



15928 tournament drive  
gaithersburg, md 20877  
telephone (301) 921-0800  
fax (301) 990-1717  
[www.arataexpo.com](http://www.arataexpo.com)

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming UPCEA 2015 Meeting scheduled for March 30-April 1, 2015 at the Renaissance Washington in Washington, DC.

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 5.75% SALES TAX TO THE TOTAL.**

We are looking forward to assisting you with the UPCEA 2015 Meeting. If you find that you need additional information at any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures



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15928 tournament drive  
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# SHOW FACTS

## UPCEA 2015

(page 1 of 2)

**UPCEA 2015**  
**March 30-April 1, 2015**  
**Renaissance Washington**  
**Renaissance Ballroom**  
**Washington, DC**

### BOOTH EQUIPMENT:

Each 8' x 10' booth will receive an 8' high backwall draped in black and silver. The 3' high siderail drape will be black. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

### HEIGHT LIMITS:

Linear booths may not exceed 8' in height on backwall. Island booths may not exceed 20' in height. Please call Arata Expositions, Inc. at (301) 921-0800 if you have any questions regarding height restrictions.

### FLOORING:

The exhibit hall is carpeted. For those exhibitors who wish to order carpeting to enhance the appearance of your exhibit space, you may do so by using the Booth Carpet Order Form provided.

### SHIPPING INFORMATION:

#### ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive prior to March 20, 2015)

To: **(Name of Company and booth number)**  
For: UPCEA 2015  
c/o: Arata Expositions, Inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877

#### DIRECT SHOWSITE SHIPMENTS

(Shipments cannot arrive prior to March 30, 2015)

To: **(Name of Company and booth number)**  
For: UPCEA 2015  
c/o Arata Expositions, Inc.  
c/o Renaissance Washington  
Renaissance Ballroom  
999 9th Street, NW  
Washington, DC 20001



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# SHOW FACTS

## UPCEA 2015

(page 2 of 2)

**UPCEA 2015**  
**March 30-April 1, 2015**  
**Renaissance Washington**  
**Renaissance Ballroom**  
**Washington, DC**

### SHOW SCHEDULE

#### SET UP TIMES

Monday,	March 30	12:00pm - 5:00pm
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#### SHOW HOURS

Monday,	March 30	6:00pm - 8:00pm
Tuesday,	March 31	8:00am - 4:45pm
Wednesday,	April 1	8:00am - 11:00am

#### MOVE OUT TIMES

Wednesday,	April 1	11:00am - 2:00pm
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## HELPFUL HINTS

### UPCEA 2015

**Arata Expositions, Inc.** recognizes that 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 that will 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 credit card authorization form is required with all orders even when paying by check, cash, or wire transfer. Please ensure that the credit card information is complete and correct including the expiration date.
- Be sure you return the appropriate 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 will send out a confirmation email for our services once your order is processed.
- Confirm delivery and pick up dates and times with Arata and communicate them to your carrier. Refer to the special handling page to review the definition of special handling charges. You may want to 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

- A Customer Service Center will be set up in the exhibition hall for your convenience. If you have any questions or need any assistance during the course of the event, you can contact all of the Official Vendors at the Customer 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 make sure you get the correct color and be sure your booth number is on each label.
- Work Zone: Customer acknowledges that 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 Customer 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 does not provide security at the show site. It is the Customer's responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer'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 you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave 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 2:00pm on April 1, 2015 or your freight will be re-routed on the designated show carrier.



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# HOW TO PLACE YOUR ORDER

## UPCEA 2015

Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. **Orders without payment will not be processed. All companies must provide a credit card authorization form with orders.** Make checks payable to Arata Expositions, Inc. **Orders with payment received after the Deadline Date will be charged standard prices.**

### 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 CREDIT CARD AUTHORIZATION ON FILE.** A credit card authorization is required even when paying via cash, company check and/or wire transfer.
- Complete the CALCULATION WORKSHEET.
- For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this Manual.
- Place your order on-line, mail, fax or email this set of documents to:

Arata Expositions, Inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877  
Phone (301) 921-0800  
Fax (301) 990-1717  
Email [drosen@arataexpo.com](mailto:drosen@arataexpo.com)

### FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, etc., please follow the payment and mailing instructions indicated on each of these forms located in the Exhibitor Service Manual.

### ORDERS AFTER THE DEADLINE

If there is still time for forms to reach us by mail, air courier, fax or email, you are welcome to make additions after the deadline date. Note that these will be charged at the standard rate.

### SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.



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# PAYMENT POLICY AGREEMENT

## UPCEA 2015

**Arata Expositions, Inc.** recognizes that 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. **A \$25.00 bank transfer fee for wire transfers must be added to the amount transferred.** Exhibiting company will be responsible for any and all bank fees. Please contact our office for wire transfer information. All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

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 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 credit card 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, exhibitor must supply a certificate for the state in which the services are to be used.

It is the responsibility of the exhibitor to advise the Arata Expositions, Inc. Service Desk 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 3% service fee will be charged for the credit and a 3% 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.

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

## UPCEA 2015

All companies must provide a credit card authorization with order. Any remaining balance after completion of all show services will be charged to your authorized credit card.

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

### PLEASE PRINT OR TYPE

Booth Number(s) \_\_\_\_\_

Company Name \_\_\_\_\_

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

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

Ordered by \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

## CREDIT CARD AUTHORIZATION

American Express

MasterCard

Visa

**Account #**

**Expiration Date**

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Cardholder's Name (Print) \_\_\_\_\_

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)**



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# THIRD PARTY PAYMENT

## UPCEA 2015

Booth Number(s) \_\_\_\_\_

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

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

E-Mail \_\_\_\_\_ Signature \_\_\_\_\_

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, that 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: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### THIRD PARTY

Third Party Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-Mail Address \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_

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

#### CREDIT CARD CHARGE AUTHORIZATION

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

Address \_\_\_\_\_

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

American Express  Visa

MasterCard **EXPIRATION DATE:** \_\_\_/\_\_\_/\_\_\_

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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 \_\_\_\_\_

### EXHIBITING COMPANY

Exhibiting Company \_\_\_\_\_

Address \_\_\_\_\_

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

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

E-Mail Address \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_

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 \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF MARCH 13, 2015.**





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# COST CALCULATION

## UPCEA 2015

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 credit card 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 Booths..... \_\_\_\_\_
- 6. Cleaning ..... \_\_\_\_\_
- 7. Signs ..... \_\_\_\_\_
- 8. Labor Installation/Dismantle..... \_\_\_\_\_
- 9. Forklift Installation/Dismantle..... \_\_\_\_\_
- 10. Material Handling Estimate..... \_\_\_\_\_
- 11. **TOTAL LINES 1– 10**..... \$ \_\_\_\_\_
- 12. Add 5.75% Tax ..... \$ \_\_\_\_\_
- 13. **BALANCE DUE\***..... \$ \_\_\_\_\_

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

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



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**UPCEA 2015**

**SAFETY**

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

Arata Expositions, Inc. is committed to safety and values it throughout our organization and demonstrates it in the work we perform. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an Arata Expositions 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 that protects 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.

If you notice anything unsafe please contact an Arata employee immediately.

**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

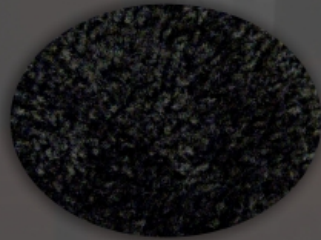
Give your booth the classic look you need with one of our inviting color selections of attractive, high-quality carpet



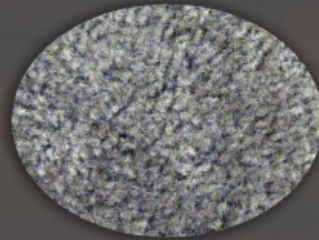
burgundy



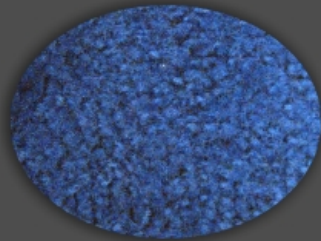
red



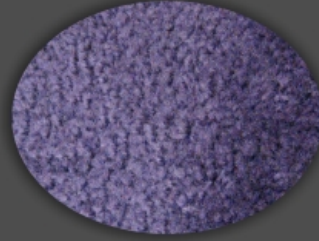
black



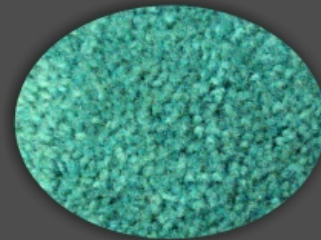
grey



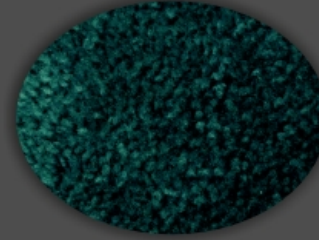
blue



purple



teal



hunter green

**washington d.c.**  
15928 tournament drive  
gaithersburg, md 20877  
p|301.921.0800  
f|301.990.1717

**orlando, fl**  
4104 l.b. mcleod road  
orlando, fl 32811  
p|407.422.3636  
f|407.839.5929



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# STANDARD CARPET

## UPCEA 2015

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 credit card authorization form with orders. If your rental carpet is damaged, you 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	\$215.00	\$279.50	\$
<input type="checkbox"/>	10' x 20' Carpet	\$430.00	\$559.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$645.00	\$838.50	\$
<input type="checkbox"/>	10' x 40' Carpet	\$864.00	\$1118.00	\$

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 \$3.65 per sq. ft	\$4.75 per sq. ft	= \$_____	

**STANDARD CARPET COLORS** (CHECK COLOR BELOW)

Black  
  Grey  
  Red  
  Blue  
  Hunter Green  
  Burgundy  
  Purple  
  Teal

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

CARPET PADDING	Discount Price	Standard Price	Extended Price
Single Padding _____ x _____ = _____ sq. ft. x	\$1.20 per sq. ft	\$1.56 per sq. ft	= \$_____
Double Padding _____ x _____ = _____ sq. ft. x	\$2.40 per sq. ft	\$3.12 per sq. ft	= \$_____

VISQUEEN	Discount Price	Standard Price	Extended Price
_____ x _____ = _____ sq. ft. x	\$1.00 per sq. ft	\$1.30 per sq. ft	= \$_____

**Discount Deadline: March 13, 2015 (Received By).** 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.

All Arata 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.

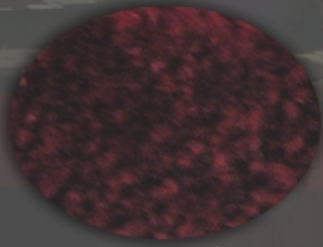
Standard Booth Carpet Total	
5.75% Tax	
Total	

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

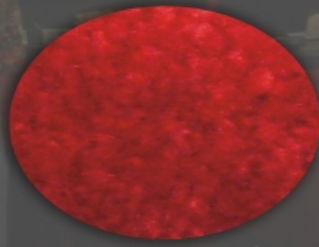


# CUSTOM PLUSH CARPET

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



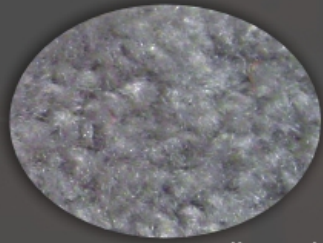
burgundy



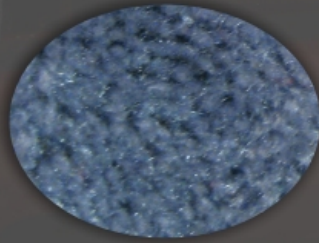
red



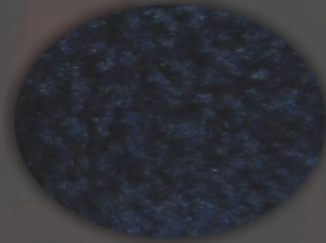
ice



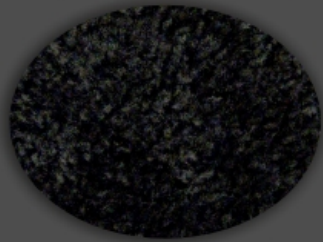
silver cloud



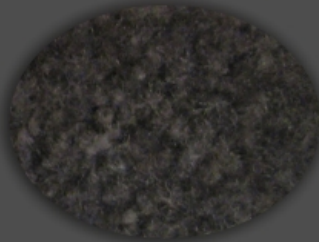
new blue



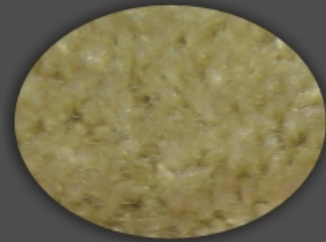
navy



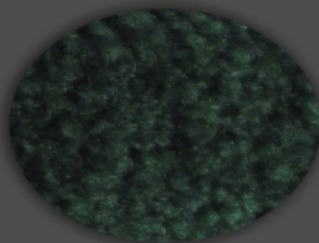
black



charcoal



beige



emerald

**washington d.c.**  
15928 tournament drive  
gaithersburg, md 20877  
p|301.921.0800  
f|301.990.1717

**orlando, fl**  
4104 l.b. mcleod road  
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arata expositions, inc.  
 15928 tournament drive  
 gaithersburg, md 20877  
 phone: (301) 921-0800  
 fax: (301) 990-1717  
 www.arataexpo.com

# PLUSH CARPET

## UPCEA 2015

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### 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	\$5.35 per sq. ft	\$6.96 per sq. ft	= \$ _____

#### PLUSH CARPET COLORS

(CHECK COLOR BELOW)

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

If item colors are not selected in advance, AEI will do so at no risk.      \*\*Purchase only @ \$6.67 per sq. ft discount or \$8.67 standard

#### CARPET PADDING

**Discount Price      Standard Price      Extended Price**

Single Padding    \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    x    \$1.20 per sq. ft    \$1.56 per sq. ft    =    \$ \_\_\_\_\_

Double Padding    \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.    x    \$2.40 per sq. ft    \$3.12 per sq. ft    =    \$ \_\_\_\_\_

**Discount Deadline: March 13, 2015 (Received By).** 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.

All Arata 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	
5.75% Tax	
<b>Total</b>	

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

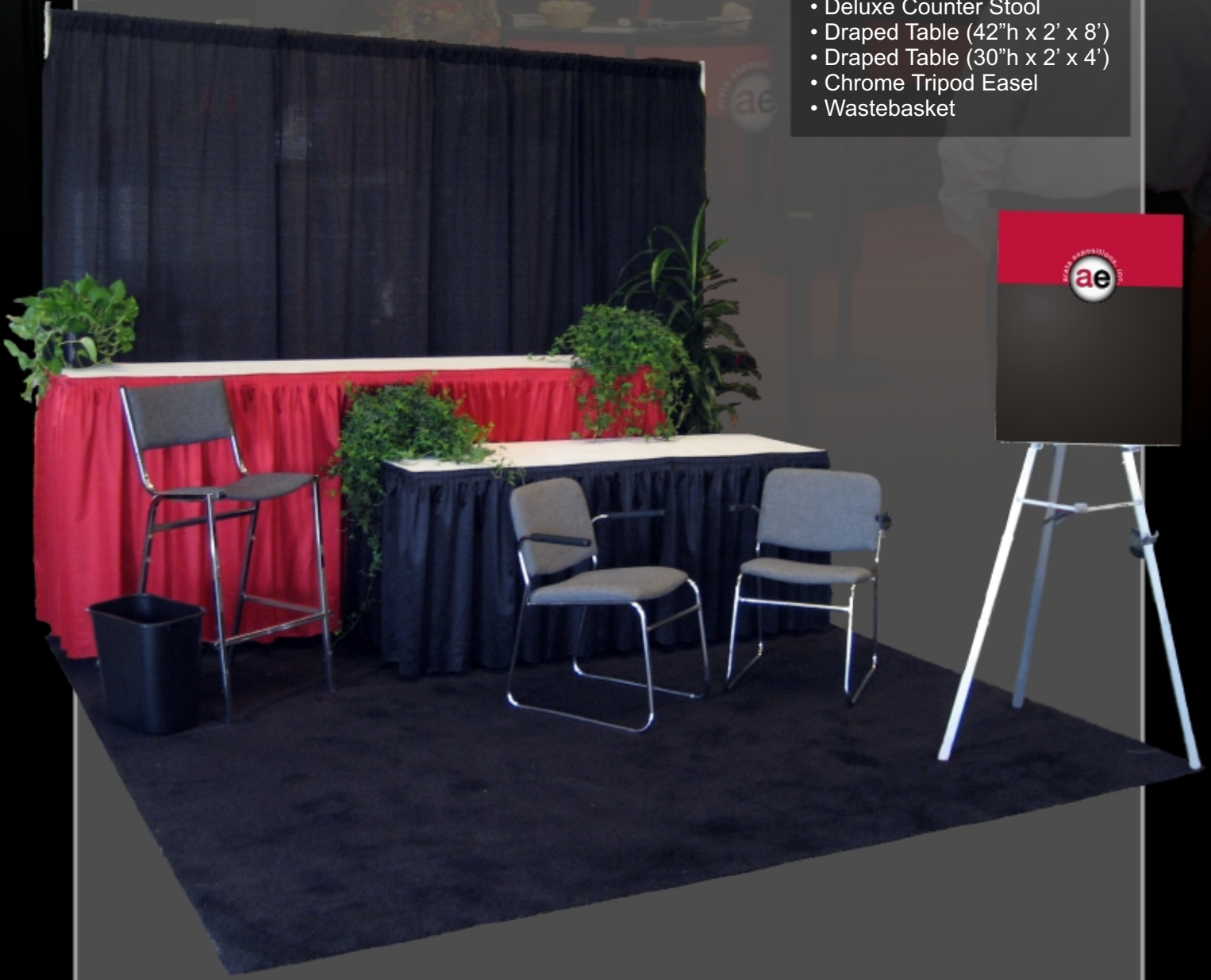


# STANDARD BOOTH FURNISHINGS

Choose from a full line of attractive, versatile booth furnishings to create just the right atmosphere for meeting with your prospects

**SHOWN:**

- Deluxe Arm Chair
- Deluxe Counter Stool
- Draped Table (42" h x 2' x 8')
- Draped Table (30" h x 2' x 4')
- Chrome Tripod Easel
- Wastebasket



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# FURNITURE

## UPCEA 2015

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CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$125.00	\$175.00	\$
	Side Chair	\$104.00	\$145.60	\$
	Counter Stool	\$138.00	\$193.20	\$
ACCESSORIES				
	Wastebasket	\$24.00	\$33.60	\$
	Literature Rack	\$120.00	\$168.00	\$
	Bag Holder	\$90.00	\$126.00	\$
	Easel (Tripod)	\$30.00	\$42.00	\$
	Chrome Sign Holder (22" x 28")	\$97.00	\$135.10	\$
	Fishbowl	\$35.00	\$49.00	\$
	Posterboard, 4' x 8', Vertical	\$180.00	\$234.00	\$
	Posterboard, 4' x 8', Horizontal	\$180.00	\$234.00	\$
	Tensa Barriers	\$40.00	\$56.00	\$
	Credenza (18"d x 36"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$280.00	\$420.00	\$
	Pedestal (18"d x 18"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$245.00	\$367.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$20.00	\$28.00	\$
	3' High (per lin. foot) (\$55 min)	\$15.00	\$21.00	\$
	Special Skirting (per lin. foot)	\$8.00	\$11.20	\$
	8' High End Cap / Close Off	\$55.00	\$71.50	\$

**(CHECK COLOR BELOW)**

Blue       Teal       Burgundy       Black  
 Red       Silver       Purple       White

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

Furniture Total	
5.75% Tax	
Total	

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

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





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 gaithersburg, md 20877  
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# DISPLAY TABLES

## UPCEA 2015

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### DRAPED DISPLAY TABLES 30" HIGH

Qty.	Description	Discount Price	Standard Price	Extended Price
	2' x 4' x 30"	\$136.50	\$191.10	\$
	2' x 6' x 30"	\$160.00	\$224.00	\$
	2' x 8' x 30"	\$180.00	\$252.00	\$
	4th Side Drapes for 30" Tables	\$47.00	\$61.10	\$

### DRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	\$160.00	\$224.00	\$
	2' x 6' x 42"	\$185.00	\$259.00	\$
	2' x 8' x 42"	\$214.00	\$299.60	\$
	4th Side Drapes for 42" Tables	\$50.00	\$65.00	\$

### (CHECK COLOR BELOW)

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Silver
<input type="checkbox"/> White	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> Gold

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

### UNDRAPED DISPLAY TABLES 30" HIGH

	2' x 4' x 30"	<b>EXHIBITOR MUST SUPPLY TOP &amp; TABLE SKIRT</b>	\$82.00	\$114.80	\$
	2' x 6' x 30"		\$102.00	\$142.80	\$
	2' x 8' x 30"		\$125.00	\$175.00	\$

### UNDRAPED DISPLAY TABLES 42" HIGH

	2' x 4' x 42"	<b>EXHIBITOR MUST SUPPLY TOP &amp; TABLE SKIRT</b>	\$95.00	\$133.00	\$
	2' x 6' x 42"		\$120.00	\$168.00	\$
	2' x 8' x 42"		\$145.00	\$203.00	\$

### DRAPED TABLE RISERS 12" HIGH

	4 ft. Riser (white vinyl)	\$70.00	\$98.00	\$
	6 ft. Riser (white vinyl)	\$90.00	\$126.00	\$

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

Display Tables Total	
5.75% Tax	
<b>Total</b>	

Company Name	Booth Number
--------------	--------------

Street Address
----------------

City	State	Zip Code	Country
------	-------	----------	---------

Email Address	Contact Name
---------------	--------------

Telephone	Fax
-----------	-----

custom furniture



# PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

---

## ROMA



CHR003



SFA003

---

## MIRABEL



CHR001



SFA001

---

## ALLEGRO



CHR002



SFA002

---

## KEY WEST



OCB



LSM



SOM

---

## SOUTH BEACH



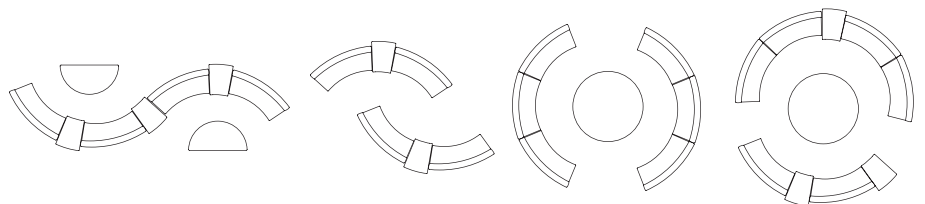
OTS

SO1



SO2

Suggested Uses of South Beach



---

## MARRAKESH



CHN



SON

---

## LISBON



CHC



LSC



SOC

---

## MEMPHIS



MPC



MPS

---

## NEWPORT



SED



COD

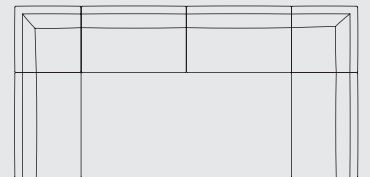
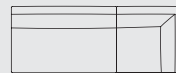
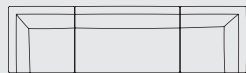


CHD



LSD

Suggested Uses of Newport



# SOFAS & SECTIONALS



SFA003



SFA001



SFA002



SO1



SOC



SON



SOM



MPS



SED



SO2

## LOVESEATS



LSD



LSM



LSC

### SOFAS & SECTIONALS

**SFA003 Roma**  
White Vinyl  
78"L 31"D 33"H

**SFA001 Mirabel**  
Brown Leather  
76"L 35"D 32"H

**SFA002 Allegro**  
Blue Fabric  
73"L 34.5"D 30"H

**SO1 South Beach Sofa**  
Platinum Suede  
69"L 29"D 33"H

**SOC Lisbon Sofa**  
Black Leather  
88"L 36"D 34"H

**SON Marrakesh Sofa**  
Light Beige  
83"L 36"D 33"H

**SOM Key West Sofa**  
Black  
85"L 35"D 33"H

**MPS Memphis Sofa (Mini Size)**  
Black  
55"L 31"D 28"H

**SED Newport 3 pc.**  
Sectional  
Charcoal Leather  
113"L 34"D 33"H

**SO2 South Beach 3 pc.**  
Sectional Platinum Suede  
152"L 40"D 33"H

### LOVESEATS

**LSD Newport Loveseat**  
Charcoal Leather  
54"L 34"D 33"H

**LSM Key West Loveseat**  
Black  
57"L 35"D 33"H

**LSC Lisbon Loveseat**  
Black Leather  
64"L 36"D 34"H

## CLUB CHAIRS



CHR003



CHR001



CHR002



CHC



CHN



OCB



MPC



CHD



COD

## OCCASIONAL CHAIRS



CH001



CCE



OCA



OCH



BCW



OCU

## MEETING CHAIRS



OCMESP



OCMTAU

### CLUB CHAIRS

**CHR003 Roma**  
White Vinyl  
37"L 31"D 33"H

**CHR001 Mirabel**  
Brown Leather  
36"L 35"D 32"H

**CHR002 Allegro**  
Blue Fabric  
36"L 34.5"D 30"H

**CHC Lisbon Chair**  
Black Leather  
40"L 36"D 34"H

**CHN Marrakesh Chair**  
Light Beige  
34"L 36"D 33"H

**OCB Key West  
Tub Chair**  
Black  
31"L 31"D 31"H

**MPC Memphis Chair**  
(Mini Size) Black  
27.25"L 31.75"D 27.5"H

**CHD Newport  
Armless Chair**  
Charcoal Leather  
24"L 34"D 33"H

**COD Newport Corner**  
Charcoal Leather  
34"L 34"D 33"H

### OCCASIONAL CHAIRS

**CH001 Casper Chair**  
Clear Acrylic  
21"L 21"D 36.5"H

**CCE Ice Chair**  
Transparent, Chrome  
17.25"L 20"D 32"H

**OCA T-Vac Chair**  
Translucent, Chrome  
25"L 23"D 30"H

**OCH Madrid Chair**  
Black Leather  
30"L 30"D 31"H

**BCW Madrid Chair**  
White Leather  
30"L 30"D 31"H

**OCU Globus Chair**  
White Vinyl, Chrome  
28"L 26"D 28"H

### MEETING CHAIRS

**OCMESP Meeting Chair**  
Espresso  
25.5"L 23.5"D 34"H

**OCMTAU Meeting Chair**  
Taupe  
25.5"L 23.5"D 34"H

# OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



VIB08



PUZZSW



OTS



OTQ



OTN



OTP



OTM



OTK



OTL



CCZ



CCB



CCW



OTH



OSC



CUBL20



SAL

## OTTOMANS

### Vibe Cube Ottoman

Waterproof  
18"L 18"D 18"H

**VIB01** Green Vinyl

**VIB02** Blue Vinyl

**VIB03** Pink Vinyl

**VIB04** Red Vinyl

**VIB05** Yellow Vinyl

**VIB06** Gold/Bronze Vinyl

**VIB07** Champagne Vinyl

**VIB08** Orange Vinyl

### PUZZSW Puzzle Bench Ottoman

White  
48"L 24"D 18"H

### OTS South Beach Ottoman

Wedge, Platinum Suede  
25"L 31"D 18"H

### OTQ Square Ottoman

White Leather  
40"L 40"D 17"H

### OTN Bench Ottoman

White Leather  
24"L 60"D 17"H

### OTP Square Ottoman

Black Leather  
40"L 40"D 17"H

### OTM Bench Ottoman

Black Leather  
24"L 60"D 17"H

### OTK Half Round Ottoman

Black Leather  
6' L 3'D 17"H

### OTL Half Round Ottoman

White Leather  
6'L 3'D 17"H

### CCZ Circle Ottoman

Black, White Leather  
6'L 6'D 17"H

### CCB Circle Ottoman

Black Leather  
6'L 6'D 17"H

### CCW Circle Ottoman

White Leather  
6'L 6'D 17"H

### OTH Milano Cube

Black Leather  
17"L 17"D 18"H

### OSC Milano Cube

White Leather  
17"L 17"D 18"H

### CUBL20 Edge Lighted Cube Ottoman

White Plastic  
20"L 20"D 20"H

### SAL Sally Stool

White  
12" Round 17"H

GROUP SEATING



SCE



SC10



SC9



SC1



SC8



SCC



SCF



SCD



SC4



SC2



SC3



SC5



CO4



XC3



XC6



CS5



CS8



CS9

GROUP SEATING

**SCE Fusion Chair**  
Red, White  
19"L 21"D 32"H

**SC10 Razor Chair**  
White  
15.38"L 15.5"D 30.5"H

**SC9 Pantone Chair**  
White  
20"L 24"D 33"H

**SC1 New York Chair**  
Onyx Seat, Maple Back,  
Chrome Legs  
23"L 32"D 33"H

**SC8 Flex Chair**  
W/ Wheels  
24"L 22"D 31"H

**SCC Fusion Chair**  
Clear, White  
19"L 21"D 32"H

**SCF Fusion Chair**  
Black, White  
19"L 21"D 32"H

**SCD Fusion Chair**  
Green, White  
19"L 21"D 32"H

**SC4 Jetson Chair**  
Black  
19"L 18"D 31"H

**SC2 Brewer Chair**  
Grey, Chrome  
20"L 20"D 32"H

**SC3 Brewer Chair**  
Onyx, Black  
20"L 20"D 32"H

**SC5 Tilt Executive Chair**  
With Arms, Onyx, Black  
26"L 25"D 34"H

**CO4 Iso Mesh Chair**  
Black  
26"L 24"D 38"H

**XC3 Luxor Guest Chair**  
Black Leather  
27"L 28"D 40"H

**XC6 Altura Guest Chair**  
Black Crepe  
25"L 20"D 34"H

**CS5 Vista Chair**  
Black, Chrome Legs  
20"L 23"D 33"H

**CS8 Berlin Chair**  
Black  
18"L 22"D 32"H

**CS9 Berlin Chair**  
Red  
18"L 22"D 32"H



## OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

## OCCASIONAL END TABLES



EOLi



E1E



E1D



CDYTB



E1K



E1F



E1C



E1W



E1Y



CUBTBL

### OCCASIONAL COCKTAIL TABLES

**COLI Oliver Cocktail Table**  
47"L 27"D 19"H

**C1E Silverado Cocktail Table**  
36" Round 17"H

**C1D Soho Cocktail Table**  
Steel Base,  
Chocolate Top  
38"L 38"D 18.5"H

**C1K Inspiration Cocktail Table**  
42"L 28"D 18"H

**C1F Geo Cocktail Table**  
Glass, Black  
50"L 22"D 16"H

**C1C Geo Cocktail Table**  
Glass, Chrome  
50"L 22"D 16"H

**C1W Sydney Cocktail Table**  
White  
48"L 26"D 18"H

**C1Y Sydney Cocktail Table**  
Black  
48"L 26"D 18"H

### OCCASIONAL END TABLES

**CDYTB Candy Table**  
White/Black Top  
18"L 18"D 18"H

**EOLi Oliver End Table**  
22" Round 22"H

**E1E Silverado End Table**  
24" Round 22"H

**E1D Soho End Table**  
Steel Base,  
Chocolate Top  
26"L 26"D 27"H

**E1K Inspiration End Table**  
24"L 28"D 22"H

**E1F Geo End Table**  
Glass, Black  
26"L 26"D 20"H

**E1C Geo End Table**  
Glass, Chrome  
26"L 26"D 20"H

**E1W Sydney End Table**  
White  
27"L 23"D 22"H

**E1Y Sydney End Table**  
Black  
27"L 23"D 22"H

**CUBTBL Edge LED Cube Table**  
W/ Plexi Top,  
White Plastic  
20"L 20"D 20"H

# CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



8'-CB3



6'-CD2



8'-CD3



6'-CC6  
8'-CC7  
10'-CC8



6'-CT06GR  
8'-C508GR  
10'-CT10GR



CC5



Graphite-CB1  
Granite-CT42GR



CD1

# SAMPLE CONFERENCE SETS



## CONFERENCE TABLES

**CG1 Manhattan Table**  
Glass, Black  
42" Round 29"H

**CF2 Geo Table**  
Rectangle Glass, Black  
60"L 36"D 29"H

**CE2 Geo Table**  
Rectangle Glass, Chrome  
60"L 36"D 29"H

**OCT6W Nova Oval Table**  
6' White, Silver Powder  
Coated Legs  
71"L 36"D 29"H

**CE1 Geo Table**  
Square Rounded Glass,  
Chrome  
42"L 42"D 29"H

**CF1 Geo Table**  
Square Rounded Glass,  
Black  
42"L 42"D 29"H

**CB2 Table**  
6' Graphite Nebula  
72"L 36"D 29"H

**CB3 Table**  
8' Graphite Nebula  
96"L 36"D 29"H

**CD2 Table**  
6' Grey Nebula  
72"L 36"D 29"H

**CD3 Table**  
8' Grey Nebula  
96"L 36"D 29"H

**CC6 Table**  
6' Mahogany  
72"L 36"D 29.5"H

**CC7 Table**  
8' Mahogany  
96"L 48"D 29.5"H

**CC8 Table**  
10' Mahogany  
120"L 48"D 29.5"H

**CT06GR Table**  
6' Granite  
72"L 36"D 29"H

**C508GR Table**  
8' Granite  
96"L 44"D 29"H

**CT10GR Table**  
10' Granite  
120"L 46"D 29"H

**CC5 Table**  
Mahogany  
42" Round 29"H

**CB1 Table**  
Graphite Nebula  
42" Round 29"H

**CT42GR Table**  
Granite  
42" Round 29"H

**CD1 Table**  
Grey Nebula  
42" Round 29"H

## EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

## G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS

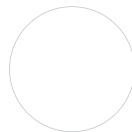


G30CWW

## TABLE TOP OPTIONS



MAPLE



WHITE

### EXECUTIVE CHAIRS

**XC2 Luxor Executive Chair**  
Mid Back, Black Leather  
27"L 28"D 41"H  
Adjustable

**XC1 Luxor Executive Chair**  
High Back, Black Leather  
27"L 28"D 47"H  
Adjustable

**XC5 Altura Executive Chair**  
Mid Back, Black Crepe  
25"L 25"D 37"H  
Adjustable

**XC4 Altura Executive Chair**  
High Back, Black Crepe  
25"L 25"D 43"H  
Adjustable

**OTO Perth Chair**  
High Back, Black  
23"L 21"D 43"H  
Adjustable

### BAR TABLES

**G30BMS Bar Table**  
Maple Top  
72"L 26"D 42"H

**G30BMW Bar Table**  
W/ Grommet Holes,  
Maple Top  
72"L 26"D 42"H

**G30BWS Bar Table**  
White Top  
72"L 26"D 42"H

**G30BWW Bar Table**  
W/ Grommet Holes,  
White Top  
72"L 26"D 42"H

### CAFÉ TABLES

**G30DMS Café Table**  
Maple Top  
72"L 26"D 30"H

**G30DMW Café Table**  
W/ Grommet Holes,  
Maple Top  
72"L 26"D 30"H

**G30DWS Café Table**  
White Top  
72"L 26"D 30"H

**G30DWW Café Table**  
W/ Grommet Holes,  
White Top  
72"L 26"D 30"H

### COCKTAIL TABLES

**G30CMS Cocktail Table**  
Maple Top  
72"L 26"D 18"H

**G30CMW Cocktail Table**  
W/ Grommet Holes,  
Maple Top  
72"L 26"D 18"H

**G30CWS Cocktail Table**  
White Top  
72"L 26"D 18"H

**G30CWW Cocktail Table**  
W/ Grommet Holes,  
White Top  
72"L 26"D 18"H

# BARSTOOLS



BS001



BS002



BS003



BSN



BS1



BS2



BS3



BST



BSS



BCE



BSD



BSC



BSL

## BARSTOOLS

### BS001 Shark Swivel Barstool

White Plastic W/ Arms,  
Chrome Base  
22"L 19"D 34"-44"H

### BS002 Zoey Swivel Barstool

White Vinyl, Chrome Base  
15"L 17"D 31"-35"H

### BS003 Zoey Swivel Barstool

Black Vinyl, Chrome Base  
15"L 17"D 31"-35"H

### BSN Jetson Barstool

Black  
18"L 19"D 29"H

### BS1 Ohio Barstool

Red, Chrome  
18" Round 31"H  
Adjustable

### BS2 Ohio Barstool

Black, Chrome  
18" Round 31"H  
Adjustable

### BS3 Ohio Barstool

Grey, Chrome  
18" Round 31"H  
Adjustable

### BST Banana Barstool

White, Chrome  
21"L 22"D 30"H

### BSS Banana Barstool

Black, Chrome  
21"L 22"D 30"H

### BCE Ice Barstool

Transparent, Chrome  
16.75"L 16"D 37.75"H

### BSD Oslo Barstool

Blue  
17"L 20"D 30"H

### BSC Oslo Barstool

White  
17"L 20"D 30"H

### BSL Gin Barstool

Maple, Chrome  
16"L 16"D 29"H

# BAR TABLES



# TABLE TOP OPTIONS



## BAR TABLES

### Standard Black Base

- 30" Round 42"H
- VTK Maple Top
- VTJ Graphite Nebula Top
- 30MHSB Mahogany Top
- VTF Metallic Silver Top
- VTB Brushed Red Top
- VTC Brushed Blue Top

### Standard Black Base

- 36" Round 42"H
- VTP Maple Top
- VTN Graphite Nebula Top
- VTM Grey Nebula Top

### Tulip Chrome Base

- 30" Round 42"H
- WTK Maple Top
- WTJ Graphite Nebula Top
- 30MHTB Mahogany Top
- WTF Metallic Silver Top
- WTB Brushed Red Top
- WTC Brushed Blue Top

### Tulip Chrome Base

- 36" Round 42"H
- WTP Maple Top
- WTN Graphite Nebula Top
- WTM Grey Nebula Top

# CAFÉ TABLES



# SAMPLE BAR TABLE SETS



## CAFÉ TABLES

### Standard Black Base

- 30" Round 29"H
- ZTK Maple Top
- ZTJ Graphite Nebula Top
- 30MHSC Mahogany Top
- ZTF Metallic Silver Top
- ZTB Brushed Red Top
- ZTC Brushed Blue Top

### Standard Black Base

- 36" Round 29"H
- ZTP Maple Top
- ZTN Graphite Nebula Top
- ZTM Grey Nebula Top

### Tulip Chrome Base

- 30" Round 29"H
- XTK Maple Top
- XTJ Graphite Nebula Top
- 30MHTC Mahogany Top
- XTF Metallic Silver Top
- XTB Brushed Red Top
- XTC Brushed Blue Top

### Tulip Chrome Base

- 36" Round 29"H
- XTP Maple Top
- XTN Graphite Nebula Top
- XTM Grey Nebula Top

## TRAINING ROOM



PO1



CP5



PO3



WD2

## BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

## UTILITY CHAIRS



SY1



DF1

### TRAINING ROOM

**PO1 Lecturn Podium**  
Cherry  
24"L 19"D 50"H

**CP5 Computer Table**  
Graphite Nebula  
36"L 30"D 42"H

**PO3 Kiosk**  
Black, Maple  
24"L 21"D 42"H

**WD2 Writing Desk**  
Graphite  
48"L 24"D 30"H

### BOOKCASES & PRODUCT DISPLAYS

**Plastic Pedestal**  
Black  
**PMB36** 24"L 24"D 36"H  
**PMB42** 24"L 24"D 42"H

**BC6 Bookcase**  
Mahogany  
36"L 13"D 71"H

**BC7 Bookcase**  
Granite  
36"L 13"D 71"H

**PDL Locking Door Pedestal**  
Black  
24"L 24"D 42"H

**ET2 Etagere**  
Black  
30"L 16"D 70"H

**ET1 Etagere**  
Pewter  
30"L 16"D 70"H

### UTILITY CHAIRS

**SY1 Altura Steno Chair**  
Black Crepe  
25"L 26"D 21"H

**DF1 Altura Drafting Stool**  
Black Crepe  
25"L 26"D 34"H



## DESKS & CREDENZAS



JD6



JD7



CR6



CR7

## FILES



VF4



VF2



L26



L27

## FRIDGES



R1R



R1Q

### DESKS & CREDENZAS

**JD6 Executive Desk**  
Mahogany  
60"L 30"D 29"H

**JD7 Executive Desk**  
Granite  
60"L 30"D 29"H

**CR6 Credenza**  
Mahogany  
72"L 24"D 29"H

**CR7 Credenza**  
Granite  
72"L 24"D 29"H

### FILES

**VF4 Vertical File**  
4 Drawer  
27"L 19"D 52"H

**VF2 Vertical File**  
2 Drawer  
27"L 19"D 28"H

**L26 Lateral File**  
Mahogany  
36"L 20"D 29"H

**L27 Lateral File**  
Granite  
36"L 20"D 29"H

### FRIDGES

**R1R Refrigerator**  
White  
14.0 cubic feet  
28"L 28"D 64"H

**R1Q Refrigerator**  
White  
4.0 cubic feet  
20"L 22"D 33"H



## MOBILE TABLET STANDS



TBSTDW

TBSTND

TBBCHR

TBSHLF

TBPNTR

## LAMPS



LA15

LA14

TRW

TRH

## LIGHTED PRODUCTS



CUBL20

CUBTBL

### MOBILE TABLET STANDS

**TBSTDW Mobile Tablet Stand**  
White  
14"L 13"D 44.5"H

**TBSTND Mobile Tablet Stand**  
Black  
14"L 13"D 44.5"H

### MOBILE TABLET STAND ACCESSORIES

**TBBCHR Brochure Holder**  
8.625"L 1.1"D 11.325"H

**TBSHLF Charging Shelf**  
14.85"L 7.17"D 1"H

**TBPNTR Wireless Printer Holder**  
3.3"L 1.9"D 5.28"H

### LAMPS

**LA15 Mason Floor Lamp**  
Brushed Silver  
18" Round 55"H

**LA14 Mason Table Lamp**  
Brushed Silver  
16" Round 26"H

**TRW Trovato LED Floor Lamp**  
White  
7"L 7"D 72"H

**TRH Trovato Table Lamp**  
White  
7"L 7"D 26"H

### LIGHTED PRODUCTS

**CUBL20 Edge Lighted Cube Ottoman**  
White Plastic  
20"L 20"D 20"H

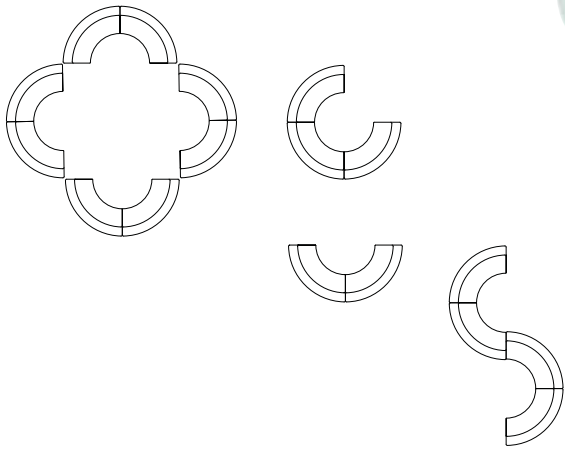
**CUBTBL Edge LED Cube Table**  
W/ Plexi Top,  
White Plastic  
20"L 20"D 20"H

BARS



BR1

Suggested Uses of Martini Bar



BRC

BARS

**BR1 Martini Bar**  
50"L 50"D 47"H

**BRC Circle Martini Bar**  
Comprised of three  
**BR1 Martini Bars**  
100"L 100"D 47"H

trade shows

sales meetings

corporate events

conventions

**excellence in expositions**



a r a t a e x p o . c o m



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# CUSTOM FURNITURE

## UPCEA 2015

(page 1 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>SOFAS/SECTIONALS AND LOVESEATS</b>			
SFA003		Roma Sofa/White Vinyl	725.00
SFA001		Mirabel Sofa/Brown Leather	725.00
SFA002		Allegro Sofa/Blue Fabric	598.00
SO1		South Beach Sofa/Platinum Suede	570.00
SOC		Lisbon Sofa/Black Leather	661.00
SON		Marrakesh Sofa/Light Beige	538.00
SOM		Key West Sofa/Black	502.00
MPS		Memphis Sofa/Black/Mini Size	472.00
SED		Newport 3 Piece Sectional/Charcoal Leather	1284.00
SO2		South Beach 3 Piece Sectional/Plat. Suede	1242.00
LSD		Newport Loveseat/Charcoal Leather	574.00
LS M		Key West Loveseat/Black	446.00
LSC		Lisbon Loveseat/Black Leather	596.00
<b>CLUB/OCCASIONAL/MEETING CHAIRS</b>			
CHR003		Roma Chair/White Vinyl	473.00
CHR001		Mirabel Chair/Brown Leather	473.00
CHR002		Allegro Chair/Blue Fabric	397.00
CHC		Lisbon Chair/Black Leather	437.00
CHN		Marrakesh Chair/Light Beige	382.00
OCB		Key West Tub Chair/Black	366.00
MPC		Memphis Chair/Black/Mini Size	336.00
CHD		Newport Armless Chair/Charcoal Leather	316.00
COD		Newport Corner/Charcoal Leather	394.00
CH001		Casper Chair/Clear Acrylic	164.00
CCE		Ice Chair/Transparent	188.00
OCA		T-Vac/Translucent/Chrome	254.00
OCH		Madrid Chair/Black Leather	688.00
BCW		Madrid Chair/White Leather	688.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>CLUB/OCCASIONAL/MEETING CHAIRS (CONTINUED)</b>			
OCU		Globus Chair/White Vinyl	351.00
OCMESP		Espresso Meeting Chair	170.00
OCMTAU		Taupe Meeting Chair	245.00
<b>OTTOMANS</b>			
VIB01		Vibe Cube Ottoman/Green Vinyl	120.00
VIB02		Vibe Cube Ottoman/Blue Vinyl	120.00
VIB03		Vibe Cube Ottoman/Pink Vinyl	120.00
VIB04		Vibe Cube Ottoman/Red Vinyl	120.00
VIB05		Vibe Cube Ottoman/Yellow Vinyl	120.00
VIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	120.00
VIB07		Vibe Cube Ottoman/Champagne Vinyl	120.00
VIB08		Vibe Cube Ottoman/Orange Vinyl	120.00
PUZZ2SW		Puzzle Bench Ottoman/White	284.00
OTS		South Beach Wedge Ottoman/Plat. Suede	221.00
OTQ		Square Ottoman/White Leather	304.00
OTN		Bench Ottoman/White Leather	340.00
OTP		Square Ottoman/Black Leather	304.00
OTM		Bench Ottoman/Black Leather	340.00
OTK		Half Round Ottoman/Black Leather	355.00
OTL		Half Round Ottoman/White Leather	355.00
CCZ		Circle Ottoman/Black/White Leather	552.00
CCB		Circle Ottoman/Black Leather	552.00
CCW		Circle Ottoman/White Leather	552.00
OTH		Cube Ottoman/Black Leather	104.00
OSC		Cube Ottoman/White Leather	104.00
SAL		Sally Stool/White	82.00

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



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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>GROUP SEATING</b>			
SCE		Fusion Chair/Red/White	125.00
SC10		Razor Chair/White	75.00
SC9		Panton Side Chair/White	171.00
SC1		New York Chair/Onyx/Maple Back	162.00
SC8		Flex Chair with Wheels	146.00
SCC		Fusion Chair/Clear/White	125.00
SCF		Fusion Chair/Black/White	125.00
SCD		Fusion Chair/Green/White	125.00
SC4		Jetson Chair/Black	162.00
SC2		Brewer Chair/Grey & Chrome	153.00
SC3		Brewer Chair/Onyx/Black	153.00
SC5		Tilt Executive Chair/Arms/Onyx/Black	288.00
CO4		Iso Mesh Chair/Black	270.00
XC3		Luxor Guest Chair/Black Leather	319.00
XC6		Altura Guest Chair//Black Crepe	284.00
CS5		Vista Chair/Black/Chrome Legs	67.00
CS8		Berlin Chair/Black/White	99.00
CS9		Berlin Chair/Red/White	99.00
<b>OCCASIONAL COCKTAIL AND END TABLES</b>			
COLI		Oliver Cocktail Table	220.00
C1E		Silverado Cocktail Table	241.00
C1D		Soho Cocktail Table/Chocolate Top	343.00
C1K		Inspiration Cocktail Table	276.00
C1F		Geo Rectangle Cocktail Table/Black	220.00
C1C		Geo Rectangle Cocktail Table/Chrome	227.00
C1W		Sydney Cocktail Table/White	259.00
C1Y		Sydney Cocktail Table/Black	259.00
CDYTB		Candy Table/White/Black Top	183.00
EOLI		Oliver End Table	201.00
E1E		Silverado End Table	227.00
E1D		Soho End Table/Chocolate Top	310.00
E1K		Inspiration End Table	263.00
E1F		Geo End Table/Black	206.00
E1C		Geo End Table/Chrome	213.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>OCCASIONAL COCKTAIL AND END TABLES (CONTINUED)</b>			
E1W		Sydney End Table/White	233.00
E1Y		Sydney End Table/Black	233.00
<b>CONFERENCE TABLES</b>			
CG1		Manhattan Conference Table/Black	262.00
CF2		Geo Rectangle Conference Table/Black	355.00
CE2		Geo Rectangle Conference Table/Chrome	368.00
OCT6W		Nova Oval Table/6' White	485.00
CE1		Geo Square Rounded Conference Table	254.00
CF1		Geo Square Rounded Conference Table/Black	242.00
CB2		Conference Table/6' Graphite Nebula	397.00
CB3		Conference Table/8' Graphite Nebula	481.00
CD2		Conference Table/6' Grey Nebula	397.00
CD3		Conference Table/8' Grey Nebula	481.00
CC6		Conference Table/6' Rectangle/Mahogany	368.00
CC7		Conference Table/8' Rectangle/Mahogany	454.00
CC8		Conference Table/10' Rectangle/Mahogany.	721.00
CT06GR		6' Granite Conference Table	286.00
C508GR		8' Granite Conference Table	348.00
CT10GR		10' Granite Conference Table	523.00
CC5		Conference Table/42" Round Mahogany	325.00
CB1		Conference Table/42" Round/Graphite	325.00
CT42GR		Conference Table/42" Round/Granite	337.00
CD1		Conference Table/42" Round/Grey Nebula	325.00
<b>EXECUTIVE CHAIRS</b>			
XC2		Luxor Executive Chair/Black Leather	346.00
XC1		Luxor Executive/High Back/Black Leather	368.00
XC5		Altura Executive Chair/Mid Back/Black Crepe	312.00
XC4		Altura/Executive Chair/High Back/Black	340.00
OTO		Perth Chair/High Back/Black	401.00

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
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(page 3 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>COMMUNAL BAR, CAFÉ AND COCKTAIL TABLES</b>			
G30BMS		Bar Table/Maple Top	580.00
G30BMW		Bar Table/Maple Top/w Grommet Holes	580.00
G30BWS		Bar Table.White Top	580.00
G30BWW		Bar Table/White Top/w Grommet Holes	580.00
G30DMS		Café Table/Maple Top	466.00
G30DMW		Café Table/Maple Top/w Grommet Holes	466.00
G30DWS		Café Table/White Top	466.00
G30DWW		Café Table/White Top/w Grommet Holes	466.00
G30CMS		Cocktail Table/Maple Top	309.00
G30CMW		Cocktail Table/Maple Top/w Grommet Holes	309.00
G30CWS		Cocktail Table/White Top	309.00
G30CWW		Cocktail Table/White Top/w Grommet Holes	309.00
<b>BARSTOOLS</b>			
BS001		Shark Swivel Barstool/White Plastic	284.00
BS002		Zoey Swivel Barstool/White Vinyl	258.00
BS003		Zoey Swivel Barstool/Black Vinyl	258.00
BSN		Jetson Barstool/Black	245.00
BS1		Ohio Barstool/Red/Chrome	162.00
BS2		Ohio Barstool/Black	162.00
BS3		Ohio Barstool/Grey/Chrome	162.00
BST		Banana Barstool/White	218.00
BSS		Banana Barstool/Black	218.00
BCE		Ice Barstool/Transparent/Chrome	201.00
BSD		Oslo Barstool/Blue	227.00
BSC		Oslo Barstool/White	227.00
BSL		Gin Barstool/Maple	172.00
<b>BAR TABLES</b>			
V TK		Maple Bar Table/Standard Base	213.00
V TJ		Graphite Nebula Bar Table	213.00
30MHSB		Mahogany Bar Table/Black Base	266.00
V TF		Metallic Silver Bar Table/Standard Base	242.00
V TB		Brushed Red Bar Table/Standard Base	213.00
V TC		Brushed Blue Bar Table/Standard Base	213.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>BAR TABLES (CONTINUED)</b>			
V TP		Maple Bar Table/36" Top/Standard Base	221.00
V TN		Graphite Nebula Bar Table/36" Top	221.00
V TM		Grey Nebula Bar Table/36" Top	221.00
WTK		Maple Bar Table/Tulip Base	270.00
W TJ		Graphite Nebula Bar Table/Tulip Base	270.00
30MHTB		Mahogany Bar Table/Tulip Base	297.00
WTF		Metallic Silver Bar Table/Tulip Base	297.00
WTB		Brushed Red Bar Table/Tulip Base	270.00
WTC		Brushed Blue Bar Table/Tulip Base	270.00
WTP		Maple Bar Table/36" Top/Tulip Base	297.00
WTN		Graphite Nebula Bar Table/36" Top/Tulip Base	297.00
WTM		Grey Nebula Bar Table/36" Top/Tulip Base	297.00
<b>CAFÉ TABLES</b>			
ZTK		Café Table/Maple	185.00
ZTJ		Café Table//Graphite Nebula	185.00
30MHSC		Café Table/Mahogany/30" Round	255.00
ZTF		Café Table/Metallic Silver	209.00
ZTB		Café Table/Brushed Red	205.00
ZTC		Café Table/Brushed Blue	185.00
ZTP		Café Table/36" Top/Maple	205.00
ZTN		Café Table/36" Top/Graphite Nebula	205.00
ZTM		Café Table/36" Top/Grey Nebula	205.00
XTK		Café Table/Maple/Tulip Base	254.00
XTJ		Café Table/Graphite Nebula/Tulip Base	254.00
30MHTC		Café Table/Mahogany/Tulip Base	276.00
XTF		Café Table/Metallic Silver/Tulip Base	280.00
XTB		Café Table/Brushed Red/Tulip Base	254.00
XTC		Café Table/Brushed Blue/Tulip Base	254.00
XTP		Café Table/36" Top/Maple/Tulip Base	276.00
XTN		Café Table/36" Top/Graphite Nebula/Tulip Base	276.00
XTM		Café Table/36" Top/Grey Nebula/Tulip Base	276.00

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(page 4 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>TRAINING ROOM</b>			
PO1		Podium/Lecturn/Cherry	270.00
CP5		Computer Table/Graphite Nebula	356.00
PO3		Kiosk/Black/Maple	425.00
WD2		Writing Desk/Graphite	312.00
<b>BOOKCASES AND PRODUCT DISPLAYS</b>			
PMB36		Plastic Pedestal/Black	353.00
PMB42		Plastic Pedestal/Black	416.00
BC6		Bookcase/Mahogany	304.00
BC7		Bookcase/Graphite	297.00
PDL		Locking Door Pedestal/Black	405.00
ET2		Etagere/Black	304.00
ET1		Etagere/Pewter	304.00
<b>UTILITY CHAIRS</b>			
SY1		Altura Task Chair/Black Crepe	177.00
DF1		Altura Drafting Stool/Black Crepe	263.00
<b>DESKS/CREDENZAS AND FILES</b>			
JD6		Executive Desk/Mahogany	496.00
JD7		Executive Desk/Graphite	475.00
CR6		Credenza/Mahogany	496.00
CR7		Credenza/Graphite	467.00
VF4		Vertical File/4 Drawer	233.00
VF2		Vertical File/2 Drawer	171.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>DESKS/CREDENZAS AND FILES (CONTINUED)</b>			
L26		Lateral File/Mahogany	376.00
L27		Lateral File/Graphite	356.00
<b>FRIDGES</b>			
R1R		Refrigerator/White/20" x 30" x 65"/14.0 cubic	744.00
R1Q		Refrigerator/White/20" x 22" x 33"/4.0 cubic	248.00
<b>MOBILE TABLET STANDS AND ACCESSORIES</b>			
TBSTDW		Mobile Tablet Stand/White/14"x13"x44.5"	183.00
TBSTND		Mobile Tablet Stand/Black/14"x13"x44.5"	183.00
TBBCHR		Brochure Holder/8.625"x1.1"x11.325"	57.00
TBSHLF		Charging Shelf/14.85"x7.17"x1"	57.00
TBPNTR		Wireless Printer Holder/3.3"x1.9"x5.28"	57.00
<b>LAMPS AND LIGHTED PRODUCTS</b>			
LA15		Mason Floor Lamp/Brushed Silver	195.00
LA14		Mason Table Lamp/Brushed Silver	132.00
TRW		Trovato LED Floor Lamp/White	132.00
TRH		Trovato Table Lamp/White	195.00
CUBL20		Edge Lighted Cube Ottoman/White Plastic	176.00
CUBTBL		Edge LED Cube Table/White Plastic	176.00
<b>BARS</b>			
BR1		Martini Bar	1233.00
BRC		Circle Martini Bar	3550.00

**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: March 13, 2015 (Received By).** 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.

**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 3/13/15	
5.75% Tax	
Delivery Fee	50.00
Total	

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





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 15928 tournament drive  
 gaithersburg, md 20877  
 phone: (301) 921-0800  
 fax: (301) 990-1717  
 www.arataexpo.com

# RENTAL BOOTHS

## UPCEA 2015

(page 1 of 4)

# A

## PACKAGE

**\$ 2,375.00**

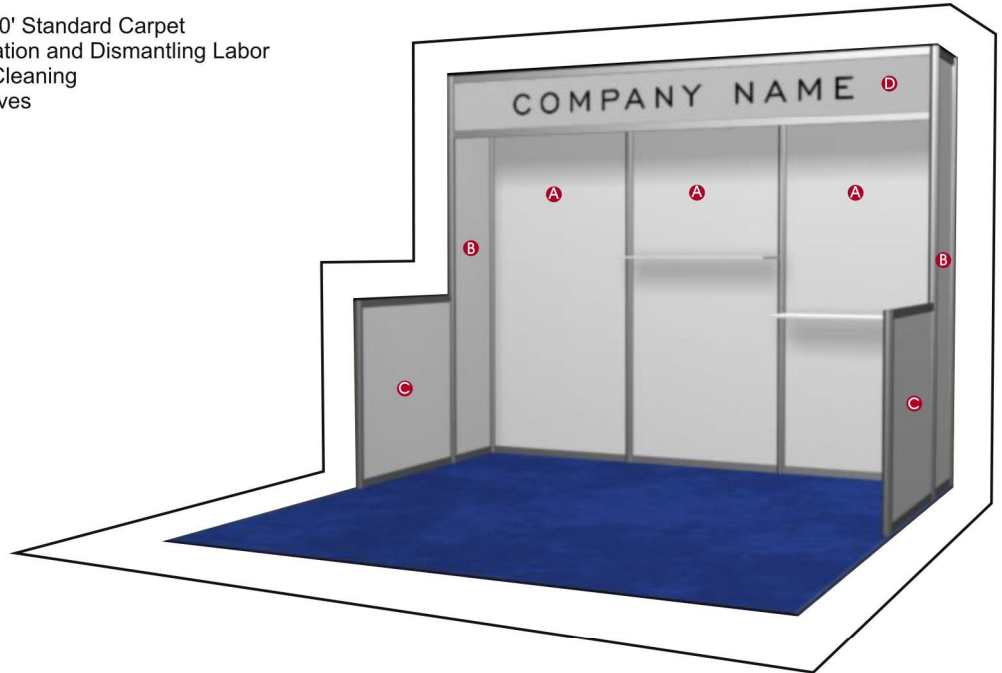
**Actual Panel Sizes:**

- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"

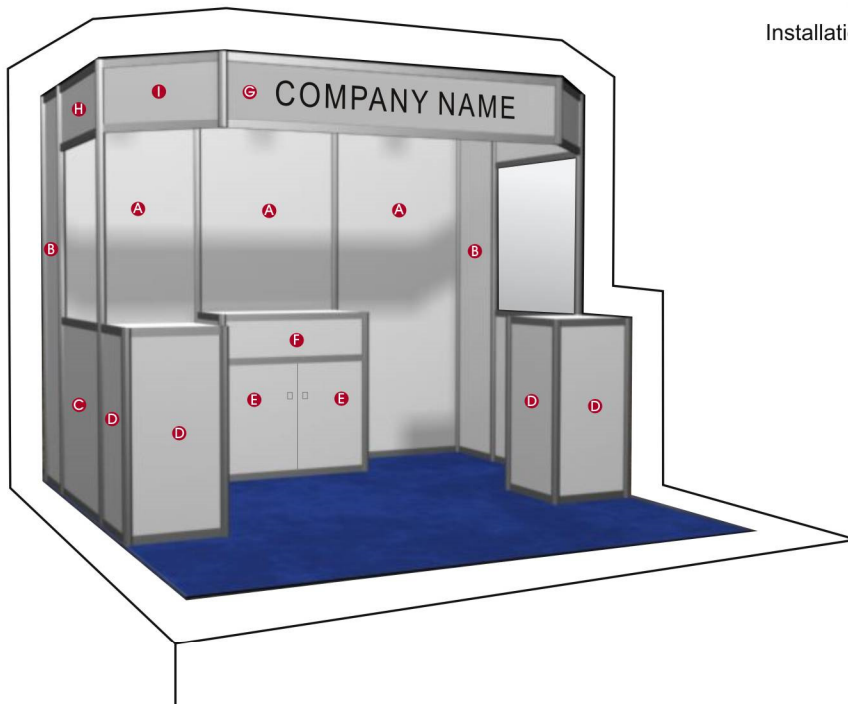
**Header:**

- Ⓓ 1 - 116.875" x 11.875"

10' x 10' Standard Carpet  
 Installation and Dismantling Labor  
 Daily Cleaning  
 2 Shelves



Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **Bleed**.



10' x 10' Standard Carpet  
 Installation and Dismantling Labor  
 Daily Cleaning  
 1 Credenzas  
 2 Pedestals

# B

## PACKAGE

**\$ 3,010.00**

**Actual Panel Sizes:**

- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 10 - 18.5" x 38.875"
- Ⓔ 2 - 20" x 27.5"(doors)
- Ⓕ 1 - 38.125" x 9.25"

**Header:**

- Ⓖ 1 - 77.625" x 11.875"
- Ⓗ 2 - 38.125" x 11.875"
- Ⓘ 2 - 26.625" x 11.875"

**Discount Deadline: March 13, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

**Please add 5.75% tax.** Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

**ORDER EARLY**





arata expositions, inc.  
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# RENTAL BOOTHS

## UPCEA 2015

(page 2 of 4)

# C

10' x 20' Standard Carpet  
 Installation and Dismantling Labor  
 Daily Cleaning  
 2 Credenzas

### PACKAGE

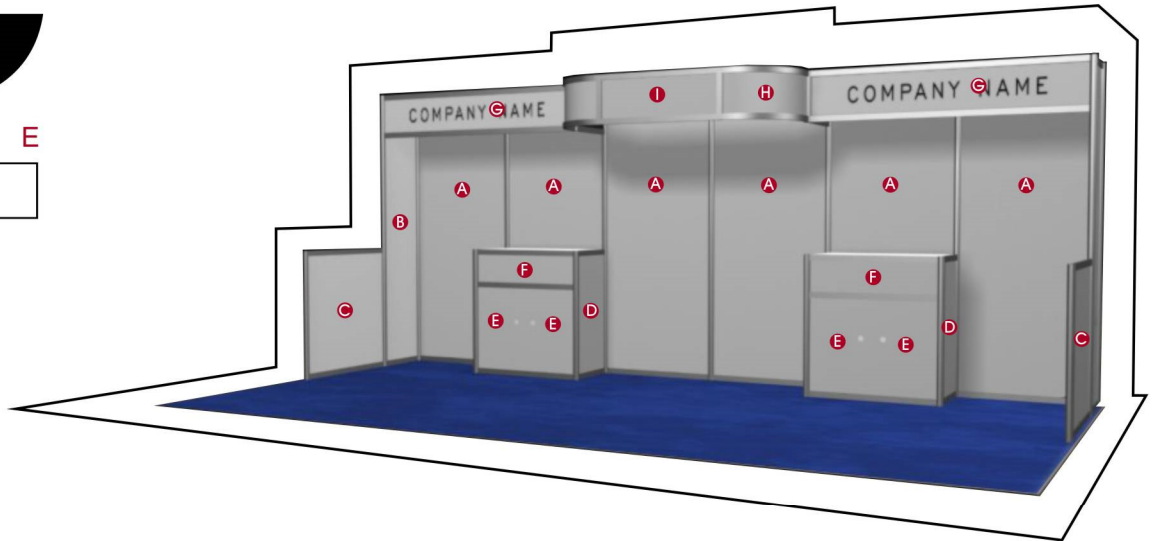
**\$ 5,650.00**

#### Actual Panel Sizes:

- A 6 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"
- D 4 - 18.5" x 38.875"
- E 4 - 20" x 27.5"
- F 2 - 38.125" x 9.25"

#### Header:

- G 2 - 77.625" x 11.875"
- H 2 - 29.75" x 11.875"
- I 1 - 38.125" x 11.875"



Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **Bleed**.

10' x 20' Standard Carpet  
 Installation and Dismantling Labor  
 Daily Cleaning  
 2 Credenzas

# D

### PACKAGE

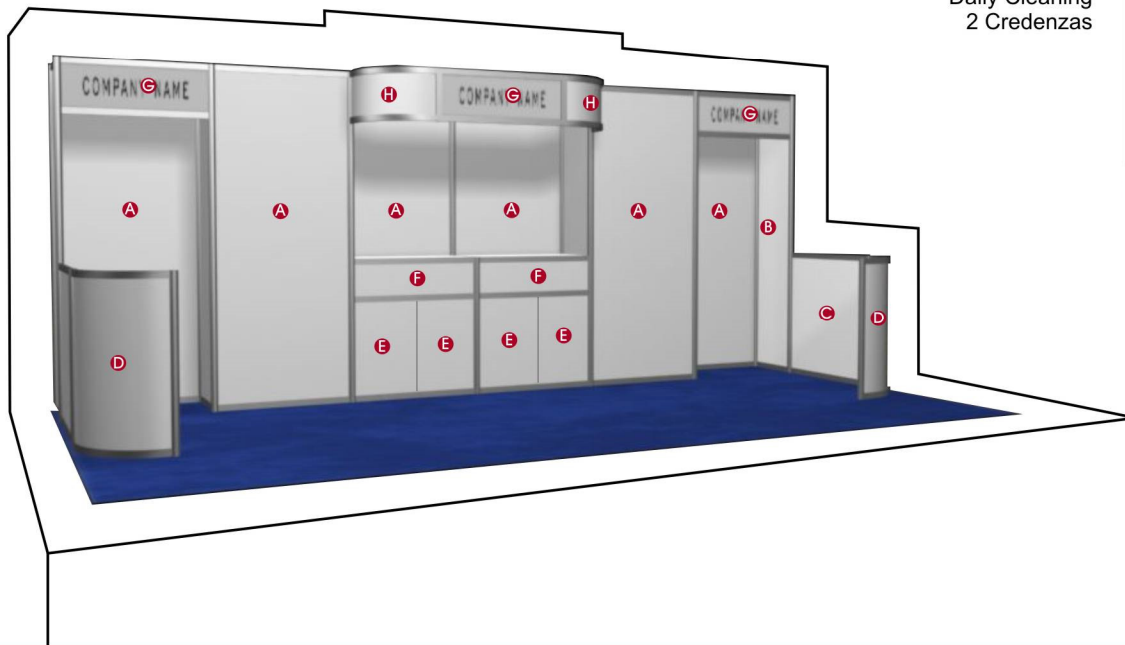
**\$ 6,475.00**

#### Actual Panel Sizes:

- A 6 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"
- D 2 - 29.75" x 38.875"
- E 4 - 20" x 27.5"(doors)
- F 2 - 38.125" x 9.25"

#### Header:

- G 3 - 38.125" x 11.875"
- H 2 - 29.75" x 11.875"



**Discount Deadline: March 13, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

**Please add 5.75% tax.** Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

**ORDER EARLY**



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# RENTAL BOOTHS

## UPCEA 2015

(page 3 of 4)

# E

## PACKAGE

**\$ 9,825.00**

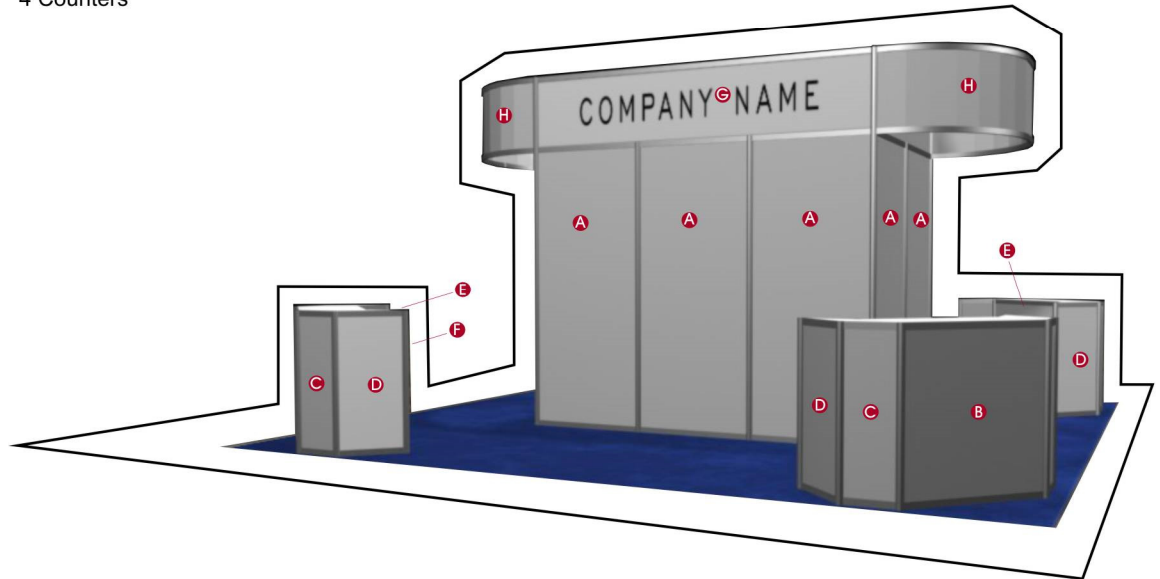
**Actual Panel Sizes:**

- A 9 - 38.125" x 92.875"
- B 4 - 38.125" x 38.875"
- C 8 - 12.625" x 38.875"
- D 8 - 18.5" x 38.875"
- E 4 - 38.125" x 19.25"
- F 8 - 20" x 27.5" (doors)

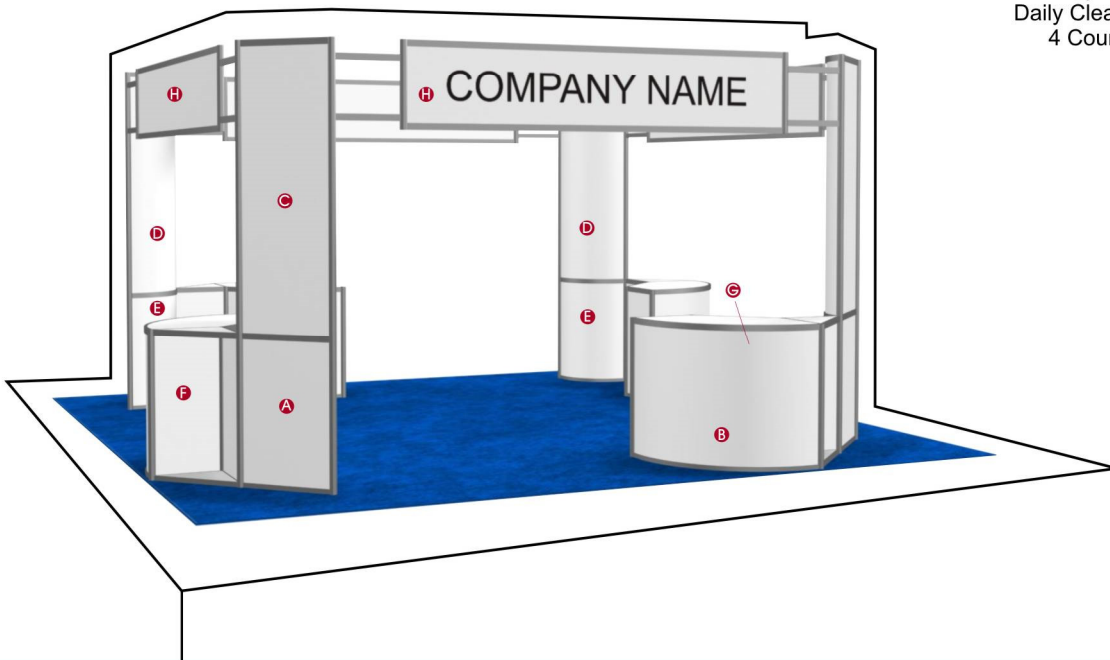
**Header:**

- G 2 - 116.875" x 20.875"
- H 2 - 86.25" x 20.875"

20' x 20' Standard Carpet  
 Installation and Dismantling Labor  
 Daily Cleaning  
 4 Counters



Please **DO NOT** place any text 1/2" from all finished edges for panel insertion. Files must be setup with 1/2" **Bleed**.



20' x 20' Standard Carpet  
 Installation and Dismantling Labor  
 Daily Cleaning  
 4 Counters

# F

## PACKAGE

**\$ 10,650.00**

**Actual Panel Sizes:**

- A 4 - 26.625" x 38.875"
- B 4 - 60.625" x 38.875"
- C 4 - 26.625" x 76.75"
- D 4 - 29.75" x 76.75"
- E 4 - 29.75" x 38.875"
- F 12 - 18.5" x 38.875"
- G 8 - 20" x 27.5" (doors)

**Header:**

- H 4 - 116.875" x 20.875"

**Discount Deadline: March 13, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.  
**Please add 5.75% tax.** Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.  
**ORDER EARLY**



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# RENTAL BOOTHS

## UPCEA 2015

(page 4 of 4)

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 credit card authorization form with orders.

### CUSTOM RENTAL BOOTH PACKAGES

**Please Select Rental Booth Package:**

Package A  Package B  Package C  Package D  Package E  Package F

**Select Standard Carpet Color:**

Black  Grey  Blue  Red  Teal   
 Burgundy  Purple  Hunter Green

Header Copy = **BLACK BOLD LETTERS**

**Select Panel Color:**

Black  White

**Please contact us for additional information and pricing on:**

Color Changes  Logos  Velcro Panels  Custom Designs  Custom Graphics

Other: \_\_\_\_\_

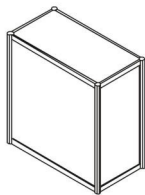
### RENTAL BOOTH PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

**Credenza**

18"d x 36"w x 42"h  
 \$280.00 each

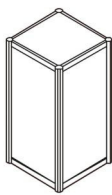
Qty \_\_\_\_\_ \$ \_\_\_\_\_  
 (total)



**Pedestal**

18"d x 18"w x 42"h  
 \$245.00 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
 (total)



**Shelves**

12" x 36"  
 \$44.00 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
 (total)



**Clip-On Lights**

\$28.00 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
 (total)



**Discount Deadline: March 13, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% 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.

**Electrical requirements: Package rental price does not include electrical hook-up or labor to install clip-on-lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.**

Rental Package Total	
Accessories Total	
50% after 3/13/15	
5.75% Tax	
<b>Total</b>	

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_



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# SPECIAL SIGNS

## UPCEA 2015

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 credit card 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, position (horizontal or vertical) and easel back if desired.

DIGITAL SHOWCARD SIGNS (10 words or less)			
Qty.	Size	Discount Price	Extended Price
	7" x 11"	\$43.00	\$
	7" x 44"	\$48.00	\$
	11" x 14"	\$55.00	\$
	14" x 22"	\$63.00	\$
	22" x 28"	\$81.00	\$
	28" x 44"	\$123.00	\$
	40" x 60"	Quoted	\$
	Easel back	\$8.00	\$

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

FILE PREPARATION
<p><b>FILE TYPES</b>            Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or higher. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.</p> <p>Do not submit InDesign files (.indd), Word (.doc), PowerPoint (.ppt.), and GIF files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.</p> <p><b>FONTS</b>            All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.</p> <p><b>PROOFING</b>            A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.</p>

FTP INSTRUCTIONS
<p>Using Internet Explorer or FTP Client:</p> <ul style="list-style-type: none"> <li>• Type <a href="ftp://ftp.aratafiles.com">ftp://ftp.aratafiles.com</a></li> <li>• User: Arata@aratafiles.com</li> <li>• Password: Welcome22@</li> </ul> <p>Please do not try to drag and drop a folder. Due to permissions you are only allowed to upload files. You may drag and drop multiple files at once but <b>NO FOLDERS</b>.</p> <p>Make sure your exhibiting company and show name are used to label the file.</p>

**Discount Deadline: March 13, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
Add 100% after 3/13/15	
5.75% Tax	
<b>Total</b>	

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

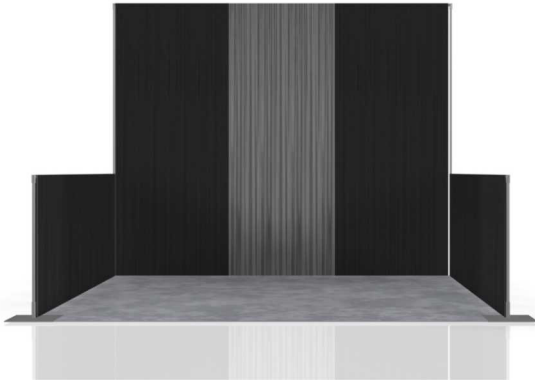


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# STANDARD SIGN REQUEST FORM UPCEA 2015

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 credit card authorization form with orders.

## STANDARD BOOTH EQUIPMENT



Standard Booth Equipment with 8' high draped background and 3' high siderail, 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 No.</span> </div>		7"

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

**NOTE: This form must be completed and returned before March 13, 2015.  
 Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.**

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



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# BOOTH CLEANING

## UPCEA 2015

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 credit card authorization form with orders. NOTE: All rental carpets are delivered clean to your booth space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

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

### BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

	Discount Price	Standard Price	Extended Price
Pre Show Cleaning _____ x _____ = _____ sq. ft. x \$ .53 per sq. ft		\$ .64 per sq. ft	= \$ _____
Daily Booth Cleaning _____ x _____ = _____ sq. ft. x \$ 1.50 per sq. ft		\$ 1.80 per sq. ft	= \$ _____

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

### PORTER SERVICE

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

	Cost per Day	Number of Show Days	Extended Price
Up to 500 square feet	\$110.00	x _____	= _____
501 to 1000 square feet	\$120.00	x _____	= _____
1001 to 2500 square feet	\$130.00	x _____	= _____
Greater than 2500 square feet	\$140.00	x _____	= _____

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

**Discount Deadline: March 13, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

All rates are subject to change if necessitated by increased labor and material costs.

Cleaning Total	
5.75% Tax	
<b>Total</b>	

Company Name	Booth Number
--------------	--------------

Street Address
----------------

City	State	Zip Code	Country
------	-------	----------	---------

Email Address	Contact Name
---------------	--------------

Telephone	Fax
-----------	-----





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# LABOR REGULATIONS

## UPCEA 2015

### 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.

Two full-time employees of the exhibiting company may set their exhibit provided they can finish in 1 hour. Exhibitors are not permitted to use power tools, Manual tools (hammers, screwdrivers, etc) are permitted within the time allocation above. After the 1 hour is up, exhibitors must use union labor provided by Arata Expositions, Inc. 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. Union jurisdiction allows individually hand carried items only, by one person in one trip per vehicle, and will not permit exhibitors use of dollies, hand trucks or pushcarts.

An exhibitor may not use truck dock facilities to unload his personal car, truck or station wagon. All 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.

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 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 and the necessary ladders and tools will be provided.

#### GRATUITIES

Arata Expositions 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 supervisor. Employees of Arata are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Arata employees.



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# MECHANICAL LIFTS

## UPCEA 2015

### 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, GENIE LIFTS, ETC., AS WELL AS ANY OTHER MECHANICAL EQUIPMENT.**



- 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.
- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes genie lifts, mechanical scooters and carts.
- Arata Expositions equipment is for use by Arata employees only. Please do not take it for your use.

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

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

Thank you for your cooperation.





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# DISPLAY LABOR

## UPCEA 2015

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 credit card authorization form with orders. Absolutely no credits will be issued after show closing.

**DISCOUNT RATE APPLY TO ORDERS THAT ARE RECEIVED BY MARCH 13, 2015.**

RATES: (ONE HOUR MINIMUM PER MAN)	DISCOUNT RATE	STANDARD RATE
<b>STRAIGHT TIME:</b> 8:00 AM to 4:30 PM WEEKDAYS	\$88.50 PER MAN PER HOUR	\$115.05 PER MAN PER HOUR
<b>OVERTIME:</b> AFTER 4:30 PM WEEKDAYS, ALL DAY SATURDAY, SUNDAY AND HOLIDAYS	\$133.00 PER MAN PER HOUR	\$172.90 PER MAN PER HOUR

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

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$35.00)						_____
Total Estimated Labor Costs						_____

Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill (\$35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

Request you to await our representative before installing 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.

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

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

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$35.00)						_____
Total Estimated Labor Costs						_____

Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill (\$35.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

Request you to await 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.

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

Company Name	Booth Number
--------------	--------------

Street Address
----------------

City	State	Zip Code	Country
------	-------	----------	---------

Email Address	Contact Name
---------------	--------------

Telephone	Fax
-----------	-----



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# AEI SUPERVISED LABOR UPCEA 2015

**This form must be completed by all exhibitors wishing to use AEI supervised labor for the installation and dismantle of their exhibits.**

## INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse \_\_\_\_ Showsite \_\_\_\_ Date Shipped \_\_\_\_\_ Date to arrive \_\_\_\_\_  
 Carrier \_\_\_\_\_ Shipped from: City/State \_\_\_\_\_  
 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: \_\_\_\_ Drawing attached (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
Email Address		Contact Name	
Telephone		Fax	



arata expositions, inc.  
 15928 tournament drive  
 gaithersburg, md 20877  
 phone: (301) 921-0800  
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 www.arataexpo.com

# FORKLIFT LABOR

## UPCEA 2015

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 credit card authorization form with orders. Absolutely no credits will be issued after show closing.

FORKLIFT & OPERATOR RATES per hour		
Description	Straight Time	Over-Time
5,000 lb. forklift & operator	\$163.50	\$208.00
4 stage forklift & operator	\$206.50	\$251.00
Additional riggers per man	\$88.50	\$133.00
Cage (per hour)	\$40.00	\$40.00
Straight Time: 8:00am to 4:30pm weekdays Over-Time: after 4:30 pm weekdays, all day Saturday, Sunday and Holidays.		

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

The operation or use of all motorized or mechanical lifting equipment, including genie lifts, 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.**

### ORDER: (Equipment and crew)

We will need forklift crew(s) as indicated below and will have a representative on hand to supervise the work to be done. Our representative will return the crew to the **service desk** upon completion of the work, check the work order and approve the work by signing work ticket.

INSTALLATION REQUEST	
Date _____	Time _____
_____ 5,000 lb. forklift & operator	_____ with cage
_____ 4 stage forklift & operator	_____ with cage
_____ Additional riggers	

DISMANTLE REQUEST	
Date _____	Time _____
_____ 5,000 lb. forklift & operator	_____ with cage
_____ 4 stage forklift & operator	_____ with cage
_____ Additional riggers	

Forklift times cannot be guaranteed. We 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 MARCH 13, 2015 WILL BE ASSESSED A 30% SURCHARGE.**

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



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# EXHIBITOR APPOINTED CONTRACTOR

## UPCEA 2015

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### DEADLINE:

Friday, February 27, 2015

### RETURN TO:

Arata Expositions, Inc.  
 15928 Tournament Drive  
 Gaithersburg, MD 20877  
 Fax: (301) 990-1717

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. If notification is not received by the deadline date, Arata Expositions 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 District of Columbia, 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., UPCEA and the facility as additional insured.

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

The Exhibitor Appointed Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of \$0.26 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to its initial condition.

**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. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.**

Company Name	Booth Number
--------------	--------------

Exhibitor Contact (Please Print)	Exhibitor Authorized Signature
----------------------------------	--------------------------------

Email Address	Phone Number
---------------	--------------

Type of work being performed
------------------------------

"Non-Official Contractor/Display House	Contact Name
--	--------------

Email Address	Phone Number
---------------	--------------



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# MATERIAL HANDLING

## UPCEA 2015

### LIMITS OF LIABILITY

(page 1 of 2)

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 & Drayage Rate Schedule is signed; 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
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.



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### LIMITS OF LIABILITY

(page 2 of 2)

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. We will count and ship pieces as we find the shipment when we remove them 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 our 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.



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# TIPS FOR MATERIAL HANDLING

## UPCEA 2015

### 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 (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.
4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.
5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**
6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

### THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
3/20/15	80 Lbs.	200 Lbs. Min.	\$110.00	\$220.00
3/20/15	50 Lbs.	200 Lbs. Min.	\$110.00	\$220.00
3/20/15	70 Lbs.	200 Lbs. Min.	\$110.00	\$220.00
	200 Lbs. Total		Material Handling Charges	\$660.00

### THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
3/20/15	200 Lbs.	200 Lbs. Min.	\$110.00	\$220.00
	200 Lbs. Total		Material Handling Charges	\$220.00





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# SHIPPING INFORMATION

## UPCEA 2015

### SHIPPING INFORMATION:

#### ADVANCE WAREHOUSE

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

TO: (Company name and booth number)  
FOR: **UPCEA 2015**  
C/O: **arata expositions, inc.**  
15928 Tournament Drive  
Gaithersburg, MD 20877

#### SHOWSITE

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

TO: (Company name and booth number)  
FOR: **UPCEA 2015**  
C/O: **arata expositions, inc.**  
C/O: Renaissance Washington  
Renaissance Ballroom  
999 9th Street, NW  
Washington, DC 20001

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 your carrier. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

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 WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Friday, March 20, 2015. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth by 12:00pm on Monday, March 30, 2015.

All shipments **MUST BE PREPAID**. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the facility. **Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility 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). Union jurisdiction allows individually hand carried items only, by one person in one trip, and will not permit exhibitors use of dollies, hand trucks or pushcarts. **An exhibitor may not use truck dock facilities to unload his personal car, truck or station wagon.**

**ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL MATERIAL HANDLING CONTRACTOR, AND 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 on this form.**

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 Arata Service Center to assist you.

**If your designated carrier fails to pick up or refuses to accept your shipment by 2:00pm on Wednesday, April 1, 2015, 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 and they 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.





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# MATERIAL HANDLING RATE SCHEDULE

## UPCEA 2015

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 credit card authorization form with orders. Absolutely no credits will be issued after show closing.

**RATES ARE BASED per CWT (with a 200 pound minimum)**

**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 your carrier. Uncrated or pad wrapped shipments will not be received at the warehouse. All shipments must be accompanied by certified weight tickets. Rates are based on straight time move in and move out. All weights are rounded off to the next cwt and computed on a round-trip, per shipment basis.

Crated Shipment	110.00 per CWT
Special Handling Shipment	137.50 per CWT

**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 round-trip, per shipment basis.

Crated Shipment	110.00 per CWT
Special Handling Shipment	137.50 per CWT
Uncrated/pad wrapped Shipment	165.00 per CWT

**OVERTIME:** is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a overtime surcharge (in addition to the rates above) for each occurrence of the following:**

- Your shipment is received at our warehouse or show site on overtime.
- Your shipment is moved into the convention facility on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention facility on overtime due to scheduling conflicts beyond our control.

**OVERTIME SURCHARGE:**

Crated Shipment	27.50 per CWT
Special Handling Shipment	34.50 per CWT
Uncrated/pad wrapped Shipment	41.25 per CWT

**LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER MARCH 20, 2015**

Crated Shipment	27.50 per CWT
Special Handling Shipment	34.50 per CWT

**SMALL PACKAGE SHIPMENTS (FEDEX & UPS only):** Direct shipments to the facility will be received at a rate of \$35.00 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.

**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
Email Address		Contact Name	
Telephone		Fax	



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# MATERIAL HANDLING CALCULATION

## UPCEA 2015

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### WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	250 lbs (300) Divided by 100 =	3	x	\$110.00	=	\$330.00
Warehouse Crated			x	\$110.00	=	
Warehouse Special Handling			x	\$137.50	=	

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

### SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	x	\$110.00	=	\$330.00
Showsite Crated			x	\$110.00	=	
Showsite Special Handling			x	\$137.50	=	
Showsite Uncrated/Pad-Wrapped			x	\$165.00	=	

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

### DESCRIPTIONS OF RATE CLASSIFICATIONS

**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. Please refer to the Special Handling Definitions outlined in the manual.

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

Total Warehouse Shipments	\$
Total Showsite Shipments	\$
<b>Material Handling Total</b>	<b>\$</b>

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



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**SPECIAL HANDLING**

**UPCEA 2015**

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 facility.

### **Carpet 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.



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# FREIGHT ROUTING

## UPCEA 2015

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 credit card authorization form with orders. Absolutely no credits will be issued after show closing.

**Please return this form by:  
 March 20, 2015**

### 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 tracing 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 RECEIVED.**

### 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   
 Total Number of Containers \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_  
 Description \_\_\_\_\_

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

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and 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 ARATA SERICE DESK PRIOR TO LEAVING THE SHOW.**

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

FOR ADVANCE SHIPMENTS ONLY

TO: \_\_\_\_\_

NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

UPCEA 2015  
c/o arata expositions, inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877

**HOLD FOR STORAGE**

DELIVER PRIOR TO MARCH 20, 2015

**EXHIBIT MATERIAL, DO NOT DELAY**

FOR ADVANCE SHIPMENTS ONLY

TO: \_\_\_\_\_

NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

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c/o arata expositions, inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877

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BOOTH NO: \_\_\_\_\_

UPCEA 2015  
c/o arata expositions, inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877

**HOLD FOR STORAGE**

DELIVER PRIOR TO MARCH 20, 2015

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

UPCEA 2015  
c/o arata expositions, inc.  
c/o Renaissance Washington  
Renaissance Ballroom  
999 9th Street, NW  
Washington, DC 20001

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

UPCEA 2015  
c/o arata expositions, inc.  
c/o Renaissance Washington  
Renaissance Ballroom  
999 9th Street, NW  
Washington, DC 20001

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

UPCEA 2015  
c/o arata expositions, inc.  
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Renaissance Ballroom  
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Washington, DC 20001

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

UPCEA 2015  
c/o arata expositions, inc.  
c/o Renaissance Washington  
Renaissance Ballroom  
999 9th Street, NW  
Washington, DC 20001

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**



Official Carrier For:

**UPCEA 2015**

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**Services Offered**

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**Next Day**

**Second Day**

**Deferred (3-5 day)**

**International Services**

**Same Day / Expedite Services**

**Van Lines**

**Customs Brokerage**

**Warehousing**

For rates and scheduling, please contact us at:  
**[operations@t3logistics.com](mailto:operations@t3logistics.com)** or call **1-866-920-4228**.

# UPCEA 2015



## T3 Logistics, LLC OFFICIAL SHOW CARRIER

## Quote / Shipping Request

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

**FAX:** 1-410-799-0118  
**E-MAIL:** operations@t3logistics.com  
**CALL:** 1-866-920-4228

Shipper Contact	
Phone # / Fax #	
E-mail	

FROM		TO	
Company:		Company:	
Event Name:		Event Name:	
Facility Name:		Facility Name:	
Booth #:		Booth #:	
Address:		Address:	
City, St., Zip		City, St., Zip	
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:
Pick Date: / /	Time:	Delivery Date: / /	Time:
Special Instructions:			

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

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





RENAISSANCE WASHINGTON DC DOWNTOWN HOTEL

EXHIBITOR INTERNET FORM

Exhibitor: \_\_\_\_\_ Conference Name: \_\_\_\_\_ Date of Form \_\_\_\_\_  
 Onsite Contact: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_  
 Booth #: \_\_\_\_\_ Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_ Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

QTY	EQUIPMENT	COST	# OF DAYS	TOTAL
	Premium Wireless High Speed Internet (12-18 Mbps Total Bandwidth) <b>(Tax Inclusive)</b>	\$35.00		
	High Speed Wired Internet Line <b>(Tax Inclusive)</b>	\$125.00		
	DID (direct –in-dial phone) (plus calls)	\$125.00		
	Power Strip/Extension Cord	\$30.00		

**\*\* ALL PRICES ARE ON PER DAY BASIS IN THE SAME BOOTH/ROOM AND ARE SUBJECT TO 24% SERVICE AND 5.75% DC SALES TAX.**  
 \* For equipment not listed, please call the AV Department for Pricing  
**Billing Information: (please check one)**  
 Hotel Master Account Acct# \_\_\_\_\_  
 Hotel Guest Room  Personal Credit Card (See attached form)  
 \_\_\_\_\_  
 Authorized Signer (Print Name) Signature

<b>Total</b>	
<b>24% Service Fee</b>	
<b>Sub-Total</b>	
<b>5.75% Sales Tax</b>	
<b>Total</b>	

**NOTICE:** Please fax this form back to 202-682-3419 in care of the Audio-Visual Department. You must be present in the booth at delivery time to accept and secure equipment. Please bring a copy this form with you. Also call Audio Visual Dept. 202-962- 4385 when you arrive to your booth. This communication contains information from Marriott International, Inc. that may be confidential. Except for personal use by the intended recipient, or as expressly authorized by the sender, any person who receives this information is prohibited from disclosing, copying, distributing, and/or using it. If you have received this communication in error, please immediately delete it and all copies, and promptly notify the sender. Nothing in this communication is intended to operate as an electronic signature under applicable law.





NAME OF EVENT: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

DATE & TIME OF INSTALL: \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_

DATE & TIME OF TEARDOWN: \_\_\_\_\_

LOCATION: \_\_\_\_\_

	PRICE	QUANTITY	TOTAL COST
10 Amp Quad Box	\$110		
110V 20 Amp*	\$150		
208V Single Phase 20 Amp**	\$200		
208V Three Phase 20 Amp**	\$280		
		<b>Subtotal</b>	
		<b>6% Tax</b>	
<b>Labor Rates</b>			
Weekdays 8 AM-4 PM (1 hour minimum)	\$70		
After 4 PM, Weekends & Holidays (4 hours minimum)	\$100		
		<b>Grand Total</b>	

**Additional Information for Exhibitors**

**(A) All charges must be prepaid. Please call 202.682.3369 if you have questions**

**(B) This order must be received by the Hotel no later than 15 days before the opening date of the show. Orders received after this period will be subject to a \$80.00 surcharge**

**(C) In order to serve you better, attach any information, diagrams, etc. that will assist our staff**

**(D) Electrical power for lights and displays will be turned on 1 hour prior to the show opening and off at the show closing time daily**

**(E) All equipment regardless of source of power must comply with all federal and local safety codes.**

**(F) Under no circumstances shall anyone other than the "House Electrician" make electrical connections.**

**(G) There is an additional charge of \$50.00 a day for 24-hour continuous electrical power based on consumption of 110V, 20 amps.**

**(H) Prices indicated are for the entire show\* 110V over 20 amps user must supply rated male and female plug\*\* 208V single or three phase user must supply rated male and female plug**

Please provide all the information requested below as a form of payment for all event charges as outlined in your Group Sales Agreement (Guest Rooms, Food & Beverage, AV, Miscellaneous, Service Charges and Taxes).

**Cardholder Information**

Name as it appears on the credit card: \_\_\_\_\_

Card type:       Visa     MC     Amex     Diners/CB     Discover     JCB

Account type:     Individual (personal credit card)

Corporate | Company Name: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Address:  
(where statement is mailed) \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

\_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Event Dates: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize **RENAISSANCE WASHINGTON DC DOWNTOWN HOTEL** to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Exclusive Audio Visual Vendor For:



www.bavservices.com



SAVE the DATES

UPCEA  
Leaders in Professional, Continuing  
and Online Education

100TH UPCEA ANNUAL CONFERENCE

ACCESS, INNOVATION, ENGAGEMENT:  
A CENTURY OF REINVENTING HIGHER EDUCATION

March 30 - April 1, 2015

Washington, DC \* Renaissance Washington, DC Downtown

<b>Convention Name</b>	UPCEA 100 <sup>TH</sup> Annual Conference		
<b>Date(s) in Use</b>	March 30 – April 1, 2015 – Renaissance Washington, DC Downtown		
<b>Delivery Date</b>	_____ Time _____	<b>Booth #</b>	_____
<b>Pickup Date</b>	_____ Time _____	<b>On Site Contact</b>	_____
<b>Organization Name</b>	_____		
<b>Bill Contact Name</b>	_____		
<b>Address</b>	_____		
<b>City</b>	_____	<b>State</b>	_____ <b>Zip</b> _____

ALL ADVANCE ORDERS MUST BE RECEIVED BY MARCH 25, 2015

Equipment	Conference Rate	Total
<b>LED and LCD Monitors</b>		
_____ 20" – 24" Monitor .....	\$250.00	\$ _____
_____ 27" Monitor .....	\$325.00	\$ _____
_____ 32" Monitor .....	\$400.00	\$ _____
_____ 42" Monitor .....	\$675.00	\$ _____
_____ 46" Monitor .....	\$800.00	\$ _____
_____ 55" Monitor .....	\$1,000.00	\$ _____
_____ 60" Monitor .....	\$1,400.00	\$ _____
Monitor Stand: <input type="checkbox"/> Floor <input type="checkbox"/> Tabletop <input type="checkbox"/> Custom Installation (Additional charges may apply)		
Digital Playback / USB Port Requested <input type="checkbox"/>		
<b>Computers</b>		
_____ PC Laptop Computer (Windows 7Pro, Office 2010, I5 Processor, 15.6" Screen) .....	\$375.00	\$ _____
_____ Macbook Pro Laptop Computer (OSX Mavericks, KeyNote, I7 Processor, 15" Screen) .....	\$450.00	\$ _____
_____ Computer Audio .....	\$150.00	\$ _____
<b>Video</b>		
_____ DVD Player .....	\$30.00	\$ _____
_____ Blu-Ray Player .....	\$50.00	\$ _____
<b>Audio</b> (includes powered speaker and speaker stand)		
_____ UHF Wireless Microphone .....	\$275.00	\$ _____
Microphone Type: <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld <input type="checkbox"/> Head Set		

**Credit Card Type**  VISA  MasterCard  Am Ex

**Credit Card #** \_\_\_\_\_

**Security ID #** (3-digit code on back of charge card) \_\_\_\_\_

**Exp. Date** \_\_\_\_\_

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

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

**Sub-Total** \_\_\_\_\_

**21% Service Charge** \_\_\_\_\_

**25% Rush Charge** (if applicable) \_\_\_\_\_

**Total Rental Charges** \_\_\_\_\_

**Check Enclosed (Amount)** \_\_\_\_\_

**Please Note:**

- BAV is a full service Audio Visual Rental, Staging and Production Company. Please call for any desired equipment not listed on this form including lighting, touchscreens, projectors, video walls, and monitor sizes not listed above.
- To order power, please contact the Renaissance Washington, DC at 202-682-3369.
- Orders not cancelled within 24 hours of the event will be charged 50% of the total rental cost.
- Orders received after March 25, 2015 will be subject to a 25% rush charge.

E-Mail, mail or fax completed form to:

BAV

10 Sonwil Drive, Buffalo, NY 14225

**Fax: (716) 685-5014 Phone: (800) 264-5010**

**Contact: Bob Majdanik, bob@bavservices.com**

