona light

domestic beer keg \$385.00++ each

budweiser®, bud light®, miller lite®

electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric *ask your sales professional for additional options

huss brewing bicycle

\$900.00++

includes an assortment of (100) huss beers. showcase your booth with our colorful huss brewing bike featuring local huss brewery assortment of microbrews bartender required at \$185.00+ for up to 4 hours of service

mimosa bar \$1,000.00++

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice, grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included. bartender required at \$185.00+ for up to 4 hours of service

margarita madness

\$1,900.00++

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.

bartender required at \$185.00+ for up to 4 hours of service

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.



general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center & Venues must be prepared and presented by Aventura...A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than five (5) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 22% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 22% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 8.6%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than \$100.00 (excluding administrative charge* and sales tax) will result in a \$35.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

I A B O B

Each booth attendant is \$165.00+ and bartender is \$185.00+ for up to 4 hours, each additional hour is \$45.00+ per hour for each attendant or bartender.

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.



Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Sandy Brown at Brown-Sandy@aramark.com. Confirmation will be emailed to you.

rown at <u>Brown-Sandy@aramark.com</u> . Confirmation will be emailed to you.									
Show Name	: :								
Company:									
Order Conta	act:								
Street Addr	ess:								
City:					State:		Zip:		
Email:									
Phone:					Fax:				
Booth #:					# of Gu	iests:			
On-Site Con	tact:								
On-Site Con	tact Cell:								
				MENU	JITEMS				
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENL		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description		Unit Price	Total Price
Service Date	Start Time	End Time	Quantity	MENU		Description			Total Price
Service Date	Start Time	End Time	Quantity	MENU				Subtotal	Total Price
Service Date	Start Time	End Time	Quantity	MENU			ministrative Fe	Subtotal e (if applicable)	Total Price
Service Date	Start Time	End Time	Quantity	MENU			ministrative Fe	Subtotal	Total Price



Phoenix Convention Center & Venues 100 North Third Street Phoenix, Arizona 85004 † 602.534.8600 | f 602.534.8603

Aventura requires full payment (100%) of total estimated charges prior to the commencement of services. Aventura accepts cash, company checks, money orders and wire transfers as payment. Major Credit Cards are an acceptable form of payment. For all charges above \$30,000, a 3% surcharge will be applied. An initial deposit is required at the time the Service Agreement is executed. The amount of the initial deposit varies and will be outlined in the Service Agreement. Final deposits are due prior to the commencement of services with specific due dates outlined in the Service Agreement. If payment is received within less than five (5) business days prior to the commencement of services, cash, certified funds or credit card payment will be required. All events require a completed and signed Credit Card Authorization Form on file to facilitate any on-site orders, or additions. All charges incurred on-site will be applied to the credit card at the closing of the event.

	_company check to be issued for advance payment - credit card to be used for any additional orders and/or increases _credit card to be used for all charges						
COMPANY:							
ONSITE CONTACT:							
CARD HOLDER'S NAME:							
BILLING ADDRESS:							
PHONE:		FAX:					
EMAIL:							
CARD HOLDER'S SIGNATURE:							
	(signature MUST)	be same as name on credit card)					
	PLEASE CHECK ONE						
AMEX	MASTERCARD	VISA					
CREDIT CARD #:		EXPIRATION DATE:					
SECURITY CODE#:							
	for all credit card charges above \$30,000 a 3	% surcharge will be applied					
	FOR OFFICE USE ONLY	-					
DATE:	(AUTHORIZATION VALID FOR 30 DAYS)						
AUTHORIZATION #:		AMOUNT OF AUTHORIZATION:					
AUTHORIZED PERSONNEL:							



FOOD AND BEVERAGE SAMPLING

By contractual agreement with the City of Phoenix and the Phoenix Convention Center, **AVENTURA** is the exclusive food and beverage caterer at the Phoenix Convention Center. Under the terms of this agreement, the Phoenix Convention Center and AVENTURA have established the following guidelines for the serving of food and beverage samples for tradeshows.

A. EVENTS SUCH AS CONVENTION MEETINGS, TRADE SHOWS AND EXHIBIT SHOWS WHICH ARE NOT OPEN TO THE GENERAL PUBLIC

- 1. Attendees must be registered with and belong to the association.
- 2. Sampling must be done by the exhibitor that occupies the booth space & no food/ beverage can be offered for sale.
- 3. Samples to be given away must be:
 - a) Items which registered members of the association produce and or manufacturer in the normal conduct of their business
 - b) Produced by equipment, which registered members of the association would be likely to purchase in the normal conduct of their business.
- 4. Portion sizes must be of such size as to permit tasting, 1x1 bite-sized or 4 oz cups with a 3 oz pour.
- 5. Food items must be served in an individual container, sealed or served by an attendant.

Entity distributing sample item(s) must have a Maricopa County Environmental Services Temporary Food Service Establishment permit and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than fourteen (14) days prior to event.

Hand washing stations are required for samples that are not pre-packaged per Maricopa County guidelines.

Maricopa County Environmental Services Department - 602. 506.6824
Form Center • Maricopa County, AZ • CivicEngage

Permits, Forms, and Applications | Maricopa County, AZ

B. EVENTS OF THE EXHIBIT TYPE FORMAT WHICH ARE OPEN TO THE GENERAL PUBLIC

- 1. Exhibitor must occupy a commercial booth space and food or beverage sample shall not be of competing nature with food and beverage offered for sale by AVENTURA.
- 2. Item(s) must be a product or produced by equipment, which is being displayed.
- 3. Portion sizes must be of such size as to permit tasting, but not large enough to satisfy thirst or hunger. (Same as number 3 above.)
- 4. Food items must be served in an individual container, sealed or served by an attendant.
- 5. Promotional items not covered in paragraph (2) above are not permitted.
- 6. Vendor distributing sample item must have a valid Maricopa County "Temporary Food Service Establishment" permit issued by the Maricopa County Environmental Department. A copy of this permit must be provided to AVENTURA no later than seven days prior to event.

Entity distributing sample item(s) must have a Maricopa County Environmental Services Temporary Food Service Establishment permit and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than fourteen (14) days prior to event.

Hand washing stations are required for samples that are not pre-packaged per Maricopa County guidelines.

Maricopa County Environmental Services Department - 602.506.6824 Form Center • Maricopa County, AZ • CivicEngage

Permits, Forms, and Applications | Maricopa County, AZ

C. ALCOHOLIC BEVERAGE SAMPLING

ARAMARK Sports & Entertainment Services, LLC d/b/a Aventura...a premier catering company, as a licensee is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Liquor Commissions regulations.

- 1. Any alcoholic beverage sampling must follow these guidelines:
- a) Exhibitor must be a local distributor with an Arizona Liquor Department of Licenses and Control Alcoholic Beverage License. A copy of the license will be required prior to approval.
- b) Portion sizes must be of such size as to permit tasting not to exceed 4-ounce portion of beer/wine and 1-ounce portion of distilled spirits.
- c) Approval from AVENTURA for each exhibitor dispersing alcoholic beverage samples.



AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Aventura...A Premier Catering Company maintains exclusive food & beverage distribution rights with Phoenix Convention Center. The sponsor(s) of an exposition(s) and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

- 1.) Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting entity in the tradeshow. **Items may be sampled only and cannot be sold.**
- 2.) All items are limited to SAMPLE SIZE.
 - a.) Beverage items are limited to maximum 3 fluid ounces of product in a 4-ounce container
 - b.) Food items limited to 1"x 1" bite-size portions
 - c.) Food and/or beverage items used as traffic promoters (i.e., popcorn, coffee, bar service) MUST be purchased from the Aventura...A Premier Catering Company.

Entity distributing sample item(s) must have a Maricopa County Environmental Services Temporary Food Service Establishment permit and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than fourteen (14) days prior to event.

Hand washing stations are required for samples that are not pre-packaged per Maricopa County guidelines.

Maricopa County Environmental Services Department - 602.506.6824 / esplanreview@maricopa.gov

Form Center • Maricopa County, AZ • CivicEngage

Permits, Forms, and Applications | Maricopa County, AZ

Name	of Convention			
Entity	Name		Booth #	
Teleph	one	Fa	x	
Addre	ss	City	State_	Zip
On site	e Contact		Title	
Email	address			-
Produ	ct(s) you wish to distribute:			
	portion to be distributed:			
	sed method of distribution:			
•	explain purpose for offering samp			
SERVIC	CES REQUIRED: Appropriate charge ge:NoYes	es to be quoted afte (es, approximate ar	er requests have been s mountcu.ft.	submitted.
Avent	uraA Premier Catering Company	reserves the right to	change any policy wl	hen necessary.
	Please complete this form in its en	tirety and return to:		
	AventuraA Premier Catering Co Phoenix Convention Center 100 North Third Street Phoenix, Arizona 85004 tel 602.534.8607	ompany –	PLEASE CONTACT W/ AVENTURA CATERING brown-sandy@aram	9 – 602.534.8607
	fax 602.534.8603	Authorized Aventu	ra Representative	

Rates Effective July 1, 2020-June 30, 2022 **Information & Online Ordering**<u>www.commonwealthexpo.com</u>



Commonwealth Electric Company 100 North 3rd Street, Phoenix, AZ 85004 PH 602.253.5881 Fax 602.253.5530

Email: ccooper@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

					Dates:	March 18th-1	8th, 2022
Event:	Franchise Expo We bunt Payment Price we must receive you	st 2022			Event # 475200		
		our order and	payment prior	to this	20		
DISCO	UNT DEADLINE DATE OF:		<u> </u>	<u>4.202</u>	<u> </u>		
Compar	ny Name:				Booth#:		
	dard Electrical Outlets **Rate	es are for d	uration of e	event**	If you require services not listed on this form please cal		
Qty	Description	Discount	Regular	Amount	1	for a	quote.
	120V Motor & Equipment						
	500 Watts (5Amp)	\$113.39	\$144.82		Lighti	ng, Water and/or Air	r, please call for Order Form
	1000 Watts (10 Amp)	\$150.33	\$195.43				
	2000 Watts (20 Amp)	\$190.34	\$247.45				Services:
1 Ph	ase 208V A.C. 60 Cycle **Red	quires MINI	MUM (1) h	r Labor	Rates	are DOUBLE the C	Outlet Rate
	10 Amp 208V 1 Phase	\$256.32	\$333.21]	Check if required	I
	20 Amp 208V 1 Phase	\$301.74	\$392.26				
	30 Amp 208V 1 Phase	\$376.36	\$489.27				ad Power:
	50 Amp 208V 1 Phase	\$513.71	\$667.83		Rates	are Time and Mat	terial, please call for
	60 Amp 208V 1 Phase	\$582.93	\$757.81		quote	2.	
0.01	100 Amp 208V 1 Phase	\$939.12				0001/	001/0
	ase 208V A.C. 60 Cycle **Rec			rLabor	Thoro		80V Services: or charge of (1) hr. for
	10 Amp 208v 3 Phase	\$289.84	\$376.79				all 208V service. There is
	20 Amp 208V 3 Phase	\$404.48	\$525.83			I IMUM labor charg	
	30 Amp 208V 3 Phase 50 Amp 208V 3 Phase	\$446.43 \$645.05	\$580.36 \$838.56			ation/removal of a	* *
	60 Amp 208V 3 Phase	\$782.41	\$1,017.13		IIIStalia	alion/lemovaror	all 400V service.
	100 Amp 208V 3 Phase	\$1,439.91	\$1,871.88			FLECTRIC	CAL LABOR:
	Rental Ite		\$1,071.00		Outlet		placed anywhere other
	Extension Cord 15'	\$30.66					ooth will require a layout
	Extension Cord 25'	\$32.93					our labor. Please call for
	5-way power strip	\$28.39				, ,	booth is an Island booth
	3-way adaptor	\$24.98				eds overhead pov	
	booths with standard electrical p		llong back o	rapeline)		cas overneaa pov	vCi.
	will NOT incur lab		ŭ	• •		Okay to proceed (I	ayout with scaled orientation
	Labor for Layout /Overboad	Oty and 20	201/ Consider		1		III be installed prior to
CT /NA F C	Labor for Layout/Overhead/ Bam-4:30pm)	\$99.93	Jav service	2 5	-	exhibitor move in.	
•	4:30pm-12am & Sat 8am-12 am	\$149.90				Layout to follow	
	12Am-8am & all Sundays/Holidays	\$199.86			Layout to follow		
	f Arizona or Federal Tax Exempt	Total Orde	r			FOR SUPERVIS	ED LABOR ONLY
	•	8. 6 % Sales			Exhibit		sted, requires a MINIMUM of
1011111	receive exemption.	Labor Amo	_			ur of labor.	stea, requires a minimization of
**By	signing the order form, I have		Juni		` '	ime Requested	
-	read and agree to all of	Total Due				Contact	
	monwealth Electric Company's					Contact Cell #	
	onditions and Regulations.** ny Name				Offsite	Phone	
Compai	iy Name						
						Cell Phone	
Address						State	Zip
Fmail Ac	Idress **Please Print Legibly**					Onsite Contact	
2111011710						Onsite contact	
Signature	2					Print Name	
Jigiratur	5					I lilit ivallie	
		CC#				<u> </u>	Exp CVV
Paid by:	CK AX MC VS	00"					Date
Cardhol	der Signature					Print Name	
Jaranon	aci ognature					I III I Vallic	



CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911



Is the exclusive provider of the following services:









Our BASIC INTERNET SERVICE, ideal for

LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

*NOT FOR STREAMING

**ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.





Order online at:

https://orders.smartcitynetworks.com

or call 888.446.6911



Our **DEDICATED WIRED SERVICES** are the

FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD or HD or UHD		INCENTIVE*	BASE	ON-SITE	
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11, <i>77</i> 2
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

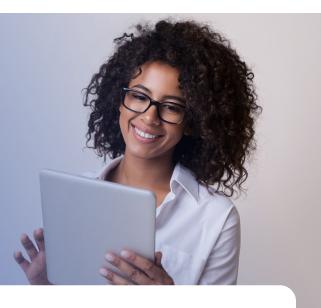




Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*								
DEVICE LIMIT INCENTIVE** BASE ON-SITE								
5 Device Limit	\$2,339	\$2,807	\$3,368					
15 Device Limit	\$4,133	\$4,960	\$5,952					
30 Device Limit	\$6,762	\$8,114	\$9,737					
Additional Access Point Rental	\$750	\$ <i>7</i> 50	\$750					

^{*}NOT FOR STREAMING.

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at: https://orders.smartcitynetworks.com or call 888.446.6911

https://orders.smartcitynetworks.com/wifi-splash-page-design

^{**}ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING								
BANDWIDTH ALLOCATION SD or HD or UHD INCENTIVE* BASE ON-SITE								
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672		
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904		
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848		
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434		
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232		
Additional Access Point Rental	N/A	N/A	N/A	\$ 7 50	\$ <i>7</i> 50	\$750		

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental





Order online at: https://orders.smartcitynetworks.com or call 888.446.6911



Wi-Fi Splash Page services starting at \$250 https://orders.smartcitynetworks.com/wifi-splash-page-design



Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- · Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately





Order online at:

https://orders.smartcitynetworks.com

or call 888.446.6911



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**Visit our online ordering site to learn more.

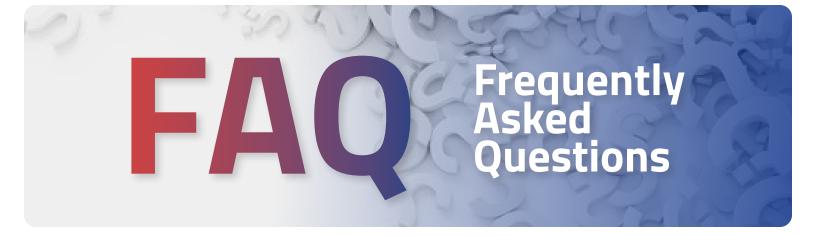
Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

**Cable services may require a deposit in some locations.







DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps



Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."



arataexpo.com