



## **EXHIBITOR SERVICE MANUAL**

### **International Franchise Expo 2022**

June 2-4, 2022  
Jacob K. Javits Convention Center  
Halls 1B & 1C  
New York, New York

## **E-Zone Login**

<https://www.franchiseexpo.com/ife/e-zone-login>

*If you have any questions or cannot locate your welcome email with your login info, please contact Corali at 201-881-1662 or [Corali.Romero@comexposium.com](mailto:Corali.Romero@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 four (4) feet.

- Island booth spaces: Island booths (those with aisles on all sides) have a maximum exhibit height of 18 feet. However, the Javits Convention Center requires that structures up to 12 feet (3.66 m) high must withstand a wind force of 5 pounds per square foot (24.41 kg/sq. m) and all exhibits, towers, and other components over 12 feet (3.66 m) high to be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer.

### **Is electric included in our booth?**

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

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

No, there is no cost for exhibitor badges and there is no limit. However, no more than 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 Wednesday, June 1<sup>st</sup> from 8:00 am to 5:00 pm. Exhibitor move out is Saturday, June 4<sup>th</sup> 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 Javits Convention Center by Wednesday, June 1<sup>st</sup>. Material handling fees are higher if shipped to warehouse. Refer to the Exhibitor Manual for deadline and shipping address.
- Direct Shipping to the Javits Center: Direct shipments to the Javits Convention Center can arrive on Wednesday, June 1<sup>st</sup> 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 IFE. 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.

**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](mailto:Martin.Joksimovic@comexposium.com) or 201-881-1658.



208 Harristown Road, Suite 102  
Glen Rock, NJ 07452



### **Exhibiting for the First Time?**

Thank you for exhibiting at the IFE. We'd like to make your first event with MFV Expositions a positive experience. Below are answers to some of the questions you may have. And if you have more, contact Operations Team at [martin.joksimovic@comexposium.com](mailto: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 International Franchise Expo 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 (formerly Quad Express), and they will be onsite to assist.

### **What happens at the end of the show?**

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

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

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

**Can I bring in my own material?**

One person, in one trip, may hand carry items onto show floor. Exhibitors may move a "pop-up" display, equal or less than 8' in length, if capable of being carried by hand, 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 Javits Electrical Services.

**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 Giolitti at [lillian.tyrrell@comexposium.com](mailto:lillian.tyrrell@comexposium.com)



## Contact Us

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

### EXHIBITOR BADGES, LOGOS, EVENT GUIDE FORMS

CORALI ROMERO  
(201) 881-1662  
[corali.romero@comexposium.com](mailto:corali.romero@comexposium.com)

### EXHIBITOR SERVICES/ GUEST PASSES

CORALI ROMERO  
(201) 881-1662  
[corali.romero@comexposium.com](mailto:corali.romero@comexposium.com)

### MARKETING, CONFERENCES & SPEAKERS

JOHN ERICH  
(201) 275-1317  
[john.erich@comexposium.com](mailto:john.erich@comexposium.com)

### OPERATIONS & BOOTH SET UP

Lillian Giolitti  
201-881-1612  
[lillian.tyrrell@comexposium.com](mailto:lillian.tyrrell@comexposium.com)

### PROMOTIONAL OPPORTUNITIES

Contact your sales representative

### SALES TEAM

Sheila Fischer  
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[Sheila.Fischer@comexposium.com](mailto:Sheila.Fischer@comexposium.com)

Dana Stein  
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201-881-1626  
[James.Mastandrea@comexposium.com](mailto:James.Mastandrea@comexposium.com)





Arata Expositions, Inc.

# SAFETY & HYGIENE PROTOCOLS



## OUR PROMISE

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



## 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.



## 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.

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.



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Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming International Franchise Expo 2022 scheduled for June 2-4, 2022 at the Jacob K. Javits Convention Center in New York, New York.

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 8.875% SALES TAX TO THE TOTAL.**

We are looking forward to assisting you with the International Franchise Expo 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 . . . . .	April 29, 2022
Cleaning . . . . .	May 6, 2022
Custom Furniture . . . . .	May 6, 2022
Display Tables . . . . .	May 6, 2022
Forklift Installation/Dismantle . . . . .	May 6, 2022
Freight Routing . . . . .	May 6, 2022
Furniture . . . . .	May 6, 2022
Labor Installation/Dismantle . . . . .	May 6, 2022
Rental Booths . . . . .	April 29, 2022
Special Signs . . . . .	April 29, 2022
Standard/Plush Carpet . . . . .	May 6, 2022
Warehouse Advance Shipment . . . . .	May 13, 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@comexpodium.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@comexpodium.com for approval.

## SHIPPING INFORMATION :

### ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments will be received between April 15, 2022 and May 13, 2022.

To: **Exhibiting Company and Booth Number**  
 For: International Franchise Expo 2022  
 c/o: Arata Expositions, Inc.  
 c/o: Mo Trucking  
 21 Picone Blvd.  
 Farmingdale, NY 11735  
 Receiving hours: 8:00am-4:00pm weekdays

Receiving deadline for advance freight is May 13, 2022.  
 We will continue receiving freight at the advance warehouse through May 27, 2022. Shipments received from May 16 - 27 will incur a late surcharge.

### DIRECT SHOWSITE SHIPMENTS

Shipments will be received starting Tuesday, May 31, 2022.

To: **Exhibiting Company and Booth Number**  
 For: International Franchise Expo 2022  
 c/o: Arata Expositions, Inc.  
 c/o: Jacob K. Javits Convention Center  
 Halls 1B & 1C  
 369 12th Avenue  
 New York, NY 10001

# SHOW SCHEDULE



International Franchise Expo 2022  
 June 2-4, 2022  
 Jacob K. Javits Convention Center  
 Halls 1B & 1C  
 New York, New York

**SET UP HOURS:**

Tuesday, May 31, 2022	1:00pm - 6:00pm Booths 400 Sq. Ft. plus ONLY
Wednesday, June 1, 2022	8:00am - 5:00pm All Exhibitors

**SHOW HOURS:**

Thursday, June 2, 2022	10:00am - 5:00pm
Friday, June 3, 2022	10:00am - 5:00pm
Saturday, June 4, 2022	10:00am - 4:00pm

**MOVE OUT HOURS:**

Saturday, June 4, 2022	4:00pm - 8:00pm
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# HELPFUL HINTS

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

## PRIOR TO THE SHOW:

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

## SHOWSITE:

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

## OUTBOUND - MOVE OUT:

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



# HOW TO PLACE YOUR ORDER

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

## FORMS TO ARATA EXPOSITIONS INC.

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

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

**Fax:** 301.990.1717

**Email:** pthurston@arataexpo.com

## FORMS TO THE OTHER OFFICIAL SUPPLIERS

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

## ORDERS AFTER THE DEADLINE

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

## SHOW SITE ORDERS

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



# PAYMENT POLICY AGREEMENT

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

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

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



# CHARGE AUTHORIZATION

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

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

**PLEASE PRINT OR TYPE**

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

**CREDIT CARD AUTHORIZATION**

American Express       Visa       MasterCard

**Account#**

**Exp. Date**

Cardholder's Name \_\_\_\_\_

Cardholder's Signature  \_\_\_\_\_

**Cardholder's Billing Address:**

Street Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

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



# THIRD PARTY PAYMENT

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

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

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

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

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

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

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

### THIRD PARTY

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

Address \_\_\_\_\_

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

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

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

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

### CREDIT CARD CHARGE AUTHORIZATION

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

Address \_\_\_\_\_

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

American Express  Visa  MasterCard

Expiration Date:

Account Number

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

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

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

### EXHIBITING COMPANY

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

Address \_\_\_\_\_

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

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

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

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

### CREDIT CARD CHARGE AUTHORIZATION

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

Address \_\_\_\_\_

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

American Express  Visa  MasterCard

Expiration Date:

Account Number

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

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

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

**THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF May 6, 2022.**

# COST CALCULATION



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

## COST CALCULATION WORKSHEET

- 1. Furniture ..... \_\_\_\_\_
- 2. Display Tables ..... \_\_\_\_\_
- 3. Plush Carpet / Standard Carpet ..... \_\_\_\_\_
- 4. Custom Furniture ..... \_\_\_\_\_
- 5. Rental Units ..... \_\_\_\_\_
- 6. Disinfectant Cleaning..... \_\_\_\_\_
- 7. Signs ..... \_\_\_\_\_
- 8. Display Cases..... \_\_\_\_\_
- 9. Forklift ..... \_\_\_\_\_
- 10. Hanging Signs..... \_\_\_\_\_
- 11. Labor Installation ..... \_\_\_\_\_
- 12. Labor Dismantling ..... \_\_\_\_\_
- 13. Material Handling Estimate ..... \_\_\_\_\_
  
- 14 .TOTAL LINES 1-13** ..... \$ \_\_\_\_\_
- 15. Add 8.875% Tax ..... \$ \_\_\_\_\_
- 16. BALANCE DUE\*** ..... \$ \_\_\_\_\_

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

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



## SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

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

### SAFETY GUIDELINES:

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

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

# THINK SAFETY



# STANDARD BOOTH CARPET

## STANDARD BOOTH CARPET

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







# STANDARD CARPET

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

STANDARD LINEAR BOOTH CARPET				
Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$310.00	\$434.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$620.00	\$868.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$930.00	\$1302.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$1240.00	\$1736.00	\$

Standard carpet is supplied only for in-line/linear booths. For island configurations (booths 20' x 20' or larger), please order Special Cut Carpet or Plush Carpet.

**STANDARD SPECIAL CUT BOOTH CARPET**

Special sizes are available in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.

**BOOTH SIZE**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ X \$6.50 per sq. ft.		\$9.10 per sq. ft. = \$	_____

**STANDARD CARPET COLORS**

**SELECT COLOR BELOW**

Black  
  Grey  
  Red  
  Blue  
  Hunter Green  
  Burgundy  
  Purple  
  Teal

If item colors are **not** selected in advance, AEI will select a color.

**CARPET PADDING**

	Discount Price	Standard Price	Extended Price
Single Padding _____ X _____ = _____ sq. ft. X \$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. = \$ _____	

**VISQUEEN**

	Discount Price	Standard Price	Extended Price
_____ X _____ = _____ sq. ft. X \$1.25 per sq. ft.		\$1.75 per sq. ft. = \$ _____	

Discount Deadline: **May 6, 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 date.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Standard Booth Carpet Total \_\_\_\_\_  
 8.875% Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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



# CUSTOM PLUSH CARPET

## CUSTOM PLUSH CARPET

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





# PLUSH CARPET

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

## PLUSH CARPET

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

**BOOTH SIZE**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ X	\$9.75 per sq. ft.	\$13.65 per sq. ft.	= \$_____

**PLUSH CARPET COLORS**

**SELECT COLOR BELOW**

Charcoal  Black  Navy  Red  New Blue  Beige  Emerald  Silver Cloud  Burgundy  Ice\*\*

If item colors are **not** selected in advance, AEI will choose the color. **\*\*Purchase only @ \$14.25 per sq. ft. discount or \$19.95 standard**

**CARPET PADDING**

	Discount Price	Standard Price	Extended Price
Single 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: **May 6, 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 date.**  
 Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Plush Booth Carpet Total \_\_\_\_\_  
 8.875% Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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



# FURNITURE

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

CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$175.00	\$245.00	\$
	Side Chair	\$115.00	\$161.00	\$
	Counter Stool	\$199.00	\$278.60	\$
ACCESSORIES				
	Wastebasket	\$27.50	\$38.50	\$
	Literature Rack	\$155.00	\$232.50	\$
	Bag Holder	\$170.00	\$238.00	\$
	Easel (Tripod)	\$65.00	\$91.00	\$
	Chrome Sign Holder (22"W x 28"H)	\$135.00	\$202.50	\$
	Fishbowl	\$48.00	\$67.20	\$
	Posterboard, 4'W x 8'H, Vertical	\$195.00	\$273.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$195.00	\$273.00	\$
	Tensa Barriers	\$60.00	\$84.00	\$
	Credenza (38"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$450.00	\$675.00	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$385.00	\$577.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$21.50	\$30.10	\$
	3' High (per lin. foot) (\$55 min)	\$16.50	\$23.10	\$
	Special Skirting (per lin. foot)	\$9.50	\$13.30	\$
	8' High End Cap / Close Off	\$75.00	\$105.00	\$

**SELECT COLOR BELOW**

Black  
  Red  
  Teal  
  Silver  
  Burgundy  
  Purple  
  Blue  
  White

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

Discount Deadline: **May 6, 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 move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Furniture Total \_\_\_\_\_  
 8.875% Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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



# DISPLAY TABLES

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

DRAPED DISPLAY TABLES 30" HIGH				
Qty.	Description	Discount Price	Standard Price	Extended Price
	4'L x 2'D x 30"H	\$185.00	\$259.00	\$
	6'L x 2'D x 30"H	\$225.00	\$315.00	\$
	8'L x 2'D x 30"H	\$255.00	\$357.00	\$
	4th Side Drapes for 30" Tables	\$70.00	\$98.00	\$
DRAPED DISPLAY TABLES 42" HIGH				
	4'L x 2'D x 42"H	\$240.00	\$336.00	\$
	6'L x 2'D x 42"H	\$280.00	\$392.00	\$
	8'L x 2'D x 42"H	\$310.00	\$434.00	\$
	4th Side Drapes for 42" Tables	\$81.50	\$114.10	\$
(CHECK COLOR BELOW)				
<input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> White If item colors are not selected in advance, AEI will select the color.				
UNDRAPED DISPLAY TABLES 30" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 30"H	\$80.00	\$112.00	\$
	6'L x 2'D x 30"H	\$95.00	\$133.00	\$
	8'L x 2'D x 30"H	\$110.00	\$154.00	\$
UNDRAPED DISPLAY TABLES 42" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 42"H	\$99.00	\$138.60	\$
	6'L x 2'D x 42"H	\$115.00	\$161.00	\$
	8'L x 2'D x 42"H	\$130.00	\$182.00	\$
DRAPED TABLE RISERS 12" HIGH				
	4 ft. Riser (white vinyl)	\$100.00	\$140.00	\$
	6 ft. Riser (white vinyl)	\$125.00	\$175.00	\$

Discount Deadline: **May 6, 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 move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

8.875% Tax \_\_\_\_\_

TOTAL \_\_\_\_\_

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

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



# TRADESHOW

FURNISHINGS | 2021



Arata Expositions, Inc.

**LIVE**  
EVENT

# Design safe environments without sacrificing style.

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



## 20'x20' - Midtown, Greenery Booth

Midtown Bar | pg 118

Dividers | pg 16

Bar Tables | pg 84

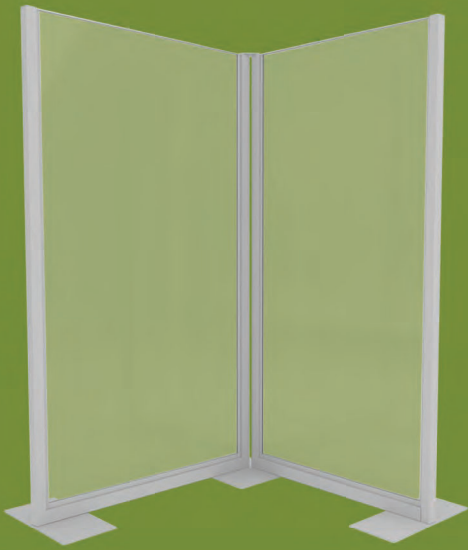
Barstools | pg 88

Greenery | pg 20

# Top Design Tips

## for Tradeshow Exhibits

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



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



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

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



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



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

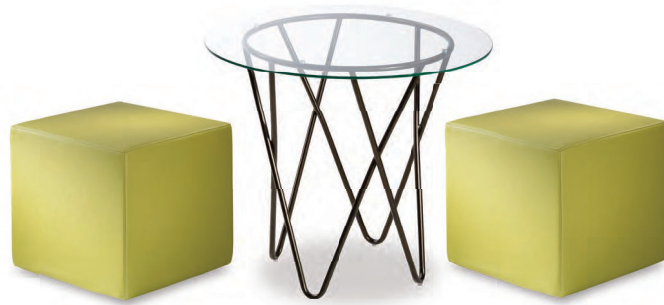


# Top Design Tips for Tradeshow Exhibits

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



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



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

**Level the Field!** Low and casual seating makes clients more comfortable and open to learning.



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



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



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





**SAFETY**  
Collection

# Dividers

## Clear Dividers

**A) DIVFRE Freestanding**  
(Silver, Clear) 39" L 1.5" D 72" H

**B) DIVFWL Freestanding Wall Unit**  
(Silver, Clear) 40" L 1.5" D 72" H

**C) DIVFCR Freestanding Corner**  
(Silver, Clear) 39" L 39" D 72" H



Bar Tables | pg 84  
Barstools | pg 88

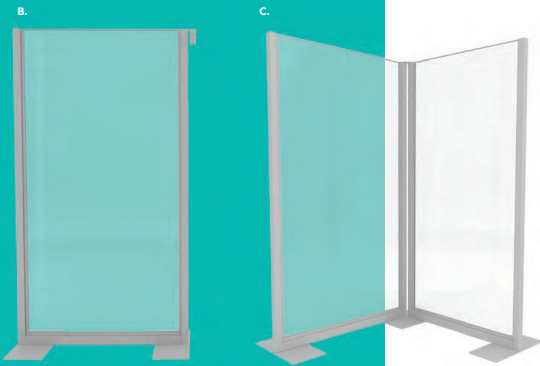


Bars | pg 118



## Attract, Connect and Inspire.

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



Sofa | pg 34

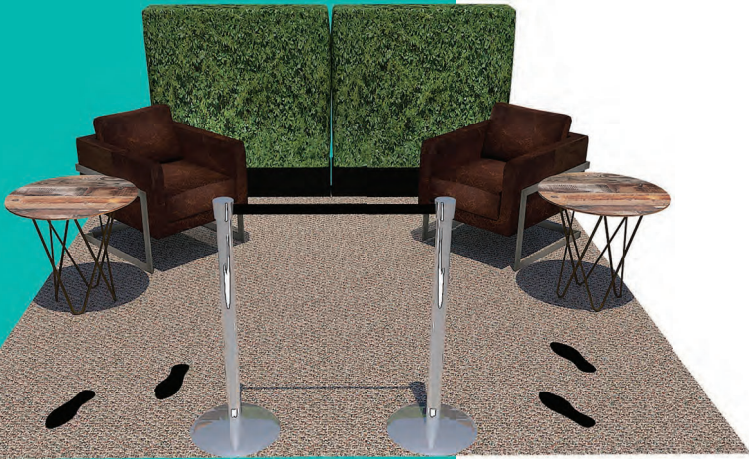
## Clear Dividers

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

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



# Dividers



Accent Chairs | pg 42  
Side Tables | pg 70  
Greenery | pg 20



Conference Tables | pg 104  
Executive Seating | pg 102

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



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



Accent Chairs | pg 46  
Side Tables | pg 78

# Boxwood Hedges

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

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



Accent Chairs | pg 44  
Side Tables | pg 76



Bar Tables | pg 84  
Barstools | pg 88

## Keep it Green

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

**POWERED**  
Collections



# Powered Seating

# Naples Collection



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

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

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



## Charge It!

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



## Tech Tablet Chair

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



POWERED  
DETAIL

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

# Powered

## Communal Tables



### Ventura Bar Tables, Powered

- A) VNTWHT (white top)
  - B) VNTBLK (black top)
- (silver frame) 72.25" L 26.25" D 42" H



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

### Ventura Cafe Tables, Powered

- C) VNTCWH (white top)
  - D) VNTCBK (black top)
- (silver frame) 72.25" L 26.25" D 30" H



## Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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



# Powered Tables

## Sydney Powered Cocktail Tables



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



10'x20' -  
Wireless Charging  
Demonstration  
Booth

## Wireless Charging Table

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



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

# Powered Products

## Village Charging Hub



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



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

# Powered Pedestals

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



## Powered Locking Pedestals

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

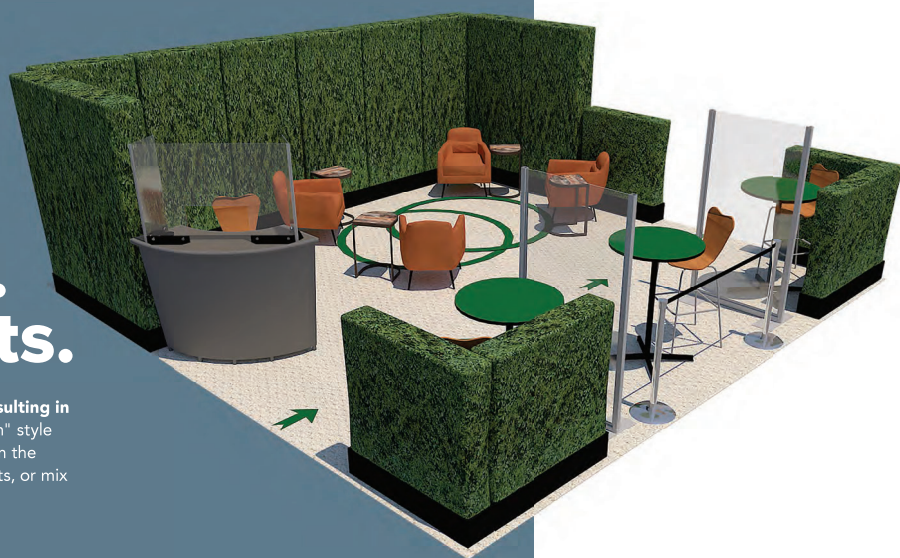
Black  
**PDL36B** 24"L 24"D 36"H  
**PDL42B** 24"L 24"D 42"H



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

# Inspired Designs. Creature Comforts.

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



## 20'x20' - Valencia Networking Booth

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



# SOFT SEATING

Collections

# Soft Seating Collections

## Valencia

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

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



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

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



Dividers | pg 16



## Fairfax

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

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



## Sterling

**STECHA Chair**  
(gray fabric)  
33"L 33.5"D 32"H

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



Soft Seating | 45

# Soft Seating Collections

## Allegro

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

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



## Palm Beach

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



## Key Largo

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

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

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



# Soft Seating Collections

## Baja


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

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



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



Powered Products 



## Naples

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

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

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

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

**ACCENT**  
Chairs





# Accent Chairs



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



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



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

Make it  
**swivel**



10'x20' - Meeting Booth



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

# Accent Chairs



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



A.



B.



C.



D.



E.



F.



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



Accent Tables | pg 70



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

# Create Space

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

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

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

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

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

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

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

**INDIVIDUAL**  
Seating





MARINA

# 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

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

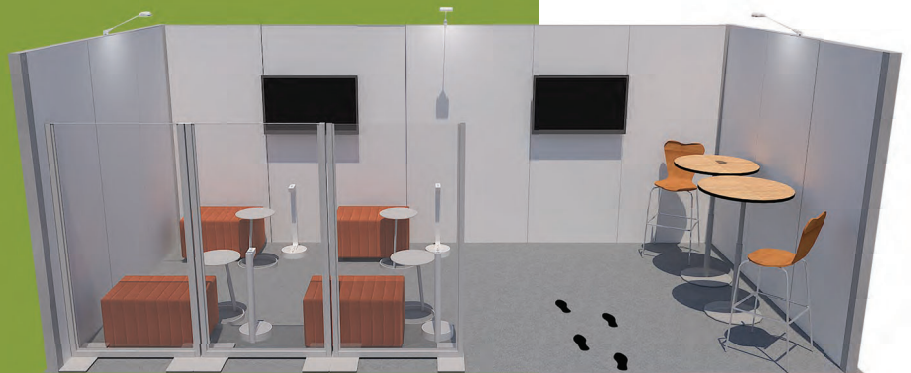
**H) OCMWHT Meeting Chair**  
(white vinyl, wenge)  
25.5"L 23.5"D 34"H

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

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

# Versatile Executions.

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



## 10'x20' - Beverly Demonstration Booth

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



**OTTOMAN**  
Collections

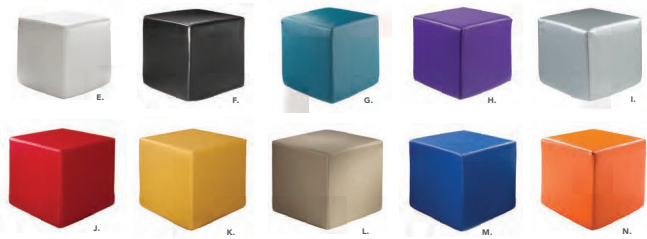
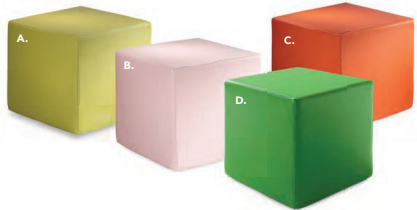


**Provide a Pop!**  
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# CUBE

## OTTOMANS

18"L18"D18"H



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





# SMALL BENCH

**OTTOMANS**  
30"L20"D18"H



- A) **BVSMOR** (orange fabric) B) **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) **BVSMNL** (linen fabric) I) **BVSMVL** (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)



# SWIVEL

OTTOMANS  
17" RND 18"H



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

# Ottomans



**Squares**  
Endless  
END02B (black vinyl, chrome)  
END02W (white vinyl, chrome)  
34" L 34" D 15" H

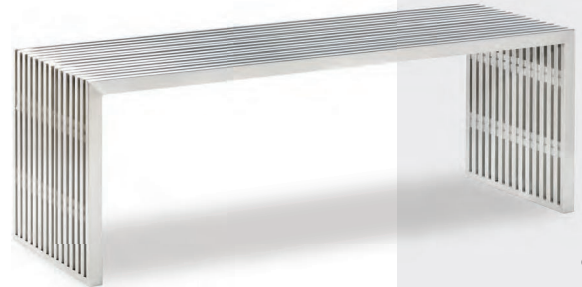


**Curves**  
Endless  
END01W (white vinyl, chrome)  
END01B (black vinyl, chrome)  
60.5" L 37.5" D 15" H



## Demo Down

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



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

**ACCENT**  
Tables





# 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.



**ALONDRA**



**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



A/B Powered options available.

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

All frames brushed steel.



TAOS | SEDONA

**SIDE**  
**TABLES**  
15.75"L x 15.75"D x 24"H



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

All frames bronze finish.

# Accent Tables



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

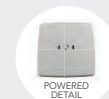
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



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



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



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

## Gather Round

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



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

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

Powered Products

# Stay on Brand.

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



## 10'x20' - Wireless Charging Demonstration Booth

- Bar Tables | pg 84
- Barstools | pg 88
- Ottomans | pg 56
- Power Tables | pg 26
- Dividers & Stanchions | pg 16



**BAR & CAFE**  
Tables

# Bar & Cafe Tables



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

## Bar Tables

Standard Black Base  
30" RND 42"H  
**VTJ** (graphite nebula top)  
**VTK** (maple top)  
**VTB** (red top)  
**30WH42** (white top)  
**30WDDB** (barnwood top)  
**30BKSB** (black top)  
**30AGBB**  
(brushed gunmetal top)  
**30OSBB** (orange top)  
**VTA**  
(Madison/gray acajou top)  
**30EBBB** (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)  
**30EBHB** (blue top)  
**30YSHB** (brushed yellow top)  
**30GSHB** (green top)

36" RND 45"H  
**36GRHB** (graphite nebula)  
**36MTHB** (maple top)  
**36WTHB** (white)  
**36BKHB** (black top)

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



## Create Space

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



## Cafe Tables

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

36" RND 29"H  
**36GRHC** (graphite nebula top)  
**36MTHC** (maple top)  
**36WTHC** (white top)  
**36BKHC** (black top)

## Cafe Tables

Standard Black Base  
30" RND 29"H  
**ZTJ** (graphite nebula top)  
**ZTK** (maple top)  
**ZTB** (red top)  
**30WH29** (white top)  
**30WD29** (barnwood top)  
**30BK29** (black top)  
**30AG29** (brushed gunmetal top)  
**30OS29** (orange top)  
**ZTA** (Madison/gray acajou top)  
**30BE29** (blue top)  
**30YS29** (brushed yellow top)  
**30GS29** (green top)

36" RND 29"H  
**ZTN** (graphite nebula top)  
**ZTP** (maple top)  
**ZTQ** (white top)  
**36BK29** (black top)

**BARSTOOL**  
Collections





# 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.





# BARSTOOL

COLLECTION  
15"RND23-33.5"H



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

All bases chrome finish.



# BARSTOOL COLLECTIONS



**Zoey Barstool** 15"L 16"D 30-34.75"H **A) B5002** (white)  
**Banana Barstool** 21"L 22"D 41"H **B) B55** (black) **C) B5T** (white)

All bases chrome finish.

# Barstools

## Styles



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



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



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



A.



B.



C.



D.



E.

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

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

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

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

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



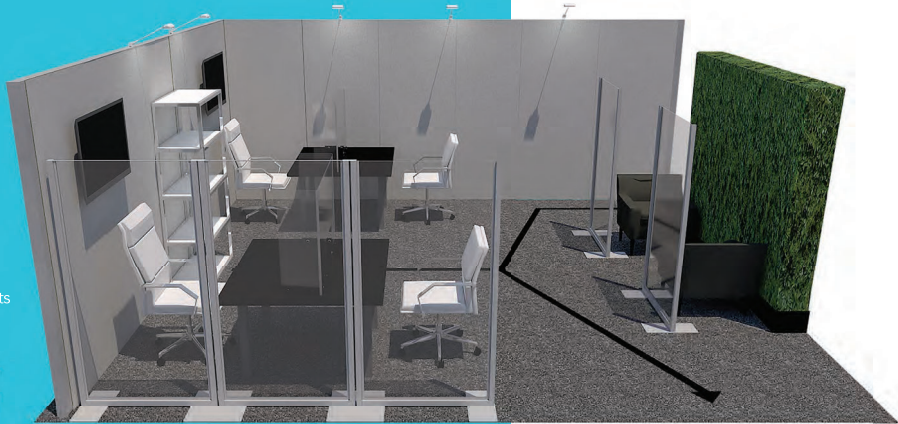
**Laguna**  
**LMBAR** Barstool  
 (maple, chrome)  
 18"L 20"D 47"H

# Meet in Style.

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



10'x20' -  
Madison  
Presentation  
Booth



20'x20' - Executive Meeting Booth

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



**OFFICE**  
Collections

# Executive Seating

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

**B) PROEXB**  
 (black vinyl, chrome)

25"L 24"D 45-48"H  
 Adjustable height



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

**D) PROMDB**  
 (black vinyl, chrome)

24"L 22"D 36.75-39.75"H  
 Adjustable height



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



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



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



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





42" ROUND



# CONFERENCE

TABLES  
42" RND 29" H



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

All bases black finish.



# CONFERENCE TABLES



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



# Conference Tables

**Styling Tip:**

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

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



**Rectangular**

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



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



MADISON



# CONFERENCE TABLES



Dividers | pg 16

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

All frames silver finish.



MADISON



10'x20' - Madison Presentation Booth

# EXECUTIVE

DESK & STORAGE



DESK FRONT



DESK BACK




B.

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




# Ventura

## Powered & Communal Tables



 **Powered Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"  
A) VNTBLK (black top)  
B) VNTWHT (white top)

**Communal Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
C) VNTMNP (solid)  
VNTBMW (grommets)  
White Top  
D) VNTBWW (grommets)  
VNTWNP (solid)  
Black Top  
E) VNTBNP (solid)

 BLACK
  WHITE
  MAPLE  
**TABLE TOP OPTIONS**  
 Colors not available in all table options.  
 Please check options listed.



 **Powered Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
F) VNTCBK (black top)  
G) VNTCWH (white top)

**Communal Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
Maple Top  
H) VNTCMN (solid)  
VNTCMW (grommets)  
White Top  
I) VNTCWW (grommets)  
VNTCWN (solid)  
Black Top  
J) VNTCBN (solid)

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

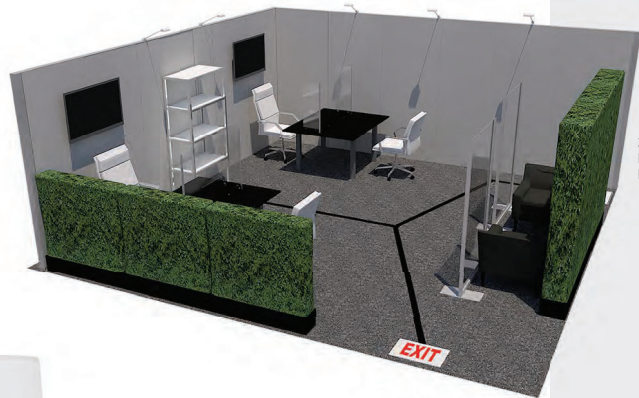
Powered Products 

 POWERED  
DETAIL

# Office Accessories & Decor

## Embrace The Organic

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



20'x20'-  
Executive Meeting  
Booth



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



A.



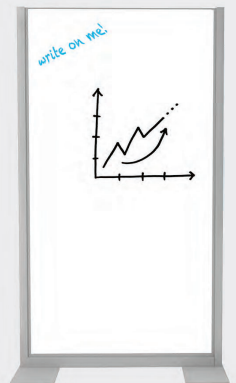
B.

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

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



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



# Midtown Counter & Bar



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



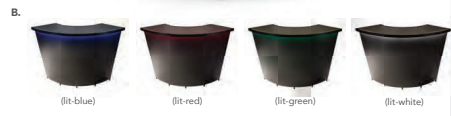
**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



Powered Products ⚡

20'x20' - Midtown  
Greenery Booth  
Greenery | pg 20  
Bar Tables | pg 84  
Barstools | pg 88  
Accent Chairs | pg 42  
Side Tables | pg 68

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



# CUSTOM FURNITURE



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

## SAFETY DIVIDERS

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

## POWERED FURNITURE

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

## SOFT SEATING

VALCHA		Valencia Chair/Spice Orange Velvet	\$377.50
VALSOF		Valencia Sofa/Coffee Brown Velvet	\$566.00
FAIRSW		Fairfax Sofa/White Vinyl	\$579.50
FAIRCW		Fairfax Chair/White Vinyl	\$418.00
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
PALSOF		Palm Beach Sofa/White Vinyl	\$836.00
KEYSOF		Key Largo Sofa/Black Fabric	\$572.50
KEYCHR		Key Largo Chair/Black Fabric	\$380.00
KEYLOV		Key Largo Loveseat/Black Fabric	\$444.00
BCHWHT		Baja Chair/White Vinyl	\$660.00

## SOFT SEATING (CONTINUED)

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

## ACCENT CHAIRS

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

## INDIVIDUAL SEATING

MARCBR		Marina Chair/Brown Fabric	\$181.50
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

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# CUSTOM FURNITURE



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

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

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## ACCENT TABLES (CONTINUED)

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

## BAR TABLES - BLACK BASE - 42"H

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

## BAR TABLES - HYDRAULIC CHROME BASE - 45"H

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

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

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

## CAFE TABLES - HYDRAULIC CHROME BASE - 29"H

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

## CAFE TABLES - BLACK BASE - 29"H

ZTJ		30" Round/Graphite Nebula Top	\$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
30OSBC		30" Round/Orange Top	\$282.50
ZTA		30" Round/Madison Acajou Top	\$273.00

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## CAFE TABLES - 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

## BARSTOOLS

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

## EXECUTIVE SEATING

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

## CONFERENCE TABLES

CONF42		42" Round x 29"h/White Top	\$428.00
CB1		42" Round x 29"h/Graphite Nebula Top	\$428.00
CB8		42" Round x 29"h/Madison Gray Acajou Top	\$428.00
42BKCT		42" Round x 29"h/Black Top	\$428.00
CF1		GEO Rounded Square Table/Glass Top/Black	\$318.50
CE1		GEO Rounded Square Table/Glass Top/Chrome	\$335.00
CF2		GEO Rectangular/Glass Top/Black	\$469.50
CE2		GEO Rectangular/Glass Top/Chrome	\$486.50
42ATO		Atomic 42" Round x 30"h/Glass Top	\$374.50
36ATO		Atomic 36" Round x 30"h/Glass Top	\$374.50
BKCT10N		120"l x 48"d x 29"h/Black Top	\$1098.50
BKCT8N		96"l x 48"d x 29"h/Black Top	\$1098.50
BKCT5N		60"l x 48"d x 29"h/Black Top	\$550.00
WD3		48"l x 24"d x 30"h/White Top	\$400.00
MADC05		Madison 60"l x 48"d x 29"h/Gray Acajou Top	\$564.50
MADC08		Madison 96"l x 60"d x 29"h/Gray Acajou Top	\$1127.00
MADC10		Madison 120"l x 48"d x 29"h/Gray Acajou Top	\$1127.00

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### EXECUTIVE DESK & STORAGE

CODE	QTY	ITEM DESCRIPTION	PRICE
JD8		Desk 60"l x 30"d x 29"/Gray Acajou Top	\$697.00
BC8		Bookcase 36"l x 12"d x 72"h Gray Acajou	\$514.50

### POWERED & COMMUNAL TABLES

VNTBLK		Ventura Powered Bar Table/Black Top	\$932.00
VNTWHT		Ventura Powered Bar Table/White Top	\$932.00
VNTMNP		Ventura Communal Bar Table/Maple Top/Solid	\$804.50
VNTBMW		Ventura Communal Bar Table/Maple Top/Holes	\$804.50
VNTBWW		Ventura Communal Bar Table/White Top/Holes	\$804.50
VNTWNP		Ventura Communal Bar Table/White Top/Solid	\$804.50
VNTBNP		Ventura Communal Bar Table/Black Top/Solid	\$804.50
VNTCBK		Ventura Powered Cafe Table/Black Top	\$726.00
VNTCWH		Ventura Powered Cafe Table/White Top	\$726.00
VNTCMN		Ventura Communal Cafe Table/Maple Top/Solid	\$641.00
VNTCMW		Ventura Communal Cafe Table/Maple Top/Holes	\$641.00
VNTCWW		Ventura Communal Cafe Table/White Top/Holes	\$641.00
VNTCWN		Ventura Communal Cafe Table/White Top/Solid	\$641.00
VNTCBN		Ventura Communal Cafe Table/Black Top/Solid	\$641.00

### OFFICE ACCESSORIES & DECOR

CODE	QTY	ITEM DESCRIPTION	PRICE
HDG7FT		7' Boxwood Hedge/36.5"l x 12"d x 84"h	\$900.50
HDG4FT		4' Boxwood Hedge/46"l x 9"d x 47"h	\$559.00
LA15		Mason Floor Lamp/Brushed Silver	\$258.00
LA14		Mason Table Lamp/Brushed Silver	\$175.00
PSHCCS		Posh Shelving/Chrome/Acrylic	\$606.00
DIVFWB		Freestanding Whiteboard/39"l x 1.5"d x 72"h	\$497.00

### COUNTER & BAR

MTCPUL		Midtown Powered Counter/Pewter/Unlighted	\$1751.00
MTCLPI		Midtown Powered Counter/Pewter/Lighted	\$1857.00
MTBUUL		Midtown Bar/Pewter/Unlighted	\$1742.00
MTBLPI		Midtown Bar/Pewter/Lighted/Blue	\$1857.00
MTBLPI		Midtown Bar/Pewter/Lighted/Red	\$1857.00
MTBLPI		Midtown Bar/Pewter/Lighted/Green	\$1857.00
MTBLPI		Midtown Bar/Pewter/Lighted/White	\$1857.00

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

Discount Deadline: **May 6, 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 May 6, 2022 \_\_\_\_\_  
 8.875% 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



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

EXHIBITOR ECONOMY PACKAGE OPTION 1 / 10 x 10 BOOTHS ONLY	
<p><b>1 - 6'L x 2'D x 30"H draped display table</b> (check drape color below)</p> <p><input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver</p> <p><b>2 - Side Chairs</b></p> <p><b>1 - Wastebasket</b></p> <p><b>NO SUBSTITUTIONS. If item colors are not selected in advance, AEI will select colors.</b></p>	<p><b>OPTION 1</b></p> <p><b>Cost: \$458.50</b></p> <hr/> <p>Total _____</p> <p>8.875% Tax _____</p> <p><b>TOTAL</b> _____</p>

EXHIBITOR ECONOMY PACKAGE OPTION 2 / 10 x 10 BOOTHS ONLY	
<p><b>1 - 6'L x 2'D x 42"H draped display table</b> (check drape color below)</p> <p><input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Silver</p> <p><b>2 - Counter Stools</b></p> <p><b>1 - Wastebasket</b></p> <p><b>NO SUBSTITUTIONS. If item colors are not selected in advance, AEI will select colors.</b></p>	<p><b>OPTION 2</b></p> <p><b>Cost: \$664.13</b></p> <hr/> <p>Total _____</p> <p>8.875% Tax _____</p> <p><b>TOTAL</b> _____</p>

This form must be completed and returned by **May 6, 2022** in order to receive the EXHIBITOR ECONOMY PACKAGES. After the deadline, all furnishings will be available at the published show rates.

**THE EXHIBITOR ECONOMY PACKAGE WILL NOT BE AVAILABLE AT SHOW SITE.**

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

# RENTAL UNIT RA-001



Arata Expositions, Inc.

## What's Included:

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

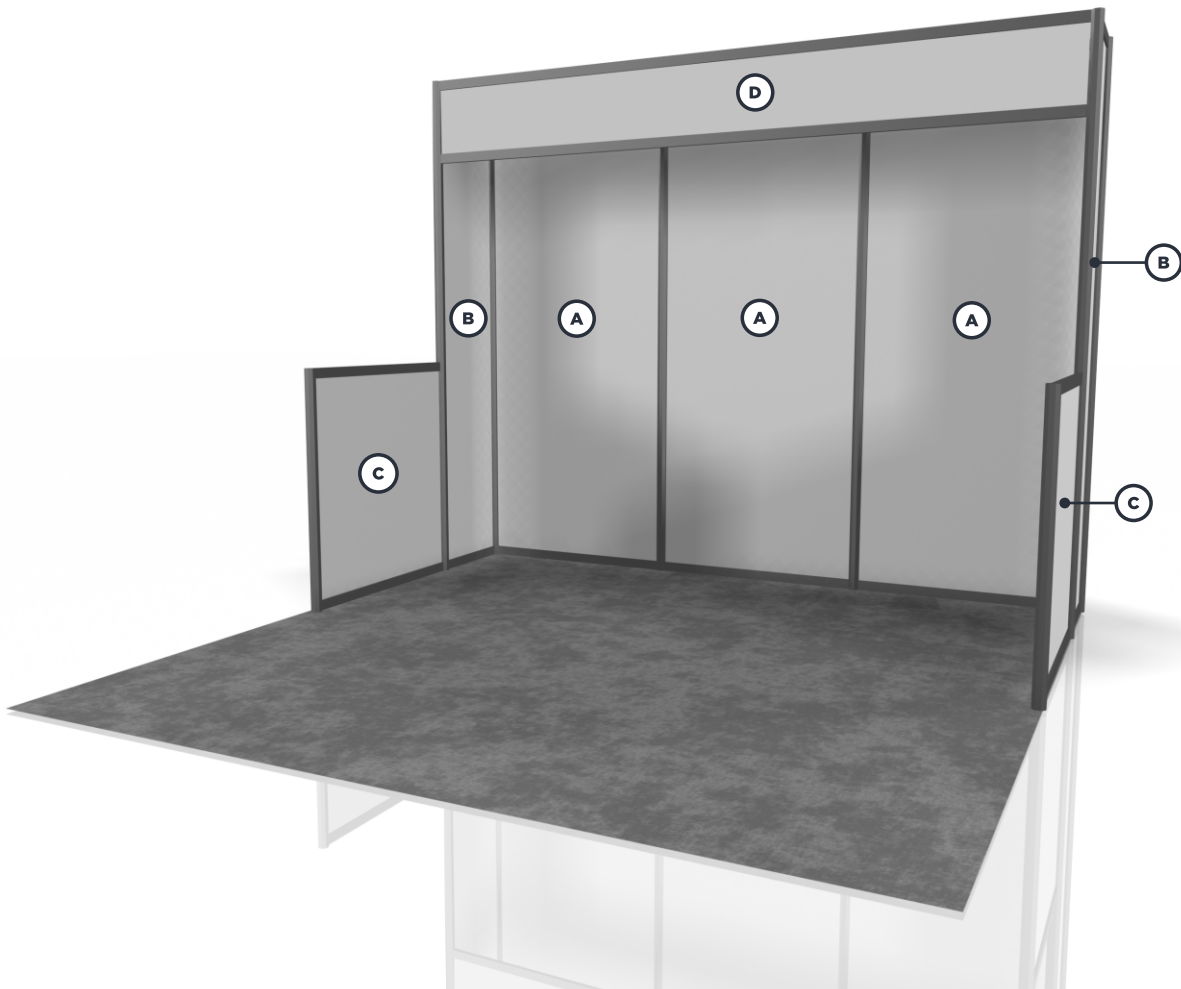
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$3,305.00**

Standard:  
**\$4,957.50**

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

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



# RENTAL UNIT RA-002



Arata Expositions, Inc.

## What's Included:

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

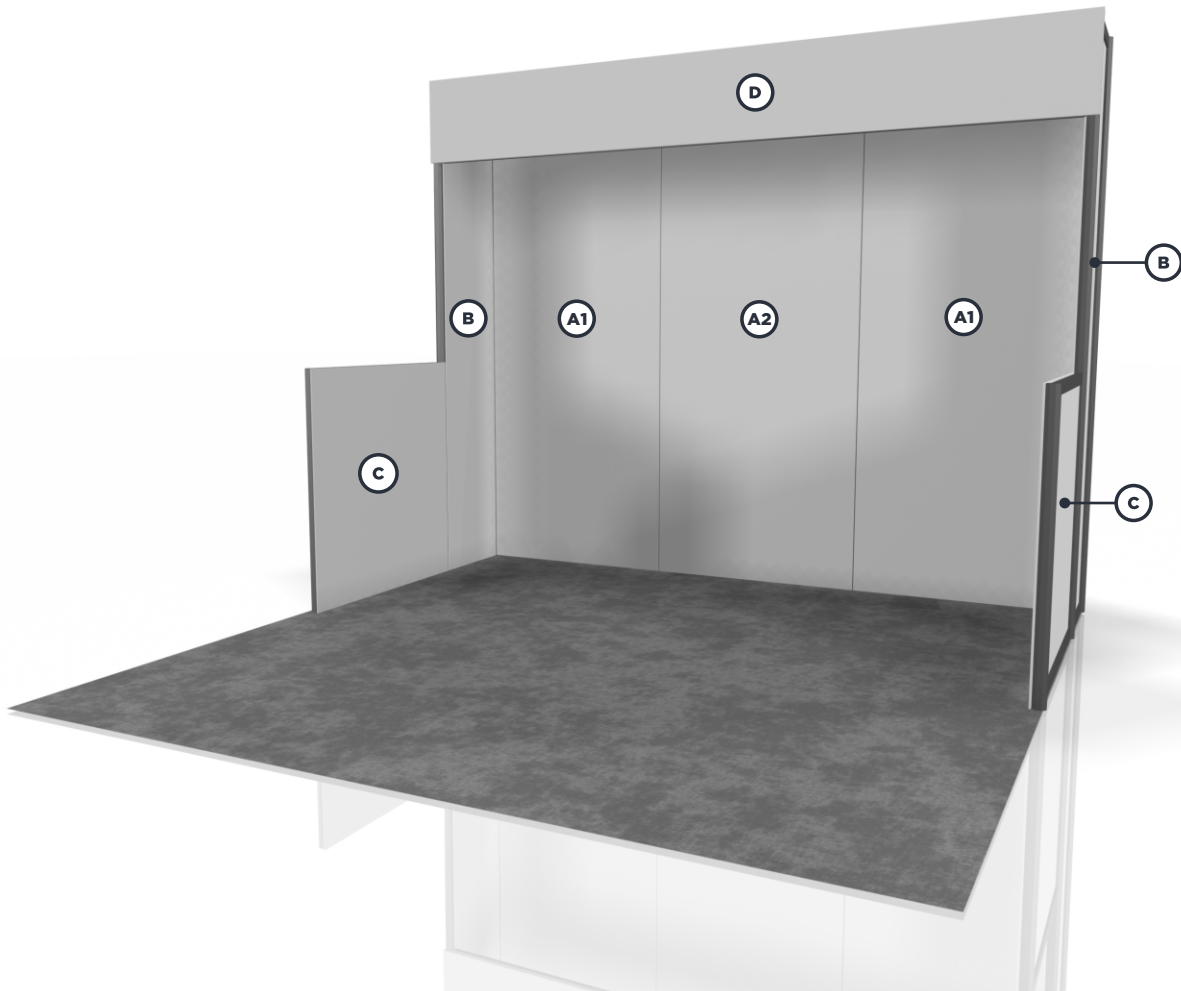
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$3,635.50**

Standard:  
**\$5,453.25**

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

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



# RENTAL UNIT **RB-001**



Arata Expositions, Inc.

## What's Included:

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

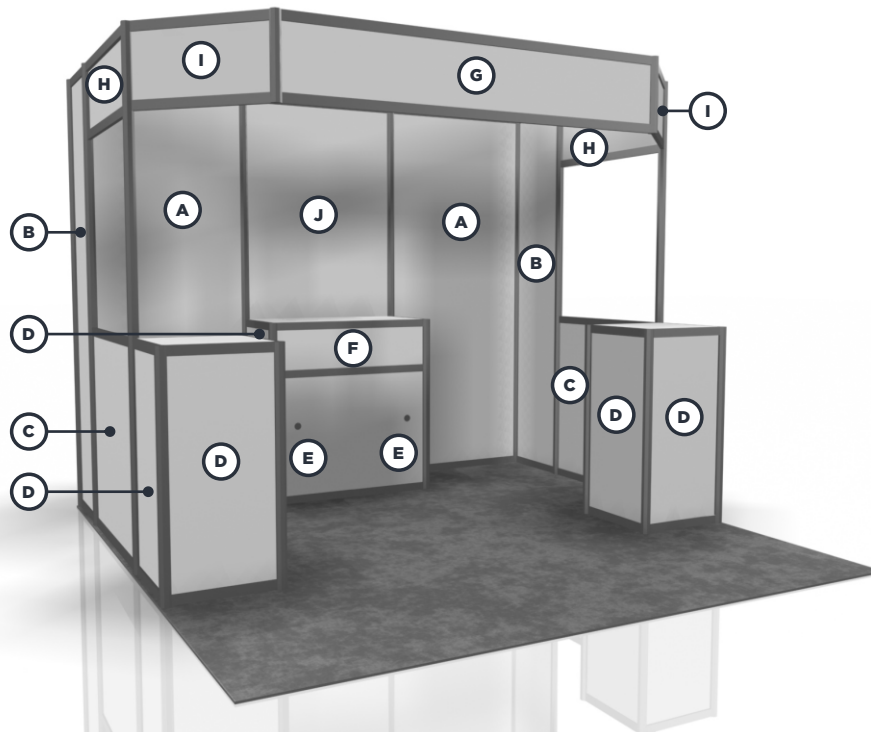
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$4,175.00**

Standard:  
**\$6,262.50**

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

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



# RENTAL UNIT **RB-002**



Arata Expositions, Inc.

## What's Included:

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

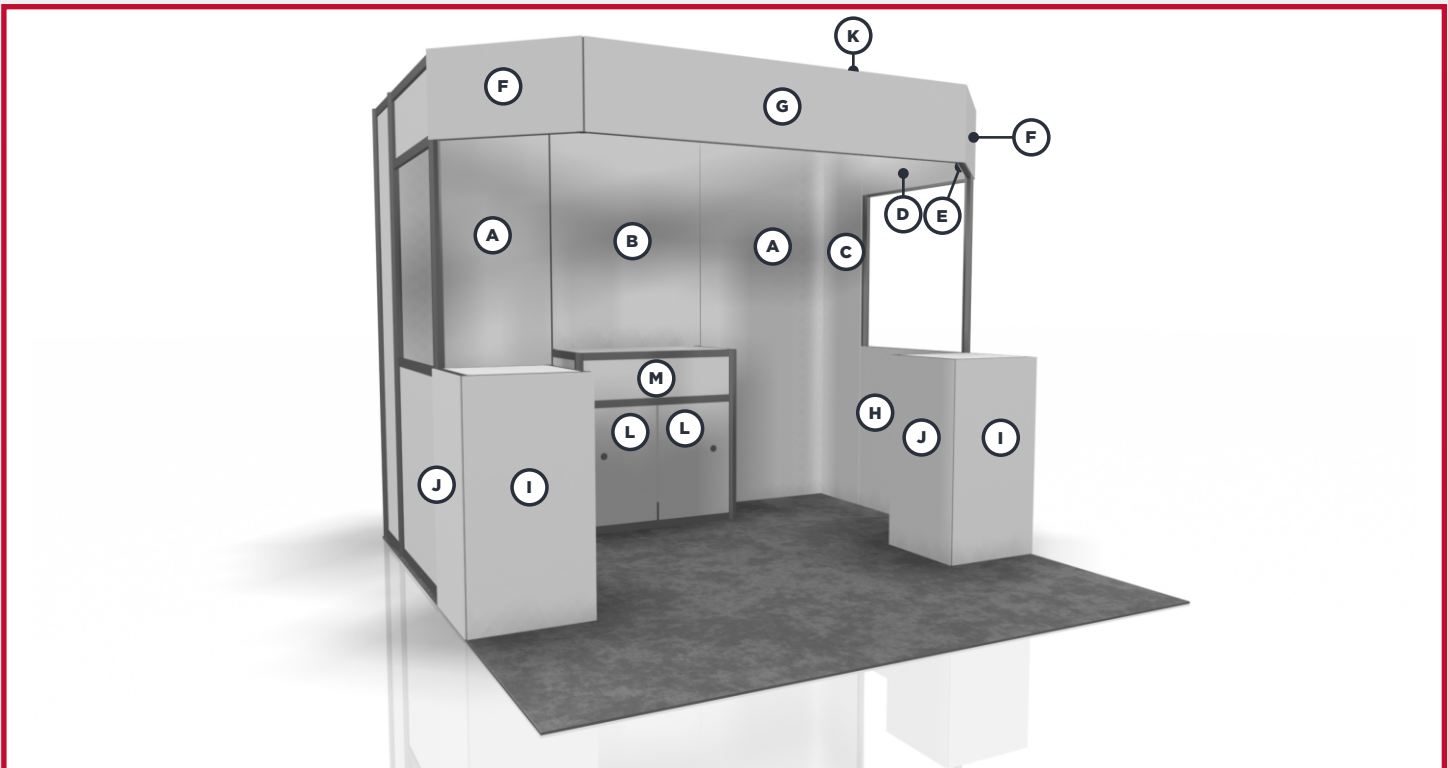
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$4,592.50**

Standard:  
**\$6,888.75**

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

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





# RENTAL UNIT **RC-001**



Arata Expositions, Inc.

## What's Included:

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

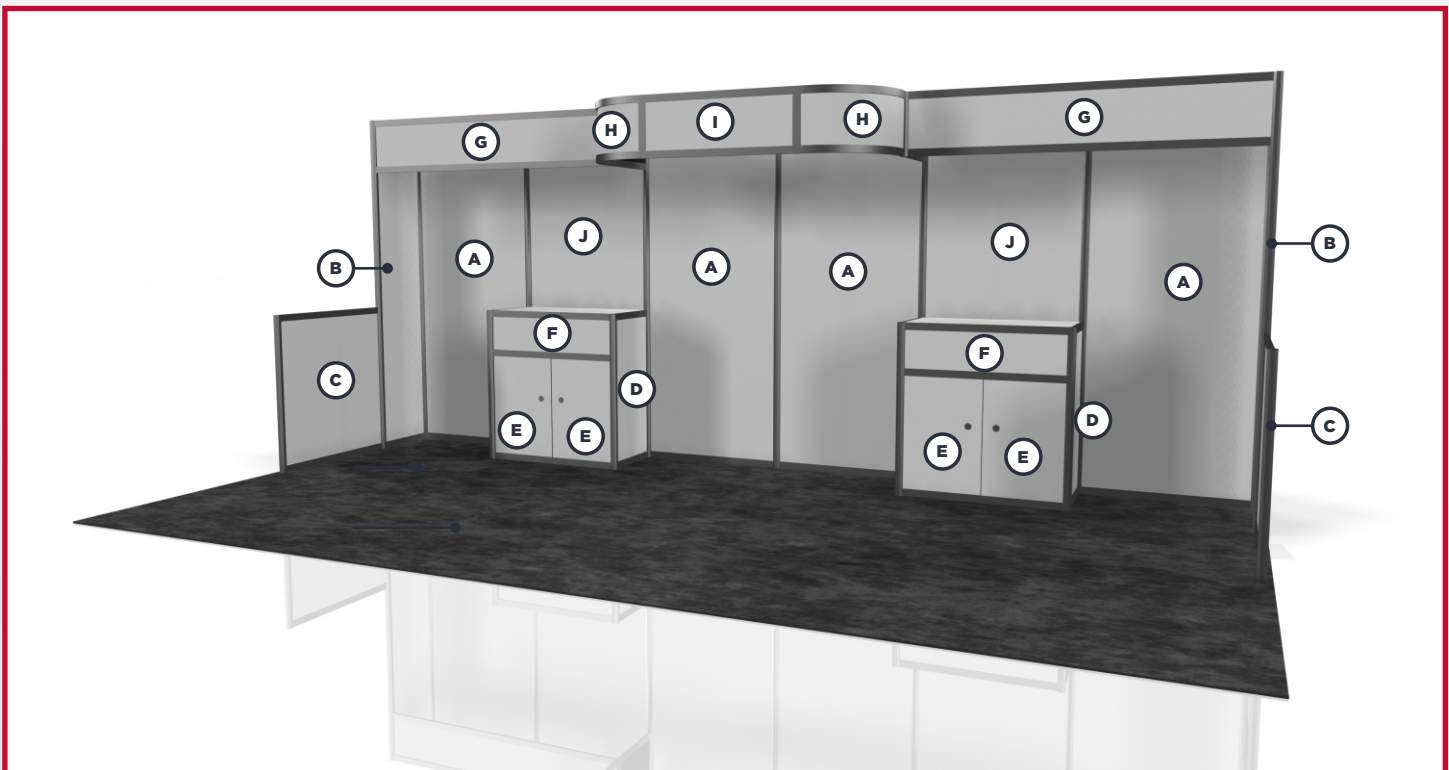
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$7,820.00**

Standard:  
**\$11,730.00**

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

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



# RENTAL UNIT **RC-002**



Arata Expositions, Inc.

## What's Included:

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

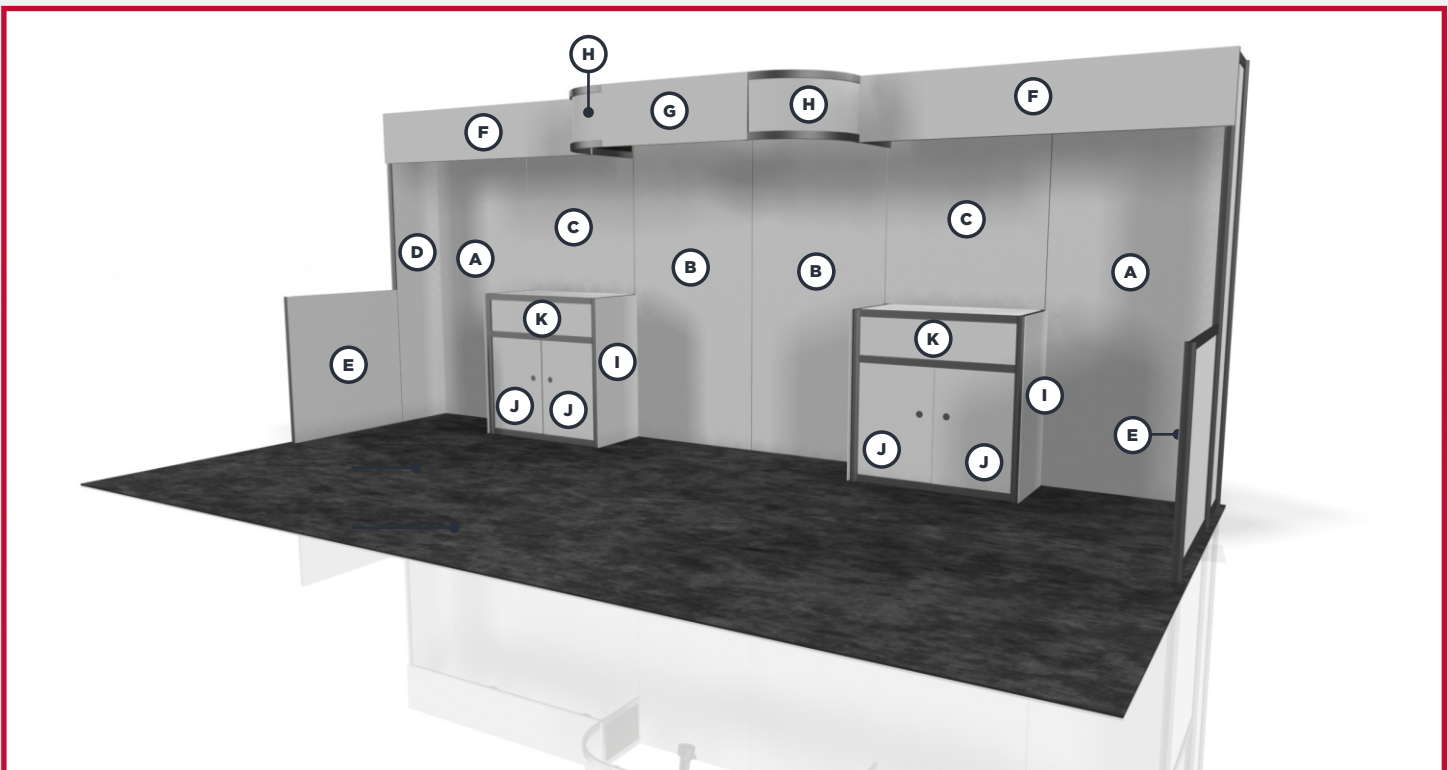
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$8,602.00**

Standard:  
**\$12,903.00**

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

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



# RENTAL UNIT **RD-001**



Arata Expositions, Inc.

## What's Included:

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

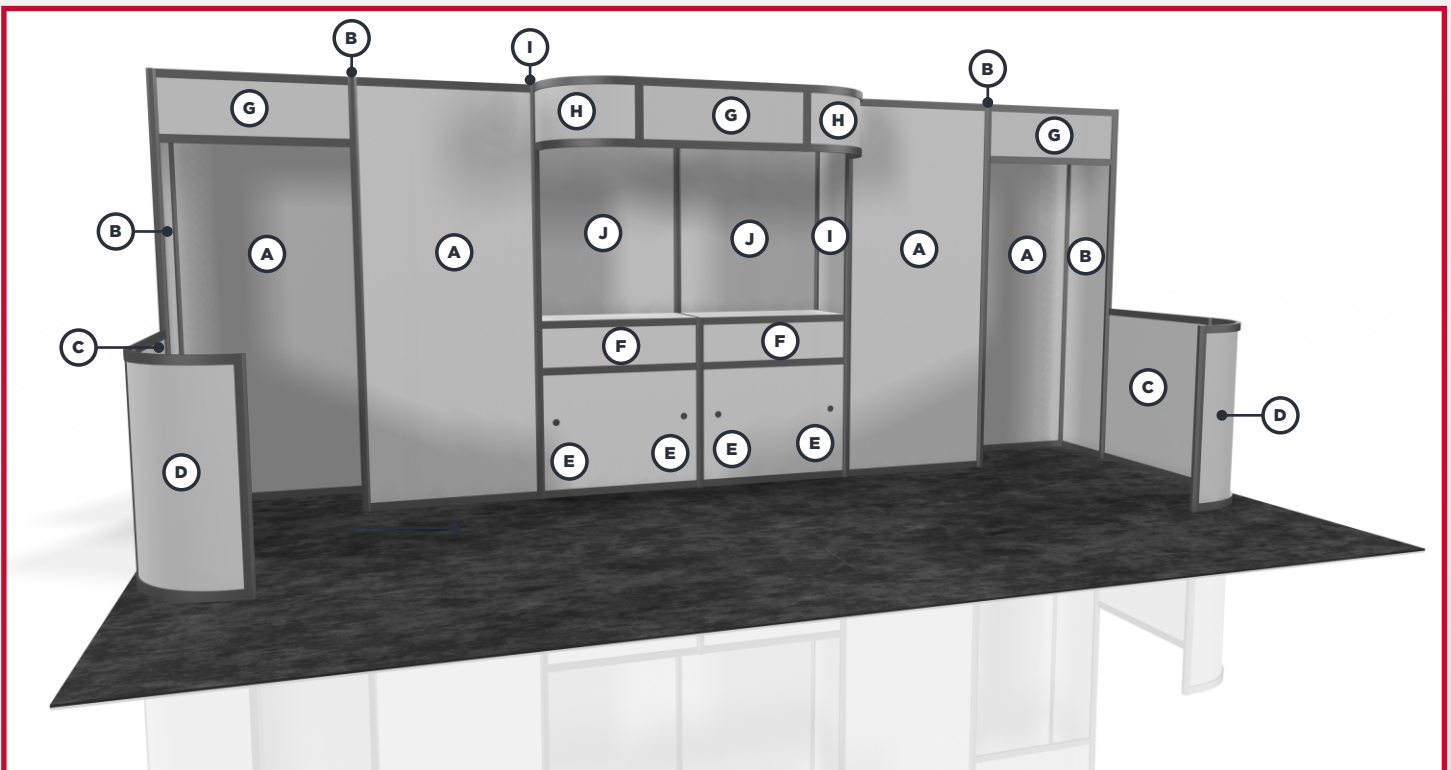
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$9,080.00**

Standard:  
**\$13,620.00**

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

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



# RENTAL UNIT **RD-002**



Arata Expositions, Inc.

## What's Included:

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

**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% 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:  
**\$9,988.00**

Standard:  
**\$14,982.00**

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

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



# RENTAL UNIT RE-001



Arata Expositions, Inc.

## What's Included:

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

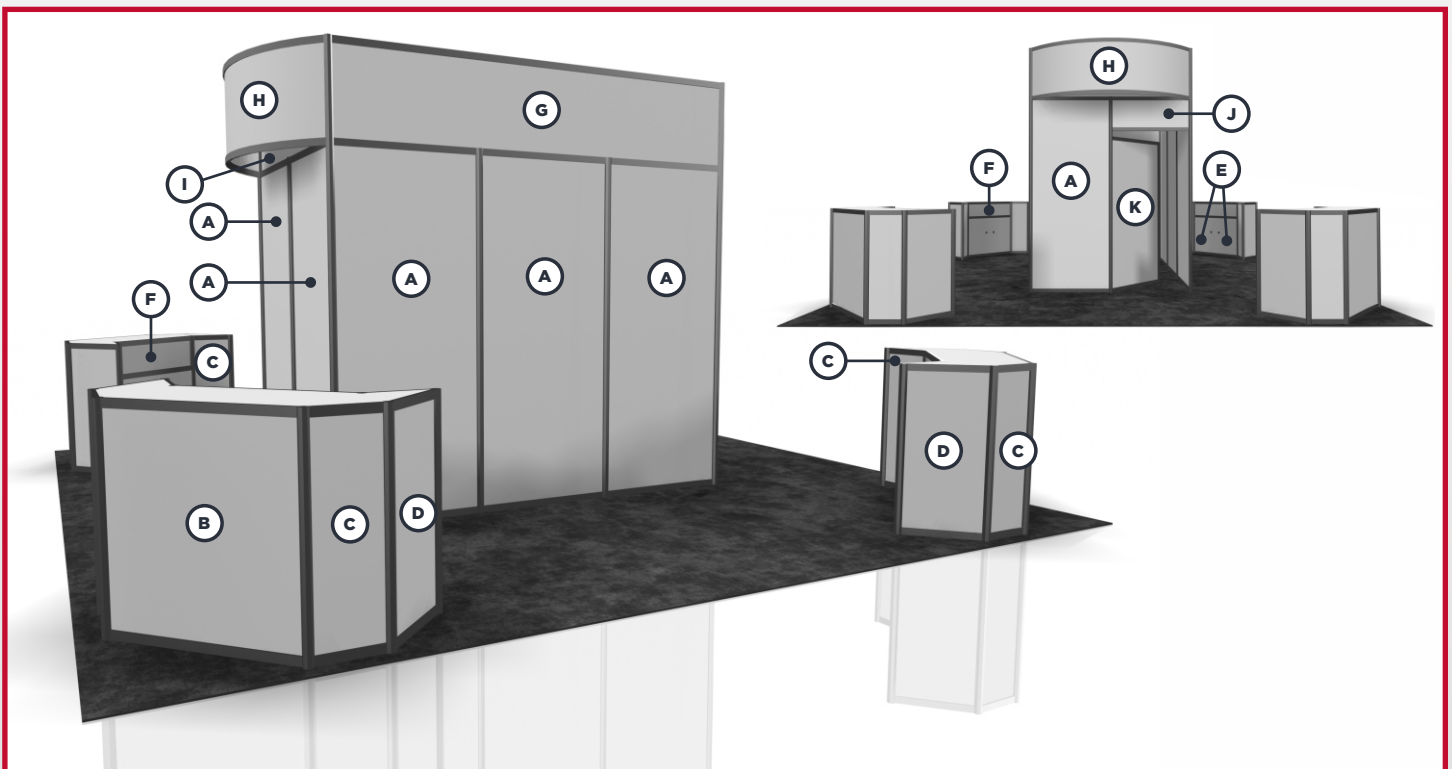
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$13,800.00**

Standard:  
**\$20,700.00**

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

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



# RENTAL UNIT **RE-002**



Arata Expositions, Inc.

## What's Included:

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

**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:

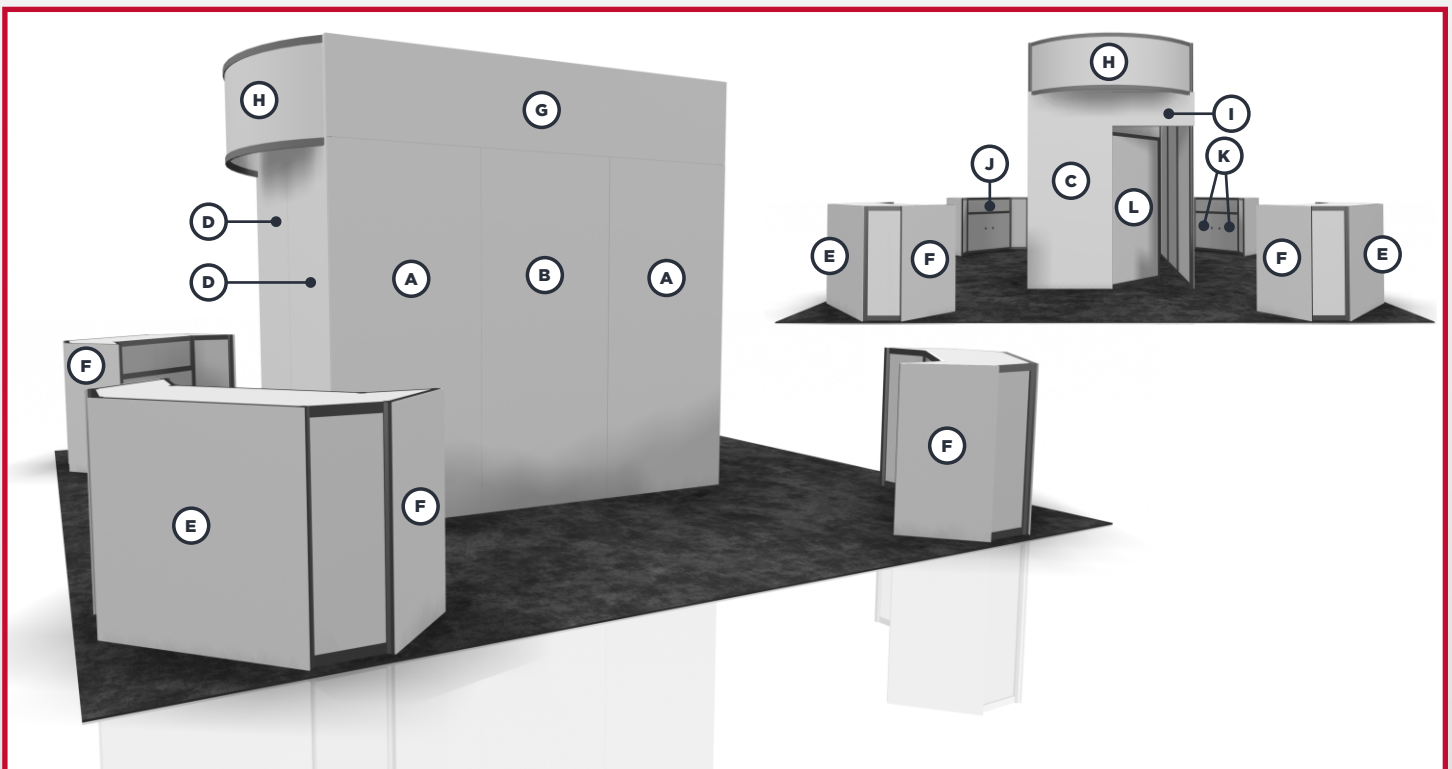
**\$ 15,180.00**

Standard:

**\$ 22,770.00**

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

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



# RENTAL UNIT **RF-001**



Arata Expositions, Inc.

## What's Included:

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

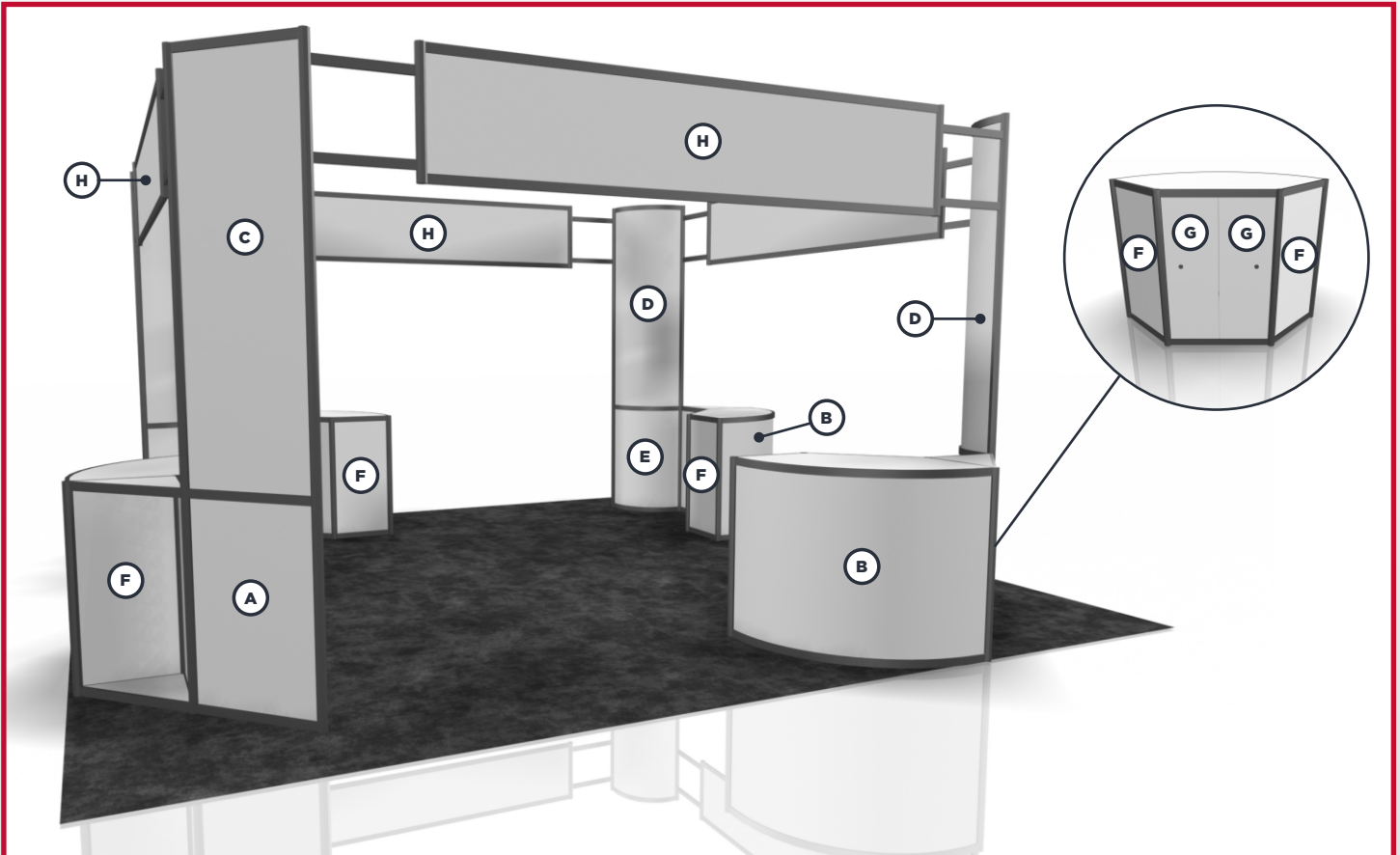
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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	<b>A</b>	Single-Sided	26.625"	38.875"
4	<b>B</b>	Single-Sided	60.625"	38.875"
4	<b>C</b>	Single-Sided	26.625"	76.75"
4	<b>D</b>	Single-Sided	29.75"	76.75"
4	<b>E</b>	Single-Sided	29.75"	38.875"
12	<b>F</b>	Single-Sided	18.5"	38.875"
8	<b>(G) Doors</b>	Single-Sided	14"	38.125"
4	<b>(H) Header</b>	Double-Sided	116.875"	20.875"

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



# RENTAL UNIT **RF-002**



Arata Expositions, Inc.

## What's Included:

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

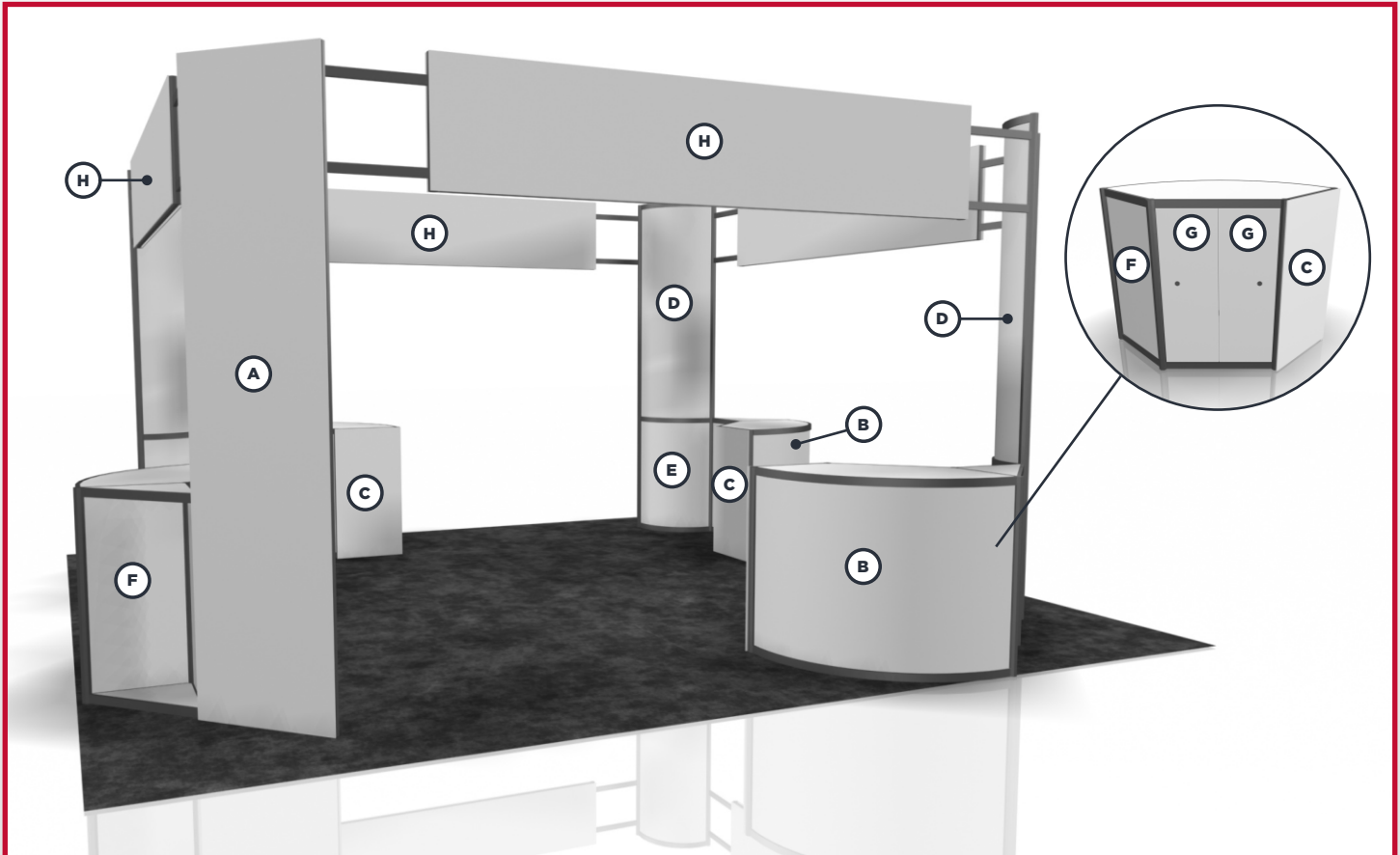
**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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:  
**\$16,555.00**

Standard:  
**\$24,832.50**

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

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





# Exhibit Order



Arata Expositions, Inc.

## Accessories:

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

### Clip-On Lights:

\$45.00 (each)



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

### Monitor Mount:

\$75.00 (each)



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

### Chrome Sign Holder:

\$135.00 (each)



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

### Literature Stand

\$155.00 (each)



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

### Banner Stand:

\$425.00 (each)



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

### Meterboard

\$375.00 (each)



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

### Café Table Decal

\$25.00 per Sq. Ft.



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

### Shelving:

\$50.00 (each)



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

### Branded Tablecloth:

72" w x 24" d x 30" h

\$425.00 (each)



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

### Clip-On Lights:

\$ \_\_\_\_\_  
Sub-Total

### Monitor Mount:

\$ \_\_\_\_\_  
Sub-Total

### Chrome Sign Holder:

\$ \_\_\_\_\_  
Sub-Total

### Literature Stand:

\$ \_\_\_\_\_  
Sub-Total

### Bannerstand:

\$ \_\_\_\_\_  
Sub-Total

### Meterboard:

\$ \_\_\_\_\_  
Sub-Total

### Café Tabletop Decal:

\$ \_\_\_\_\_  
Sub-Total

### Shelving:

\$ \_\_\_\_\_  
Sub-Total

### Branded Tablecloth:

\$ \_\_\_\_\_  
Sub-Total

# Exhibit Order



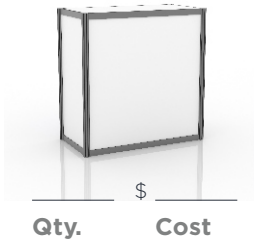
Arata Expositions, Inc.

## Accessories:

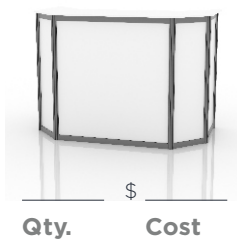
Use accessories to increase flexibility, function and add customized features to your exhibit space.

### CREDENZAS:

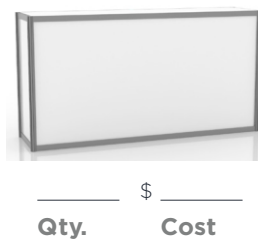
**38" w x 18" d x 42" h**  
\$450.00 (each)



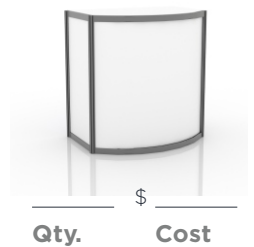
**58" w x 18" d x 42" h**  
\$787.50 (each)



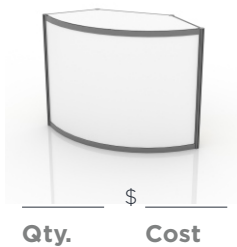
**77" w x 18" d x 42" h**  
\$900.00 (each)



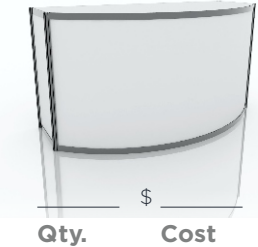
**38" w x 18" d x 42" h**  
\$562.50 (each)



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



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

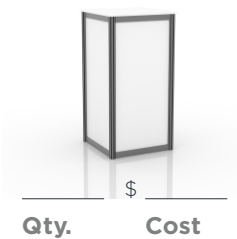


### PEDESTALS:

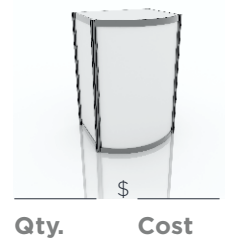
**18" w x 18" d x 30" h**  
\$288.75 (each)



**18" w x 18" d x 42" h**  
\$385.00 (each)



**26" w x 18" d x 42" h**  
\$673.75 (each)



Accessories  
Totals:

**Credenzas:**  
\$ \_\_\_\_\_  
Sub-Total

**Pedestals:**  
\$ \_\_\_\_\_  
Sub-Total

\$ \_\_\_\_\_  
Total Cost

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

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

**ORDER EARLY** Discount Deadline: April 29, 2022. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 8.875% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

# Exhibit Order



Arata Expositions, Inc.

**Exhibitor Name** \_\_\_\_\_

**Booth #** \_\_\_\_\_ **Booth Size** 10'x10' 10'x20' 10'x30' 20'x20' Custom  
Fill Custom Booth Order Form

## Rentals Options:

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

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

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

**Header** Digital Print Bold Black Letters

The display header will be bolded black letters.

(print clearly or type to ensure correct spelling)

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

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

## Payment Information:

Visa  Mastercard  AMEX

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

\_\_\_\_\_ **Authorized Signature**

\_\_\_\_\_ **Organization**      \_\_\_\_\_ **Show Name**      \_\_\_\_\_ **Booth Number(s)**

\_\_\_\_\_ **Street Address**      \_\_\_\_\_ **City / State / Zip**

\_\_\_\_\_ **Email Address**      \_\_\_\_\_ **Phone Number**      \_\_\_\_\_ **Fax**

\_\_\_\_\_ **Authorized by** (please print)      \_\_\_\_\_ **Signature**

**Package Cost:**  
 \$ \_\_\_\_\_  
**Design Package**  
 \$ \_\_\_\_\_  
**Accessories**  
 \$ \_\_\_\_\_  
**Subtotal**  
 \$ \_\_\_\_\_  
**Sales Tax (8.875%)**  
 \$ \_\_\_\_\_  
**Total Cost**

# SUPEREASY FabriWall

Multi-Dimensional Tension Fabric Displays



## 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.



[www.arataexpo.com](http://www.arataexpo.com)

Washington DC | 301.921.0800  
Orlando | 407.422.3636





# 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.

8' x 10' CURVED UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$5,600.00	\$11,200.00	\$

8' x 10' STRAIGHT UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$5,600.00	\$11,200.00	\$

8' x 20' CURVED UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$10,650.00	\$21,300.00	\$

8' x 20' STRAIGHT UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$10,650.00	\$21,300.00	\$

**Discount Deadline: April 29, 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.

FabriWall Total \_\_\_\_\_

8.875% Tax \_\_\_\_\_

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

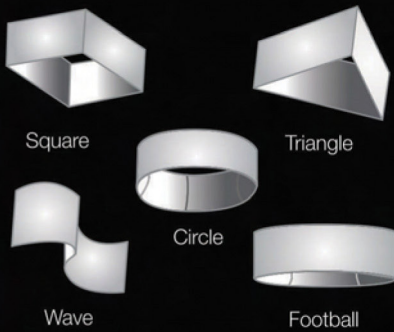
# SUPERVISIBLE

# 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 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.

## SQUARE (3' HIGH x 10' LONG)

Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$8,990.00	\$17,980.00	\$

## CIRCLE (3' HIGH x 10' DIAMETER)

Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$6,855.00	\$13,710.00	\$

## THE WAVE (3' HIGH x 10' LONG - DOUBLE SIDED)

Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$4,565.00	\$9,130.00	\$

## TRIANGLE (3' HIGH x 10' LONG - EACH SIDE)

Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$5,975.00	\$11,950.00	\$

## FOOTBALL (3' HIGH x 10' LONG - EACH SIDE)

Qty.	Description	Discount Price	Standard Price	Extended Price
	Purchase Cost	\$5,175.00	\$10,350.00	\$

**Discount Deadline: April 29, 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.

**Exhibitor must supply artwork for graphics. If requested, our Design Department will work with you to create a dynamic image for your signage. Our Customer Service Department will contact you for details.**

**FabriFrame Total** \_\_\_\_\_

**8.875% Tax** \_\_\_\_\_

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

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	\$1275.00	\$
	5' Full View (60"L x 20"D x 38"H)	\$850.00	\$1275.00	\$
	4' Full View (48"L x 20"D x 38"H)	\$850.00	\$1275.00	\$



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	\$1275.00	\$
	5' Half View (60"L x 20"D x 38"H)	\$850.00	\$1275.00	\$
	4' Half View (48"L x 20"D x 38"H)	\$850.00	\$1275.00	\$



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	\$1275.00	\$
	5' Quarter View (60"L x 20"D x 38"H)	\$850.00	\$1275.00	\$
	4' Quarter View (48"L x 20"D x 38"H)	\$850.00	\$1275.00	\$



CORNER DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	5' Corner (48.5"L x 20"D x 38"H)	\$850.00	\$1275.00	\$



VERTICAL DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	7' Vertical (20"L x 20"D x 79"H)	\$850.00	\$1275.00	\$

**Discount Deadline: May 6, 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.**

Display Case Total \_\_\_\_\_  
 8.875% Tax \_\_\_\_\_  
 TOTAL \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number





# SPECIAL SIGNS

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

## CUSTOM SIGNS/SERVICES

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

DIGITAL SHOWCARD SIGNS			
QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE
	7" x 11"	\$68.50	\$137.00
	7" x 44"	\$76.25	\$152.50
	11" x 14"	\$87.50	\$175.00
	14" x 22"	\$100.00	\$200.00
	22" x 28"	\$128.50	\$257.00
	28" x 44"	\$195.25	\$390.50
	Easel back	\$12.75	\$25.50

Horizontal

Vertical

Special Instructions/Copy:

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

**Discount Deadline: April 29, 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.

LARGE FORMAT GRAPHICS				
QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL

MATERIAL		
Material	Discount Price	Standard Price
Foam core	\$32.00	\$64.00
Sintra	\$32.00	\$64.00
Masonite	\$32.00	\$64.00
Gator Foam	\$32.00	\$64.00
Plexi	\$52.00	\$104.00
Fabric Banner	\$32.00	\$64.00
Vinyl Banner	\$32.00	\$64.00

Special Signs Total \_\_\_\_\_  
 8.875% Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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



# STANDARD SIGN REQUEST

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



## STANDARD BOOTH EQUIPMENT

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

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

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

44"		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span>COMPANY NAME</span> <span>BOOTH NUMBER (s)</span> </div>		7"

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

**NOTE: This form must be completed and returned before May 6, 2022.**

**Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.**

Company Name		Booth Number	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Street Address		City	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
State	Zip Code	Country	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Contact Name		Email Address	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Telephone Number		Fax Number	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	

# File Prep



Arata Expositions, Inc.

## Accepted Files:

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

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

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

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

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

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

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

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



Arata Expositions, Inc.

### Corporate Headquarters

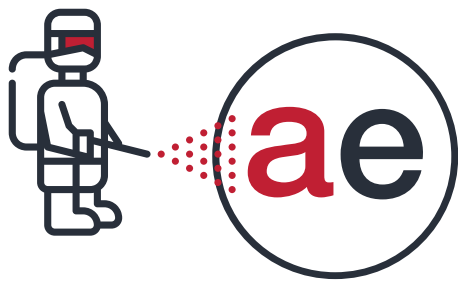
15928 Tournament Drive  
Gaithersburg, MD 20877

**301.921.0800**

### Florida Office

2501 Investors Row, Ste. 1000  
Orlando, FL 32837

**407.422.3636**



# COVID BOOTH CLEANING

## Add an extra layer of protection to your booth space.

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

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



### DISINFECTANT CLEANING

					Discount Price	Standard Price
Disinfectant						
Spray-Daily	_____	X	_____	=	_____ sq. ft.	X \$1.75 per sq. ft.
						\$2.45 per sq. ft. = \$ _____

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

Disinfectant Total \_\_\_\_\_  
 8.875% Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_



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



# MECHANICAL LIFTS

## OPERATION OF ALL MECHANICAL LIFTS

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

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

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

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

Thank you for your cooperation.





# DISPLAY LABOR

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All exhibitors must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing.  
**ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO MAY 6, 2022.**

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
<b>STRAIGHT TIME:</b> Monday - Friday first 8 hours of the workers' shift regardless of time of day.	\$ 260.50 PER MAN PER HOUR	\$ 364.70 PER MAN PER HOUR
<b>OVERTIME:</b> Monday - Friday after first 8 hours of the workers' shift, regardless of time of day and all day Saturday	\$ 390.25 PER MAN PER HOUR	\$ 546.35 PER MAN PER HOUR
<b>DOUBLE TIME:</b> Sunday & all recognized Holidays	\$ 520.50 PER MAN PER HOUR	\$ 728.70 PER MAN PER HOUR

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

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

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

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

AEI Supervision (30%/\$45.00) \_\_\_\_\_  
 Total Estimated Labor Costs \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

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

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

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

**DISMANTLE LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE**  
 Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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



# AEI SUPERVISED LABOR

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

## INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse  Showsite

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

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

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

## SET UP INFORMATION

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

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

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

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

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

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

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

## OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

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

T3 Logistics  Common Carrier  Van Line

Air Freight  Next Day  2nd Day  Deferred

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number





# FORKLIFT LABOR

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

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.**

FORKLIFT & OPERATOR RATES per hour			
Description	Straight Time	Over-Time	Double Time
5,000 lb. forklift & operator	\$480.00	\$720.00	\$890.00
4 stage forklift & operator	\$600.00	\$900.00	\$1110.00
Additional riggers per man	\$260.50	\$390.25	\$520.50
Cage (per hour)	\$95.00	\$95.00	\$95.00

**STRAIGHT TIME:** Monday - Friday first 8 hours of the workers' shift regardless of time of day.  
**OVERTIME:** Monday - Friday after first 8 hours of the workers' shift, regardless of time of day and all day Saturday  
**DOUBLE TIME:** Sunday & all recognized Holidays

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

**INSTALLATION REQUEST**  
 (Dates and time are not guaranteed)

Date \_\_\_\_\_ Time \_\_\_\_\_

5,000 lb. forklift crew     with cage  
 4 stage forklift crew     with cage

**DISMANTLE REQUEST**  
 (Dates and time are not guaranteed)

Date \_\_\_\_\_ Time \_\_\_\_\_

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 May 6, 2022 WILL BE ASSESSED A 40% SURCHARGE.  
 FORKLIFT LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE.**

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



# HANGING SIGNS

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

SNORKEL CREW & LABOR RATES PER HOUR		
Description	Advance Rates	Standard Rates
Snorkel and Crew	\$1200.00	\$1680.00
Additional Riggers	\$325.00	\$455.00
Assembly Crew (2 man crew)	\$565.00	\$791.00

The hanging sign crew consists of a snorkel operator and rigger. Additional crew or equipment will be used if AEI deems it necessary to safely install or remove the sign and will charge accordingly. Assembly crew consists of 2 men.  
**Rate includes any overtime to allow hanging of all signs in a timely manner prior to show opening.**

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

**Assembly of all 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.**

### INSTALLATION ESTIMATE

Approx Hours	Hourly Rate	Estimate Cost
_____ @ _____		= _____
_____ Snorkel and Crew (Indicate # of lifts required)		
_____ Assembly Crew (for sign assembly) <b>required</b>		

### DISMANTLE ESTIMATE

Approx Hours	Hourly Rate	Estimate Cost
_____ @ _____		= _____
_____ Snorkel and Crew (Indicate # of lifts required)		

Overhead signs should be sent in a separate container to the advance warehouse no later than May 13, 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	Zip Code	Country	
Contact Name	Email Address		
Telephone Number	Fax Number		



# HANGING SIGNS

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

## GENERAL INFORMATION

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

**Type of Sign:**  banner  metal or wood  Other (Specify) \_\_\_\_\_

**Shape of Sign:**  square  triangle  rectangle  Other (Specify) \_\_\_\_\_

**Size of Sign:**  length  width  height

**Weight of the Sign:** \_\_\_\_\_ lbs.

**Does Your Sign Require Electrical?**  yes  no

## HANGING INSTRUCTIONS

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

Number of feet from floor to top of sign:

Number of feet in from Booth # \_\_\_\_\_ : \_\_\_\_\_ ft.

Number of feet in from Booth # \_\_\_\_\_ : \_\_\_\_\_ ft.

Number of feet in from Booth # \_\_\_\_\_ : \_\_\_\_\_ ft.

Number of feet in from Booth # \_\_\_\_\_ : \_\_\_\_\_ ft.

Booth Size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

Booth # \_\_\_\_\_

Booth # \_\_\_\_\_

Booth # \_\_\_\_\_



Booth # \_\_\_\_\_

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

**Please note low ceiling areas indicated on floor plan.**

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



# STRUCTURAL INTEGRITY

## THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

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

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

**Exhibiting Company:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Authorized Signature:**  \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Display House/Builder** (if applicable): \_\_\_\_\_

**Authorized Signature:**  \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# EXHIBITOR APPOINTED CONTRACTOR

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

<p><b>DEADLINE:</b> Friday, April 29, 2022</p>	<p><b>RETURN TO:</b> Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877 Fax: 301.990.1717 Email: pthurston@arataexpo.com</p>
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If the exhibitor plans to utilize a firm other than the Arata Expositions, Inc., the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received by the above deadline date. If notification is not received by the deadline date, Arata Expositions, Inc. labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of New York, 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 Jacob K. Javits 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
<input type="text"/>		<input type="text"/>
Exhibitor Contact (Please Print)		Email Address
<input type="text"/>		<input type="text"/>
Exhibitor Authorized Signature	Phone Number	Type of work being performed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Exhibitor Appointed Contractor/Display House		Email Address
<input type="text"/>		<input type="text"/>
Contact Name	Phone Number	
<input type="text"/>	<input type="text"/>	



# CERTIFICATE OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

ARATA-1

OP ID: JAR

DATE (MM/DD/YYYY)

05/11/2018

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

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

<b>PRODUCER</b> The Jacobs Company, Inc. 7164 Columbia Gateway Drive Columbia, MD 21046-1448	<b>CONTACT NAME:</b> Janet Russo	
	<b>PHONE (A/C, No, Ext):</b> 410-910-8315 <b>FAX (A/C, No):</b> 410-381-2105 <b>E-MAIL ADDRESS:</b> JRusso@jacobscompany.com	
<b>INSURED</b> Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : Continental Indemnity Company	28258
	INSURER B : Massachusetts Bay Ins. Co.	22306
	INSURER C : Hanover American	36064
	INSURER D : Hanover Insurance Company	22292
	INSURER E :	
INSURER F :		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION 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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per Location Aggre GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ZDQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AZQA865901 01	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UHQA298291-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	82-889154-0103	05/01/2018	05/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/ Rented		IHQQA308002 03	05/01/2018	05/01/2019	1,000 Ded      1,000,000
C	Hired Auto Phy Dam		AZQA865901 01	05/01/2018	05/01/2019	1,000 Ded      50,000

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

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

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ACORD 25 (2014/01)

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# TIPS FOR MATERIAL HANDLING

## HELPFUL HINTS

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

## THE EXPENSIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
5/13/22	80 Lbs.	200 Lbs. Min.	\$245.00	\$490.00
5/13/22	50 Lbs.	200 Lbs. Min.	\$245.00	\$490.00
5/13/22	70 Lbs.	200 Lbs. Min.	\$245.00	\$490.00
<b>200 Lbs. Total</b>		<b>Material Handling Charges</b>		<b>\$1,470.00</b>

## THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
5/13/22	200 Lbs.	200 Lbs. Min.	\$245.00	\$490.00
<b>200 Lbs. Total</b>		<b>Material Handling Charges</b>		<b>\$490.00</b>

# MATERIAL HANDLING



## LIMITS OF LIABILITY

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



# MATERIAL HANDLING



## LIMITS OF LIABILITY

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



# SPOTTING FEE

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

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

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

SPOTTING FEES ROUND TRIP CHARGES	
Vehicle/Trailers below 25 feet	\$675.00
Vehicle/Trailers 25 feet to 75 feet	\$850.00
Heavy Machinery, Trailers above 75 feet	\$2,500.00

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

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

# 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 \$305.00 round trip.

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

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

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

No AEI equipment is allowed to be used by exhibitors.

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

### Cart load service will be available at the following times:



#### MOVE IN SCHEDULE

Tuesday,	May 31, 2022	1:00pm - 6:00pm
Wednesday,	June 1, 2022	8:00am - 5:00pm

#### MOVE OUT SCHEDULE

Saturday,	June 4, 2022	4:00pm - 8:00pm
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Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



# SHIPPING INFORMATION

## SHIPPING INFORMATION:

### ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments will be received between  
April 15, 2022 and May 13, 2022.

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

To: **Exhibiting Company and Booth Number**  
For: International Franchise Expo 2022  
c/o: Arata Expositions, Inc.  
c/o: Mo Trucking  
21 Picone Blvd.  
Farmingdale, NY 11735

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

Receiving deadline for advance freight is May 13, 2022.  
We will continue receiving freight at the advance warehouse through May 27, 2022. Shipments received from May 16 - 27 will incur a late surcharge.

### DIRECT SHOWSITE SHIPMENTS

Shipments will be received starting  
Tuesday, May 31, 2022.

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

To: **Exhibiting Company and Booth Number**  
For: International Franchise Expo 20212  
c/o: Arata Expositions, Inc.  
c/o: Jacob K. Javits Convention Center  
Halls 1B & 1C  
369 12th Avenue  
New York, NY 10001

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, May 13, 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, June 4, 2022 at 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	\$245.00 per CWT
Special Handling Shipment	\$318.50 per CWT
Carpet and/or Padding Only Shipment	\$367.50 per CWT

### SITE SHIPMENTS

Crated Shipment	\$245.00 per CWT
Special Handling Shipment	\$318.50 per CWT
Uncrated/Pad Wrapped Shipment	\$367.50 per CWT
Carpet and/or Padding Only Shipment	\$367.50 per CWT

### LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER MAY 13, 2022

Crated Shipment	\$61.25 per CWT	Special Handling Shipment	\$79.63 per CWT	Carpet and/or Padding Only Shipment	\$91.88 per CWT
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**SMALL PACKAGE SHIPMENTS (FEDEX & UPS only):** Direct shipments to show site will be received at a rate of \$60.00 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 CALCULATION



As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card.

## WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
<b>Example: Warehouse Crated</b>	<b>250 lbs (300) Divided by 100 =</b>	<b>3</b>	<b>X</b>	<b>\$245.00</b>	<b>=</b>	<b>\$735.00</b>
Warehouse Crated			X	\$245.00	=	
Warehouse Special Handling			X	\$318.50	=	
Warehouse Carpet/Padding Only			X	\$367.50	=	

## SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
<b>Example: Showsite Crated</b>	<b>250 lbs (300) Divided by 100 =</b>	<b>3</b>	<b>X</b>	<b>\$245.00</b>	<b>=</b>	<b>\$735.00</b>
Showsite Crated			X	\$245.00	=	
Showsite Special Handling			X	\$318.50	=	
Showsite Uncrated/Pad-Wrapped			X	\$367.50	=	
Showsite Carpet/Padding Only			X	\$367.50	=	

## SHOWSITE SHIPMENT MATERIAL HANDLING DEFINITIONS

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

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

**CARPET/PADDING ONLY:** Shipments that consist of carpet and/or padding only.

**UNCRATED/PAD-WRAPPED:** Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Total Warehouse Shipments \$ \_\_\_\_\_

Total Show Site Shipments \$ \_\_\_\_\_

Material Handling Total \$ \_\_\_\_\_

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number





# FREIGHT ROUTING

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

### INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

warehouse  site

Origin of Shipment \_\_\_\_\_ Booth Number \_\_\_\_\_

Shipping Date \_\_\_\_\_ Carrier \_\_\_\_\_

Approximate Number of Containers \_\_\_\_\_ Approximate Arrival Date \_\_\_\_\_

Weight of Largest Container \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_

To enable our tracking delayed shipments, please mail duplicate bill of lading to:  
Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, Phone: 301.921.0800

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

### INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship To (Company Name) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Carrier \_\_\_\_\_  PREPAID  Collect

Approximate Number of Containers \_\_\_\_\_ Approximate Weight of Shipment \_\_\_\_\_

Description \_\_\_\_\_

### FOR SPLIT SHIPMENTS, USE SPACE BELOW

Ship To (Company Name) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Carrier \_\_\_\_\_  PREPAID  Collect

Approximate Number of Containers \_\_\_\_\_ Approximate Weight of Shipment \_\_\_\_\_

Description \_\_\_\_\_

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

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

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



# INBOUND FREIGHT PROCEDURES

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

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

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

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

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

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

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

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

# 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 by 7:00pm on Saturday, June 4, 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 Saturday, June 4, 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, June 4, 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.

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



JUNE 2<sup>ND</sup> – JUNE 4<sup>TH</sup>, 2022  
Jacob Javits Convention Center  
New York, NY

REQUESTER NAME: \_\_\_\_\_ REQUESTER PHONE: \_\_\_\_\_

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS   
RATE INQUIRY ONLY AT THIS TIME

**PICK UP ADDRESS:**

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

PICK UP DATE \_\_\_\_\_

**BILLING INFORMATION**

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

READY TIME \_\_\_\_\_ CLOSE TIME \_\_\_\_\_ BOOTH # \_\_\_\_\_ DECLARED VALUE: \_\_\_\_\_

SHIP TO:  ADVANCE WAREHOUSE  DIRECT TO SHOW SITE

NO. OF PIECES	DESCRIPTION	DIMENSIONS			WEIGHT
		L	W	H	

**SERVICE LEVEL REQUIRED:**

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

**Please arrange shipping after show to the following address**

COMPANY \_\_\_\_\_  
STREET NO. \_\_\_\_\_  
SUITE/FL. NO. \_\_\_\_\_  
CITY/STATE \_\_\_\_\_  
ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_

\_\_\_\_\_  
PLEASE PRINT & SIGN AUTHORIZED NAME

*Providing REAL solutions to your transportation problems!*



987 Primrose Court, Lexington, KY 40511

• PHONE: 1-800-388-4112 • [LEX@shiphaulistic.com](mailto:LEX@shiphaulistic.com)



# T3 LOGISTICS, LLC

CARRIER FOR:

## International Franchise Expo 2022

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### 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](mailto:operations@t3logistics.com)

or call **1.866.920.4228**



Around The Clock **Service.**





# T3 LOGISTICS, LLC

## T3 Logistics, LLC SHOW CARRIER

Schedule your Quote/Pick Up using any of these options:  
**FAX:** 1.410.799.0118  
**E-MAIL:** operations@t3logistics.com  
**PHONE:** 1.866.920.4228

## Quote / Shipping Request

**Shipper Contact:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**FAX:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_

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

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

<b>Important Insurance Information PLEASE READ NOW!</b>	Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact T3 Logistics rep to discuss the benefits of purchasing additional insurance.
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Service Requested	
<p><b>Check One:</b></p> <p><input type="checkbox"/> Next Day      <input type="checkbox"/> Request pre-printed address</p> <p><input type="checkbox"/> Second Day      <input type="checkbox"/> Labels and shipping form</p> <p><input type="checkbox"/> 3-5 Day Deferred      <input type="checkbox"/> Schedule return shipment</p> <p><input type="checkbox"/> Van Line Service</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>Comments:</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

## HANGING SIGN SHIPMENTS ONLY

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NAME OF EXHIBITING COMPANY

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BOOTH NUMBER

International Franchise Expo 2022  
c/o Arata Expositions, Inc.  
c/o Mo Trucking  
21 Picone Blvd.  
Farmingdale, NY 11735

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### HOLD FOR STORAGE

DELIVER PRIOR TO MAY 13, 2022

**EXHIBIT MATERIAL, DO NOT DELAY**

## HANGING SIGN SHIPMENTS ONLY

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### HOLD FOR STORAGE

DELIVER PRIOR TO MAY 13, 2022

**EXHIBIT MATERIAL, DO NOT DELAY**



**FOR ADVANCE SHIPMENTS ONLY**

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Farmingdale, NY 11735

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**HOLD FOR STORAGE**

DELIVER PRIOR TO May 13, 2022

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

International Franchise Expo 2022  
c/o: Arata Expositions, Inc.  
c/o: Jacob K. Javits Convention Center  
Halls 1B & 1C  
369 12th Avenue  
New York, NY 10001

**SHOW SITE DELIVERY**  
**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

NAME OF EXHIBITING COMPANY

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International Franchise Expo 2022  
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c/o: Jacob K. Javits Convention Center  
Halls 1B & 1C  
369 12th Avenue  
New York, NY 10001

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369 12th Avenue  
New York, NY 10001

**SHOW SITE DELIVERY**  
**EXHIBIT MATERIAL, DO NOT DELAY**



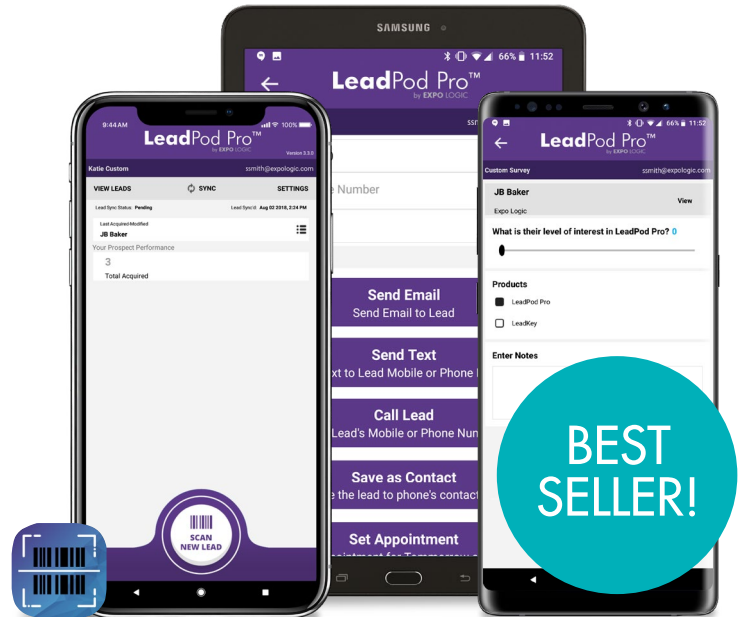
# Win **MORE** Business with Advanced Lead Retrieval Tools

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

## LeadPod Pro

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

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



[LEARN MORE](#)

## Lead Manager

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



[LEARN MORE](#)

To order online, go to [myexpoleads.expologic.com](http://myexpoleads.expologic.com) and use show code: **IFE22**

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 3/19/22	Starting 5/21/22	QTY	TOTAL
<b>LeadPod Pro</b>	\$285/1st Unit	\$335/1st Unit	\$385/1st Unit	___	\$ _____
Capture leads, take notes and more with this app.	\$135/Addl.	\$185/Addl.	\$235/Addl.	___	\$ _____
<b>Lead Manager</b>	\$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.	___	\$ _____
<b>Printer for Lead Manager</b>	\$125/1st Unit	\$125/1st Unit	\$125/1st Unit	___	\$ _____
Wireless, battery powered thermal printer.	\$125/Addl.	\$125/Addl.	\$125/Addl.	___	\$ _____

### Additional Services

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

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

**GRAND TOTAL \$ \_\_\_\_\_**

## Your Contact and Payment Information

Company <input style="width: 95%;" type="text"/>	Billing Contact <input style="width: 95%;" type="text"/>	
Billing Street Address (Must match the billing address on the credit card being used for payment) <input style="width: 98%;" type="text"/>		
City <input style="width: 95%;" type="text"/>	State <input style="width: 100px;" type="text"/>	Zip <input style="width: 100px;" type="text"/>
Phone <input style="width: 95%;" type="text"/>	Fax <input style="width: 95%;" type="text"/>	
Email Address <input style="width: 98%;" type="text"/>		
Cell Phone Number (for on-site contact) <input style="width: 95%;" type="text"/>	Booth Number <input style="width: 100px;" type="text"/>	
Email Address (for on-site contact) <input style="width: 98%;" type="text"/>		
First Name (for on-site contact) <input style="width: 95%;" type="text"/>	Last Name (for on-site contact) <input style="width: 95%;" type="text"/>	

Credit Card (circle one if paying by credit card) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Check Number <input style="width: 95%;" type="text"/>	Total Amount Due <input style="width: 95%;" type="text"/>
Credit Card Number <input style="width: 95%;" type="text"/>	CVV <input style="width: 60px;" type="text"/>	Expires <input style="width: 60px;" type="text"/>
Name as it appears on card <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>	

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

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

## Exhibitor Liability Insurance Program

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

This insurance must be in force during the lease dates of the event, May 31-June 5, 2022, naming MFV Expositions LLC (210 Route 4 East, Suite 204 Paramus, NJ 07652) as the certificate holder. The following must be listed as additional insured: MFV Expositions LLC and Javits 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=7f40a0afabf9>

### **NON USA EXHIBITORS**

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

Please use the following: Address - 655 West 34th Street, New York, NY 10014

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](mailto: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](#)



Complete Sound, Lighting and Video Service  
 52 Forest Ave., Suite 6, 2<sup>nd</sup> Fl., Paramus, NJ 07652  
 P 201-340-2290; Fax 201-340-2108  
 E-Mail: info@metromultimedia.com

**PAYMENT AUTHORIZATION FORM**



JUNE 2 – 4, 2022  
 JAVITS CENTER

**DISCOUNT DEADLINE: 05/16/2022**

Company:	Booth:
Address:	
City, State Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
<b>ESTIMATED TOTALS</b>	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
<i>Sub Total Estimate due MetroMultimedia</i>	\$
<i>Sales Tax Due on Sub Total Amount</i>	\$
Delivery & Pick Up	\$ <b>150.00</b>
<i>Total Due MetroMultimedia</i>	\$
<b>PAYMENT AUTHORIZATION</b>	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

**Company Check** – Make payable to MetroMultiMedia, and reference **IFE 2022**. Mail to: 52 Forest Ave, Suite 6, 2<sup>nd</sup> Floor, Paramus, NJ 07652

**\*\*Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

**Wire Transfers** – If paying by wire transfer please contact MetroMultiMedia for wire transfer information and include a \$40.00 wire transfer fee.

**ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.**

**Credit Card** – For your convenience, MetroMultiMedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultiMedia charges, and any charges that MetroMultiMedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

AMEX     VISA     MASTERCARD     DISCOVER

<b>Exp. Date</b>

<b>Account Number</b>																			
<b>Security Code</b>					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)														

Cardholder Name (Please Print): \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*The cardholder names above hereby authorize MetroMultiMedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT POLICY:** MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. **NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT.** Checks **must** be in US Dollars and drawn on a US Bank.

**TAX EXEMPT STATUS:** If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

**EQUIPMENT:** You are responsible for payment on any MetroMultiMedia rental equipment.

**CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - \*\* NO EXCEPTIONS \*\***  
**ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.**  
**CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE**



Complete Sound, Lighting and Video Service  
 52 Forest Ave., Suite 6, 2<sup>nd</sup> Fl., Paramus, NJ 07652  
 P 201-340-2290; Fax 201-340-2108  
 E-Mail: info@metromultimedia.com

**MetroMultiMedia Order Form**



JUNE 2 – 4, 2022  
 JAVITS CENTER

**DISCOUNT DEADLINE: 05/16/2022**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_  
 On Site Contact Name: \_\_\_\_\_ On Site Contact Phone: \_\_\_\_\_

Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		\$168.00	\$210.00		
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		\$285.60	\$357.00		
Wireless Microphone ( _____ Lavalier, _____ Handheld _____ Headset)		\$136.50	\$170.65		
10 Channel Audio Mixer (required with use of wireless mic)		\$78.75	\$98.50		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
3k Lumen LCD Video / Data Projector (Conference Room)		\$262.50	\$328.25		
4.5 Lumen LCD Video / Data Projector (In Booth)		\$435.75	\$544.75		
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8'		\$52.50	\$65.75		
Projector Stand		\$15.75	\$19.75		
Custom Projection and Lighting Packages are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Lenovo Desktop Computer HD/DVD/RW w/ Monitor		\$288.75	\$361.00		
Apple Mac Mini		\$89.25	\$111.75		
Lenovo Laptop Computer FULL HD		\$168.00	\$210.00		
MacBook Pro 15"		\$262.50	\$361.00		
Apple iPad2		\$68.25	\$85.50		
iPad Floor Stand (stand only available with order of iPad2)		\$73.50	\$92.00		
Video and Data Display	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____					
32" Flat Panel Display _____ Table Top _____ Wall Mounted		\$168.00	\$210.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$299.25	\$374.00		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		\$472.50	\$590.50		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$551.25	\$689.00		
70" Flat Panel Display _____ Wall Mounted		\$619.50	\$774.50		
90" Flat Panel Display _____ Wall Mounted		\$1,260.00	\$1,575.00		
40" Touch Screen Panel Display _____ Wall Mounted		\$525.00	\$656.25		
55" Touch Screen Panel Display _____ Wall Mounted		\$892.50	\$1,115.75		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$63.00	\$78.75		
*Dual Post Floor Stand Shelf for Laptop		\$15.75	\$19.75		
Media Player (required for USB playback)		\$52.50	\$65.75		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
<b>Total Audio, Projection &amp; Video and Data Display</b>					\$
A labor charge of \$84.00 per hour may be added depending on the type and quantity of equipment ordered.				<b>Labor Total</b>	\$
<b>Grand Total Equipment Rental and Labor</b>					\$

Please Note: To receive a confirmation of your order prior to event, please e-mail: [info@metromultimedia.com](mailto:info@metromultimedia.com).  
 Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.  
 In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.  
 \*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ + \$150.00 Deliver & Pick-Up = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.  
 Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - \*\*NO EXCEPTIONS\*\*





Dear Exhibitor,

We look forward to welcoming the **International Franchise Expo** to the Javits Center.

The **Advance Rate** will only be valid for orders placed and paid **15 days prior to the event opening date**. All orders are to be placed via our Online ordering portal [Jake](#) . The **Advanced Rate deadline** for ordering Javits utilities (*up to 32% savings*) is **May 18, 2022**.

**Jake** is an innovative Online ordering system that allows you to place **electrical, technology, and plumbing** needs- **there are no forms**.

Please see *USEFUL TOOLS* below for **Work Rules** and **Jake Tutorial**.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding [Jake](#) via email at [services@javitscenter.com](mailto:services@javitscenter.com) or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,  
The Javits Center

**Jake**

is an online portal which allows you to place your utility orders for an event at the Javits Center. **To get started click here: [Jake](#) or [Tutorial](#)**

**MARKET EXPRESS**  
Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. **To get started click here: [MARKET EXPRESS](#). [VIEW MENU](#)**

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## SERVICES

Need assistance choosing the best service options?

**We're here to help - Click below.**



ELECTRICAL



TECHNOLOGY



PLUMBING



CATERING

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## USEFUL TOOLS

- ✓ Need assistance navigating Jake? [Click here](#)
- ✓ Work Rule - Exhibit Building. [Click here](#)

## MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.  
Interested in knowing more? [Click here](#)

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## PARTNERS

Also available for your service requirements:



CULTIVATED

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# CULTIVATED

## SAMPLING AUTHORIZATION REQUEST FORM

### Policy for Food and Beverage Distribution

**Please complete this form to receive authorization to distribute food or beverages not purchased through Cultivated, the exclusive food and beverage provider at the Jacob K Javits Convention Center.**

The selling of food and/or beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Cultivated. Sponsoring organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

### General Information for Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company, then you are not able to provide samples of food and beverage unless they are purchased through Cultivated. If you are looking to have food or beverage items used as traffic promoters to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Cultivated and we will be happy to help you arrange these catering services.

2. If you do **Manufacture, Process, or Distribute** the items, they are to be a **SAMPLE SIZE** and must be dispensed and distributed in accordance to Local and State Health Codes:

- ✓ Non-Alcoholic Beverages can be a **maximum of 4oz**. Sample size, served in plastic cups. No cans or bottles will be permitted.
- ✓ Food items are limited to "bite size", **not to exceed 2oz**. portions.
- ✓ Vendors **MUST** submit a certificate of insurance, and are responsible for compliance with all State and Local laws.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show**, then you are able to serve **SAMPLE SIZES** and it must be dispensed and distributed in accordance to Local and State Health Codes:

- ✓ Products must be legally procured, properly registered and tax paid.
- ✓ There is no purchase requirement with the tasting of samples.
- ✓ There is no cooperative advertising associated with the event.
- ✓ Wine and spirits manufacturers or their agents must be registered pursuant to the state of New York regulations.
- ✓ Vendors **MUST** submit a certificate of insurance and are responsible for State and Local laws pertaining to the distribution of alcohol.
- ✓ Vendors must provide a Marketing Permit.
- ✓ Vendors must provide a Transportation Permit, or use a company that has a Transportation Permit to transport the alcoholic beverages to and from the event site.
- ✓ Sample portions must be under the following limits:
  - Beer **2oz**.
  - Wine / wine coolers / spirit coolers **2oz**.
  - Liquor / liqueurs **0.25oz**.
  - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per city ordinance.
  - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- ✓ Distribution of alcoholic products must be monitored & overseen by a staff bartender from Cultivated in compliance with New York Liquor Laws. Fees will apply for the bartender. Guests must be 21 years of age to participate in the sampling with a picture I.D.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other services.

### 5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use, the following charges may be assessed:

- \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids.
- \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- Additional charge for Rental of Equipment, subject to availability.

# CULTIVATED

## 6. Insurance

Vendor shall procure, and shall maintain in full force and effect at all times during the Term of this Agreement, insurance for Vendor against risks as customarily carried, paying as the same become due all premiums thereof, including, without limitation:

- (i) Workers' Compensation (statutory limits), including Employers' Liability for limits not less than \$500,000 each accident, \$500,000 disease-policy limit, and \$500,000 disease-each employee;
- (ii) Commercial General Liability insurance with limits not less than \$1,000,000 each occurrence and \$5,000,000 in the aggregate. The each occurrence limit and annual aggregate limit may be satisfied by using a combination of primary and umbrella (excess) insurance coverages. Such insurance shall include coverage for products-completed operations liability, personal injury, property damage and bodily injury liability;
- (iii) Business Automobile Liability coverage with a combined single limit of not less than \$1 million.
- (iv) The following entities are to be named as additional insured with respect to Commercial General Liability, Employers' Liability coverage and Business Automobile coverage:  
Levy, Levy Premium Foodservice Limited Partnership, Restaurant Associates, LLC, Levy Restaurant Limited Partnership, Levy GP Corporation, Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, New York Convention Center Operating Corporation, New York Convention Center Development Corporation, State of New York, Triborough Bridge and Tunnel Authority, New York State Urban Development Corporation d/b/a Empire State Development, Jacob K. Javits Convention Center of New York, including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents.

Certificate Holder:

Levy Restaurants at Javits Center  
655 West 34<sup>th</sup> Street  
New York, NY 10001-1188

Upon execution of this agreement, Vendor shall deliver the Certificate of Insurance evidencing the required insurance coverages for Vendor to Cultivated.

Any Food and/or Beverage products brought from the outside are not the responsibility of Cultivated.

### Company Requesting Sampling Permission Information

Show Name		Date of Show Sampling Dates
Company Name	Hall Name	Booth Number
Contact Name	Telephone Number	Email Address
Address	City	Zip

Item and reason of distribution. Please include quantity, portion size and method of dispensing items.

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Approved by:

Date:

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The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy and *Jacob K Javits Convention Center* from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

### IMPORTANT:

- All final documents must be submitted no later than (7) business days from the start of the show.

## BIG APPLE BREAKFAST EXPERIENCE

Bacon, egg & cheese on a pretzel roll  
 Ham, egg & cheese on an English muffin  
 Sausage, egg white, and cheese on a croissant  
 Egg white, spinach & cheese on a whole wheat bagel  
 Spicy sausage, egg & cheese burrito

118.00 per dozen

## ENHANCEMENTS

Assorted cereals  
**54.00 per dozen**

Apple pie yogurt parfaits featuring hudson valley apple compote, vanilla yogurt and topped with honey crunch granola  
**59.50 per dozen**

Yogurt- plain, greek, fruit & low-fat  
**48.00 per dozen**

## BREAKFAST BREADS

lemon glazed, marble, chocolate chip, cinnamon streusel, orange poppy seed

66.95 per dozen

## GOURMET MUFFINS

old fashioned blueberry, lemon poppy seed, chocolate chip & bran

48.95 per dozen

## BREAKFAST PASTRIES

fruit filled, cheese, cinnamon & almond

56.95 per dozen

## NY STYLE BAGELS

plain, everything, cinnamon raisin & whole grain

52.95 per dozen

## CROISSANTS

flaky traditional, chocolate & almond

58.95 per dozen

## MORNING SCONES

old world and American style

55.95 per dozen

## WARM NY BRIOCHE CINNAMON ROLLS

vanilla bean fondant

59.95 per dozen

## HUDSON VALLEY CINNAMON APPLE "HAND PIES"

cinnamon drizzle

59.95 per dozen

## FIVE SPICED COFFEE CAKE

mull spiced cider glaze

58.95 per dozen - serves 15

## HAND CRAFTED GLAZED DONUTS

lemon, raspberry, hazelnut & caramel

64.95 per dozen

## SIGNATURE RESERVE COFFEE & ASSORTED TEAS

Add iced coffee to your signature table for 20.00 Per gallon

67.00 per gallon

## REALLY GOOD HOT CHOCOLATE WITH MINI MARSHMALLOWS, CHOCOLATE SHAVINGS & WHIPPED CREAM

61.00 per gallon  
 3 gallon minimum

## DASANI BOTTLED WATER

case of 24 16.9oz bottles

108.00 per case

## INDIVIDUAL BOTTLED JUICE

case of 24 15.2oz bottles

108.00 per case

## ALL-NATURAL SPA WATER

refreshing still water with fruit (not blended)

48.00 per gallon  
 3 gallon minimum

## 5-GALLON WATER JUG

45.00 each

## ALL-NATURAL FRUIT INFUSED WATER

Wild Berry, Lemon-Ginger, Lavender

54.00 per gallon  
 3 gallon minimum per flavor

## BLENDED ICED TEA & LEMONADE

strawberry, cranberry-lime, blueberry, classic iced tea, classic lemonade

55.00 per gallon  
 3 gallon minimum per flavor

## KEURIG COFFEE MACHINE

includes all accoutrements to make a cup of coffee - K-cups not included

95.00 per day

## K-CUPS (BOX OF 24)

select from the following: Green Mountain House Blend, Decaf House Blend, French Vanilla, Hazelnut & Celestial Decaf Green Tea

59.50 per case

## WATER COOLER RENTAL

85.00 per day

## BAKESHOP

## PASTRIES

## REFRESHMENTS

### BAVARIAN NUT ROASTER

With rotating flavors throughout the day, the tantalizing aromas are sure to lead guests to your booth. Chef attendant included. Approximately 350 (.75oz/servings)

### CHOCOLATE GYRO STATION

A chef attendant will freshly prepare and fill crepes with delicate fillings like Banana Compote or Nutella and Marshmallow Fluff. Atop the crepe, swirled milk and white Belgian chocolate will be shaved from the rotating spit; sure to be the talk of the show! Chef attendant included. Approximately (240 servings) Attendant included and is required.

Flavors: Roasted Banana Compote, Nutella and Marshmallow Fluff

### ANTI-GRIDDLE FROZEN LOLLIPOPS

Feel the chill from a 30° below zero anti-griddles, and watch as our chef prepares frozen lollipop treats. You'll be the coolest exhibitor on the floor. Chef attendant included. (240 servings)

Flavors: Apple Butter and Bacon (80 each)  
Chocolate-Nutella (80 each)  
Mixed Berry (80 each)

1,595.00

### WALKING WAFFLE BITES

"Small Bites" waffles on a stick drizzled with white and dark chocolate, cinnamon and sugar, or "all natural", these conversation novelties will have attendees directing their colleagues to your booth in short order. Chef attendant included. (240 servings)

Flavors: Red Velvet, Mocha, Cinnamon Roll, Assorted toppings included

### STROLLING HYDRATION STATION

A flat-bottomed juice bag filled with your selection of all-natural juices, flavored waters and teas. Chef attendant included. (150 servings)

Ask about our branding opportunities

Flavors: Blueberry-Lemonade Cheesecake, Green Tea with Chai, Apple-Rosemary

### COTTON CANDY ACTION STATION

Entice attendees with the smell of sweet cotton candy being freshly spun on the show floor. Can be served in the traditional fashion on a paper cone or bagged for a more conservative option. A variety of flavors and colors are available. Note only (1) color per machine. (250 servings) Attendant included.

2,310.00

### CHOCOLATE CHIP COOKIE STOP

Cookie oven includes: one case of 240 cookies, napkins, plates, and serving platter. Attendant included.

850.00 per case

### CAMPFIRE S'MORES PACKAGE

On-stage roasted marshmallow sandwich with milk chocolate and graham crackers. (250 Servings) Attendant included.

2,500.00

### VITALITEA BUBBLE TEA STATION

Matcha green tea is one of the healthiest forms of bubble tea, a very potent form of green tea, has numerous health benefits. Choose from Lychee or pomegranate popping boba pearls. Includes: 225 cup [12oz], Matcha Green Tea, flavored Boba Pearls, ice, cup sealer, boba straws, napkins. Attendant included

1,650.00

### HAM & SWISS ON CIABATTA

herbed mayonnaise

### SMOKED TURKEY ON WHEAT BREAD

bacon, tomato, lettuce and herb aioli

### ROAST SIRLOIN OF BEEF ON FOCACCIA

tomatoes, sweet onion jam and boursin cheese

### GRILLED CHICKEN ON FOCACCIA

spinach, herb aioli and provolone cheese

### PORTABELLA MUSHROOM FLATBREAD

roasted mushrooms, grilled zucchini, tomatoes, jalapeno Jack cheese and sundried tomato pesto

Whole Sandwich  
28.95

Half Sandwich  
21.95

We create remarkable experiences by bringing together the best of New York, cultivating sustainable practices, and personalizing every moment to deliver world-class hospitality.

**CONEY ISLAND CANDYLAND**

salt water taffy, boardwalk fudge, mary janes, toffee, old fashioned candy sticks, licorice, yogurt dipped fruit and nostalgic favorites serves 25

**248.00 per display**

**GOURMET CUPCAKE BAR**

A variety of flavors including lemon meringue, red velvet, chocolate, peanut butter cup, jelly roll, double chocolate, and vanilla bean

**84.00 per dozen – 3 dozen minimum**

**RICE KRISPIE TREATS**

classic, hand-dipped chocolate, and peanut butter

**55.00 per dozen – 3 dozen minimum**

**JUMBO COOKIES**

**58.00 per dozen – 3 dozen minimum**

**MACARON MADNESS**

vanilla, pistachio, coffee, raspberry, lemon, and chocolate

**54.00 per dozen – 3 dozen minimum**

**GOURMET BROWNIES**

espresso, chocolate chunk, turtle, and fudge

**59.00 per dozen – 3 dozen minimum**

**HERSHEY KISSES**

**28.00 per pound – 3 pound minimum**

**CHOCOLATE COVERED STRAWBERRIES**

**55.00 per dozen – 3 dozen minimum**

**BULK CANDY**

ask your catering sales manager for details

**30.00 per pound – 3 pound minimum**

**CANDY BARS**

**46.00 per dozen – 3 dozen minimum**

**ARTISANAL BAVARIAN PRETZELS**

Our signature snack, hand-rolled in-house, and served warm with delicious accompaniments Traditional Salted Bavarian with Brown Mustard (VEG) Chipotle and Yellow Mustard with warm Sam Adams Boston Lager Cheese (VEG) Cinnamon Sugar with Vanilla Bean Sauce (VEG)

**98.00 per dozen  
Minimum of 3 dozen, per flavor**

**POTATO CHIPS AND GOURMET DIPS**

Kettle-style potato chips with roasted garlic Parmesan, French onion, and blue cheese dips (VEG, AVG)

**120.00 – serves 12**

**FARMSTEAD CHEESE DISPLAY**

Chef's selection of local and imported cheeses with flavored honey, fresh seasonal berries, dried fruit garnish, artisan breads, and crackers (VEG)

**248.00 – serves 25**

**HUMMUS TRIO**

Traditional chickpea, white bean, and edamame hummus, served with crispy carrots, celery, crackers, and pita chips (VEG)

**225.00 – serves 25**

**ENERGY MIX**

Pre-packaged assortment of dried papaya, yogurt coated raisins, roasted almonds, roasted peanuts, dried cranberries, chocolate chunks, and banana chips

**120.00 per dozen**

**ASSORTED SNACKS**

Garden Fresh Crudités with buttermilk ranch dipping sauce (VEG, AVG)

**150.00 – serves 25**

**DELUXE MIXED NUTS (AVG)**

**28.00 per pound**

**ASSORTED GRANOLA BARS (VEG)**

**48.00 per dozen**

**ASSORTED ENERGY BARS (VEG)**

**54.00 per dozen**

**ASSORTED INDIVIDUAL BAGS OF POTATO CHIPS**

Including Route 11 Chips, Stacy's Pita Chips, Smartfood Popcorn and Pop Chips (VGN, AVG)

**49.00 per dozen**



[arataexpo.com](http://arataexpo.com)