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
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
# UPCEA 2015

**Set Up Times**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>March 30</td>
<td>12:00pm - 5:00pm</td>
</tr>
</tbody>
</table>

**Show Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>March 30</td>
<td>6:00pm - 8:00pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 31</td>
<td>8:00am - 4:45pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 1</td>
<td>8:00am - 11:00am</td>
</tr>
</tbody>
</table>

**Move Out Times**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>April 1</td>
<td>11:00am - 2:00pm</td>
</tr>
</tbody>
</table>
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.
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

### 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.
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.**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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)
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: __/__/____

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.
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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Furniture</td>
<td>___________________</td>
</tr>
<tr>
<td>2. Display Tables</td>
<td>___________________</td>
</tr>
<tr>
<td>3. Plush Carpet/Standard Carpet</td>
<td>___________________</td>
</tr>
<tr>
<td>4. Custom Furniture</td>
<td>___________________</td>
</tr>
<tr>
<td>5. Rental Booths</td>
<td>___________________</td>
</tr>
<tr>
<td>6. Cleaning</td>
<td>___________________</td>
</tr>
<tr>
<td>7. Signs</td>
<td>___________________</td>
</tr>
<tr>
<td>8. Labor Installation/Dismantle</td>
<td>___________________</td>
</tr>
<tr>
<td>9. Forklift Installation/Dismantle</td>
<td>___________________</td>
</tr>
<tr>
<td>10. Material Handling Estimate</td>
<td>___________________</td>
</tr>
<tr>
<td>11. TOTAL LINES 1–10</td>
<td>$ ___________________</td>
</tr>
<tr>
<td>12. Add 5.75% Tax</td>
<td>$ ___________________</td>
</tr>
<tr>
<td>13. BALANCE DUE*</td>
<td>$ ___________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Check Size</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>Carpet</td>
<td>$215.00</td>
<td>$279.50</td>
<td>$</td>
</tr>
<tr>
<td>10' x 20'</td>
<td>Carpet</td>
<td>$430.00</td>
<td>$559.00</td>
<td>$</td>
</tr>
<tr>
<td>10' x 30'</td>
<td>Carpet</td>
<td>$645.00</td>
<td>$838.50</td>
<td>$</td>
</tr>
<tr>
<td>10' x 40'</td>
<td>Carpet</td>
<td>$864.00</td>
<td>$1118.00</td>
<td>$</td>
</tr>
</tbody>
</table>

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.

**STANDARD CARPET COLORS**

- 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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Padding</td>
<td>$1.20 per sq. ft</td>
<td>$1.56 per sq. ft</td>
<td>$</td>
</tr>
<tr>
<td>Double Padding</td>
<td>$2.40 per sq. ft</td>
<td>$3.12 per sq. ft</td>
<td>$</td>
</tr>
</tbody>
</table>

**VISQUEEN**

<table>
<thead>
<tr>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00 per sq. ft</td>
<td>$1.30 per sq. ft</td>
<td>$</td>
</tr>
</tbody>
</table>

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.

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.
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
orlando, fl 32811
p)(407.422.3836
f)(407.839.5929
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.

### 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

<table>
<thead>
<tr>
<th>Total sq. ft</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>(<strong>) x (</strong>) = (__) sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### CARPET PADDING

**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.

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<table>
<thead>
<tr>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Padding  (<strong>) x (</strong>) = (__) sq. ft. x $1.20 per sq. ft</td>
<td>$1.56 per sq. ft</td>
<td>$ (__)</td>
</tr>
<tr>
<td>Double Padding  (<strong>) x (</strong>) = (__) sq. ft. x $2.40 per sq. ft</td>
<td>$3.12 per sq. ft</td>
<td>$ (__)</td>
</tr>
</tbody>
</table>

**Note:** Purchase only @ $6.67 per sq. ft discount or $8.67 standard

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### PLUSH CARPET COLORS

- **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**
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
### CHAIRS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arm Chair</td>
<td>$125.00</td>
<td>$175.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Side Chair</td>
<td>$104.00</td>
<td>$145.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Counter Stool</td>
<td>$138.00</td>
<td>$193.20</td>
<td></td>
</tr>
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### ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastebasket</td>
<td>$24.00</td>
<td>$33.60</td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$120.00</td>
<td>$168.00</td>
<td></td>
</tr>
<tr>
<td>Bag Holder</td>
<td>$90.00</td>
<td>$126.00</td>
<td></td>
</tr>
<tr>
<td>Easel (Tripod)</td>
<td>$30.00</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Chrome Sign Holder (22&quot; x 28&quot;)</td>
<td>$97.00</td>
<td>$135.10</td>
<td></td>
</tr>
<tr>
<td>Fishbowl</td>
<td>$35.00</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td>Posterboard, 4’ x 8’, Vertical</td>
<td>$180.00</td>
<td>$234.00</td>
<td></td>
</tr>
<tr>
<td>Posterboard, 4’ x 8’, Horizontal</td>
<td>$180.00</td>
<td>$234.00</td>
<td></td>
</tr>
<tr>
<td>Tensa Barriers</td>
<td>$40.00</td>
<td>$56.00</td>
<td></td>
</tr>
<tr>
<td>Credenza (18’d x 36’w x 42’h) white</td>
<td>$280.00</td>
<td>$420.00</td>
<td></td>
</tr>
<tr>
<td>Pedestal (18’d x 18’w x 42’h) white</td>
<td>$245.00</td>
<td>$367.50</td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL DRAPERY/SKIRTING

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ High (per lin. foot) ($55 min)</td>
<td>$20.00</td>
<td>$28.00</td>
<td></td>
</tr>
<tr>
<td>3’ High (per lin. foot) ($55 min)</td>
<td>$15.00</td>
<td>$21.00</td>
<td></td>
</tr>
<tr>
<td>Special Skirting (per lin. foot)</td>
<td>$8.00</td>
<td>$11.20</td>
<td></td>
</tr>
<tr>
<td>8’ High End Cap / Close Off</td>
<td>$55.00</td>
<td>$71.50</td>
<td></td>
</tr>
</tbody>
</table>

**CHECK COLOR BELOW**

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

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

**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.
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 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.

Display Tables

**Draped Display Tables 30” High**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' x 30”</td>
<td></td>
<td>$136.50</td>
<td>$191.10</td>
<td></td>
</tr>
<tr>
<td>2' x 6' x 30”</td>
<td></td>
<td>$160.00</td>
<td>$224.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' x 30”</td>
<td></td>
<td>$180.00</td>
<td>$252.00</td>
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</tr>
<tr>
<td>4th Side Drapes for 30” Tables</td>
<td></td>
<td>$47.00</td>
<td>$61.10</td>
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</tbody>
</table>

**Draped Display Tables 42” High**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' x 42”</td>
<td></td>
<td>$160.00</td>
<td>$224.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' x 42”</td>
<td></td>
<td>$185.00</td>
<td>$259.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' x 42”</td>
<td></td>
<td>$214.00</td>
<td>$299.60</td>
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</tr>
<tr>
<td>4th Side Drapes for 42” Tables</td>
<td></td>
<td>$50.00</td>
<td>$65.00</td>
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</tbody>
</table>

**Undraped Display Tables 30” High**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
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</thead>
<tbody>
<tr>
<td>2' x 4' x 30”</td>
<td>EXHIBITOR MUST SUPPLY TOP &amp; TABLE SKIRT</td>
<td>$82.00</td>
<td>$114.80</td>
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<tr>
<td>2' x 6' x 30”</td>
<td></td>
<td>$102.00</td>
<td>$142.80</td>
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<tr>
<td>2' x 8' x 30”</td>
<td></td>
<td>$125.00</td>
<td>$175.00</td>
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</tbody>
</table>

**Undraped Display Tables 42” High**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' x 4' x 42”</td>
<td>EXHIBITOR MUST SUPPLY TOP &amp; TABLE SKIRT</td>
<td>$95.00</td>
<td>$133.00</td>
<td></td>
</tr>
<tr>
<td>2' x 6' x 42”</td>
<td></td>
<td>$120.00</td>
<td>$168.00</td>
<td></td>
</tr>
<tr>
<td>2' x 8' x 42”</td>
<td></td>
<td>$145.00</td>
<td>$203.00</td>
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</table>

**Draped Table Risers 12” High**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
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</thead>
<tbody>
<tr>
<td>4 ft. Riser (white vinyl)</td>
<td></td>
<td>$70.00</td>
<td>$98.00</td>
<td></td>
</tr>
<tr>
<td>6 ft. Riser (white vinyl)</td>
<td></td>
<td>$90.00</td>
<td>$126.00</td>
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</tbody>
</table>

Display Tables Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Display Tables Total</td>
<td>5.75% Tax</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

**Companies**

- **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

MIRABEL

ALLEGRO

KEY WEST

SOUTH BEACH

Suggested Uses of South Beach
MARRAKESH

Marrakesh

CHN

SON

LISBON

Lisbon

CHC

LSC

SOC

MEMPHIS

Memphis

MPC

MPS

NEWPORT

Newport

COD

SED

CHD

Suggested Uses of Newport
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 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

OCCH Lisbon Chair
Black Leather
40"L 36"D 34"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

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

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

PUZ2SW 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

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

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

**SC9 Panton 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 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
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
23"L 21"D 43"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

G30 COMMUNAL BAR, CAFÉ & COCKTAIL 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

G30BW Bar Table
W/ Grommet Holes,
White Top
72"L 26"D 42"H

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

TABLE TOP OPTIONS

MAPLE  WHITE
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

BG1 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

BSA Banana Barstool
   Black
   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
BAR TABLES

TABLE TOP OPTIONS

MAPLE  GRAPHITE NEBULA  MAHOGANY  METALLIC SILVER  BRUSHED RED

BRUSHED BLUE  GREY NEBULA

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHTB Mahogany Top
VTF Metallic Silver Top
VTB Brushed Red Top
VTC Brushed Blue 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

Bar tables

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

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

30"–ZTK
36"–ZTP
30"–ZTJ
36"–ZTN
ZTM
30MHSC

ZTF
ZTB
ZTC

30MHTC
XTF
XTB
XTC

13
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

PMB36
Black
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 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**

- **R18 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
Suggested Uses of Martini Bar

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

arata expositions, Inc.
arataexpo.com
## Code | QTY | Item (Description) | Price
--- | --- | --- | ---
### Sofas/Sectionals and Loveseats
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
SOF |  | Lisbon Sofa/Black Leather | 661.00
SOM |  | Marrakesh Sofa/Light Beige | 538.00
SON |  | Key West Sofa/Black | 502.00
SON |  | Key West Sofa/Black | 502.00
SO |  | Memphis Sofa/Black/Mini Size | 472.00
ED |  | Newport 3 Piece Sectional/Charcoal Leather | 1284.00
S|  | South Beach 3 Piece Sectional/Plat. Suede | 1242.00
LS |  | Newport Loveseat/Charcoal Leather | 574.00
LS M |  | Key West Loveseat/Black | 446.00
LSC |  | Lisbon Loveseat/Black Leather | 596.00
### Club/Occasional/Meeting Chairs
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
### Club/Occasional/Meeting Chairs (Continued)
OCU |  | Globus Chair/White Vinyl | 351.00
OMESP |  | Expresso Meeting Chair | 170.00
OMTAU |  | Taupe Meeting Chair | 245.00
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 |  | Square Ottoman/Plat. Suede | 221.00
OTG |  | Bench 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
CBZ |  | 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
<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>ITEM (DESCRIPTION)</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCE</td>
<td></td>
<td>Fusion Chair/Red/White</td>
<td>125.00</td>
</tr>
<tr>
<td>SC10</td>
<td></td>
<td>Razor Chair/White</td>
<td>75.00</td>
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<tr>
<td>SC9</td>
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**GROUP SEATING**

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**OCCASIONAL COCKTAIL AND END TABLES**

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**CONFERENCE TABLES**

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**EXECUTIVE CHAIRS**

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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.
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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.

### Training Room

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### Desks/Credenzas and Files (continued)

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### Mobile Tablet Stands and Accessories

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<td>TBBCHR</td>
<td></td>
<td>Brochure Holder/8.625”x1.1”x11.325”</td>
<td>57.00</td>
</tr>
<tr>
<td>TBSHLF</td>
<td></td>
<td>Charging Shelf/14.85”x7.17”x11”</td>
<td>57.00</td>
</tr>
<tr>
<td>TBNTR</td>
<td></td>
<td>Wireless Printer Holder/3.3”x1.9”x5.28”</td>
<td>57.00</td>
</tr>
</tbody>
</table>

### Lamps and Lighted Products

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item (Description)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA15</td>
<td></td>
<td>Mason Floor Lamp/Brushed Silver</td>
<td>195.00</td>
</tr>
<tr>
<td>LA14</td>
<td></td>
<td>Mason Table Lamp/Brushed Silver</td>
<td>132.00</td>
</tr>
<tr>
<td>TRW</td>
<td></td>
<td>Trovato LED Floor Lamp/White</td>
<td>132.00</td>
</tr>
<tr>
<td>TRH</td>
<td></td>
<td>Trovato Table Lamp/White</td>
<td>195.00</td>
</tr>
<tr>
<td>CUBL20</td>
<td></td>
<td>Edge Lighted Cube Ottoman/White Plastic</td>
<td>176.00</td>
</tr>
<tr>
<td>CUBTBL</td>
<td></td>
<td>Edge LED Cube Table/White Plastic</td>
<td>176.00</td>
</tr>
</tbody>
</table>

### Bars

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item (Description)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR1</td>
<td></td>
<td>Martini Bar</td>
<td>1233.00</td>
</tr>
<tr>
<td>BRC</td>
<td></td>
<td>Circle Martini Bar</td>
<td>3550.00</td>
</tr>
</tbody>
</table>

### 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.
10’ x 10’ Standard Carpet
Installation and Dismantling Labor
Daily Cleaning
2 Shelves

$ 2,375.00

Actual Panel Sizes:
1. 3 - 38.125" x 92.875"
2. 2 - 18.5" x 92.875"
3. 2 - 38.125" x 38.875"

Header:
1. 1 - 116.875" x 11.875"

Please DO NOT place any text ½” from all finished edges for panel insertion. Files must be setup with ½” Bleed.

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

$ 3,010.00

Actual Panel Sizes:
1. 3 - 38.125" x 92.875"
2. 2 - 18.5" x 92.875"
3. 2 - 38.125" x 38.875"
4. 10 - 18.5" x 38.875"
5. 2 - 20" x 27.5”(doors)
6. 1 - 38.125" x 9.25"

Header:
1. 1 - 77.625” x 11.875"
2. 2 - 38.125” x 11.875"
3. 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
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

---

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

**C**

**PACKAGE**

$5,650.00

**Actual Panel Sizes:**

- 6 - 38.125" x 92.875"
- 2 - 18.5" x 92.875"
- 2 - 38.125" x 38.875"
- 4 - 18.5" x 38.875"
- 4 - 20" x 27.5"
- 2 - 38.125" x 9.25"

**Header:**

- 2 - 77.625" x 11.875"
- 2 - 29.75" x 11.875"
- 1 - 38.125" x 11.875"

Please DO NOT place any text ½" from all finished edges for panel insertion. Files must be setup with ¼" Bleed.

---

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

**D**

**PACKAGE**

$6,475.00

**Actual Panel Sizes:**

- 6 - 38.125" x 92.875"
- 2 - 18.5" x 92.875"
- 2 - 38.125" x 38.875"
- 2 - 29.75" x 38.875"
- 4 - 20" x 27.5"(doors)
- 2 - 38.125" x 9.25"

**Header:**

- 3 - 38.125" x 11.875"
- 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

**F**

$10,650.00

**Actual Panel Sizes:**
- 4 - 26.625" x 38.875"
- 4 - 60.625" x 38.875"
- 4 - 26.625" x 76.75"
- 4 - 29.75" x 76.75"
- 4 - 29.75" x 38.875"
- 12 - 18.5" x 38.875"
- 8 - 20" x 27.5" (doors)

**Header:**
- 4 - 116.875" x 20.875"

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

**E**

$9,825.00

**Actual Panel Sizes:**
- 9 - 38.125" x 92.875"
- 4 - 38.125" x 38.875"
- 8 - 12.625" x 38.875"
- 8 - 18.5" x 38.875"
- 4 - 38.125" x 19.25"
- 8 - 20" x 27.5" (doors)

**Header:**
- 2 - 116.875" x 20.875"
- 2 - 86.25" x 20.875"

Please DO NOT place any text ½" from all finished edges for panel insertion. Files must be setup with ½" Bleed.
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

### RENTAL BOOTH PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

<table>
<thead>
<tr>
<th>Accessory</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credenza</td>
<td>18”d x 36”w x 42”h</td>
<td>$280.00 each</td>
</tr>
<tr>
<td>Pedestal</td>
<td>18”d x 18”w x 42”h</td>
<td>$245.00 each</td>
</tr>
<tr>
<td>Shelves</td>
<td>12” x 36”</td>
<td>$44.00 each</td>
</tr>
<tr>
<td>Clip-On Lights</td>
<td></td>
<td>$28.00 each</td>
</tr>
</tbody>
</table>

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.
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.

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**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Size</th>
<th>Discount Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>$43.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>$48.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>$55.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>$63.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>$81.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>$123.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>40” x 60”</td>
<td>Quoted</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Easel back</td>
<td>$8.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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

**FILE PREPARATION**

**FILE TYPES**

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.

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.

**FONTS**

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.

**PROOFING**

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.

**FTP INSTRUCTIONS**

Using Internet Explorer or FTP Client:

- Type ftp://ftp.aratafiles.com
- User: Arata@aratafiles.com
- Password: Welcome22@

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 NO FOLDERS.

Make sure your exhibiting company and show name are used to label the file.

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.

<table>
<thead>
<tr>
<th>Special Signs Total</th>
<th>Add 100% after 3/13/15</th>
<th>5.75% Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

**Company Name**

**Booth Number**

**Street Address**

**City**

**State**

**Zip Code**

**Country**

**Email Address**

**Contact Name**

**Telephone**

**Fax**
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

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax
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.

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Show Cleaning</td>
<td>________ x ________ = ________ sq. ft.  x  $.53 per sq. ft</td>
<td>$.64 per sq. ft</td>
<td>$ __________</td>
</tr>
<tr>
<td>Daily Booth Cleaning</td>
<td>________ x ________ = ________ sq. ft.  x  $1.50 per sq. ft</td>
<td>$1.80 per sq. ft</td>
<td>$ __________</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Cost per Day</th>
<th>Number of Show Days</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 500 square feet</td>
<td>$110.00 x ________  =  ________</td>
<td></td>
</tr>
<tr>
<td>501 to 1000 square feet</td>
<td>$120.00 x ________  =  ________</td>
<td></td>
</tr>
<tr>
<td>1001 to 2500 square feet</td>
<td>$130.00 x ________  =  ________</td>
<td></td>
</tr>
<tr>
<td>Greater than 2500 square feet</td>
<td>$140.00 x ________  =  ________</td>
<td></td>
</tr>
</tbody>
</table>

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 | Total |

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

LABOR/UNION REGULATIONS

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

GENERAL INFORMATION

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

INSTALLATION AND DISMANTLE LABOR

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

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.
MECHANICAL LIFTS

OPERATION OF ALL MECHANICAL LIFTS

ALL MECHANICAL EQUIPMENT ON THE TRADE SHOW FLOOR AND DOCK AREAS MUST BE UNDER THE CARE, CUSTODY, AND CONTROL OF ARATA EXPOSITIONS, INC. THIS INCLUDES FORKLIFTS, PALLET JACKS, 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.
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: ______________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>NO. OF PEOPLE</th>
<th>APPROX. HOURS</th>
<th>TOTAL HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AEI Supervision (30%/$35.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ______________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>NO. OF PEOPLE</th>
<th>APPROX. HOURS</th>
<th>TOTAL HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AEI Supervision (30%/$35.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Labor Costs

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.

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.

### INSTALLATION OF DISPLAY:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>NO. OF PEOPLE</th>
<th>APPROX. HOURS</th>
<th>TOTAL HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AEI Supervision (30%/$35.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Labor Costs

### DISMANTLING OF DISPLAY:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>NO. OF PEOPLE</th>
<th>APPROX. HOURS</th>
<th>TOTAL HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AEI Supervision (30%/$35.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Labor Costs

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.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
</table>

Company Information:

- Street Address
- City, State, Zip Code, Country
- Email Address
- Telephone, Fax
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: __________

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Email Address</td>
<td>Contact Name</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
</tbody>
</table>
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 LABOR**

**DESCRIPTION**
- 5,000 lb. forklift & operator
- 4 stage forklift & operator
- Additional riggers per man
- Cage (per hour)

**RATES per hour**

<table>
<thead>
<tr>
<th>Description</th>
<th>Straight Time</th>
<th>Over-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000 lb. forklift &amp; operator</td>
<td>$163.50</td>
<td>$208.00</td>
</tr>
<tr>
<td>4 stage forklift &amp; operator</td>
<td>$206.50</td>
<td>$251.00</td>
</tr>
<tr>
<td>Additional riggers per man</td>
<td>$88.50</td>
<td>$133.00</td>
</tr>
<tr>
<td>Cage (per hour)</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>with cage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5,000 lb. forklift &amp; operator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 stage forklift &amp; operator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional riggers</td>
<td></td>
</tr>
</tbody>
</table>

**DISMANTLE REQUEST**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>with cage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5,000 lb. forklift &amp; operator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 stage forklift &amp; operator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional riggers</td>
<td></td>
</tr>
</tbody>
</table>

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.**
EXHIBITOR APPOINTED CONTRACTOR
UPCEA 2015

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.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Contact (Please Print)</td>
<td>Exhibitor Authorized Signature</td>
</tr>
<tr>
<td>Email Address</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Type of work being performed</td>
<td></td>
</tr>
<tr>
<td>*Non-Official Contractor/Display House</td>
<td>Contact Name</td>
</tr>
<tr>
<td>Email Address</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>
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.
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.
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!

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Actual Weight</th>
<th>Minimum Charge</th>
<th>$/100 Lbs.</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/20/15</td>
<td>80 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>3/20/15</td>
<td>50 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>3/20/15</td>
<td>70 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>200 Lbs. Total</td>
<td></td>
<td>Material Handling Charges</td>
<td>$660.00</td>
<td></td>
</tr>
</tbody>
</table>

### THE COST-EFFECTIVE WAY!

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Actual Weight</th>
<th>Minimum Charge</th>
<th>$/100 Lbs.</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/20/15</td>
<td>200 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>200 Lbs. Total</td>
<td></td>
<td>Material Handling Charges</td>
<td>$220.00</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

<table>
<thead>
<tr>
<th>Shipment Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated Shipment</td>
<td>110.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>137.50</td>
</tr>
<tr>
<td>Uncrated/pad wrapped Shipment</td>
<td>165.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Shipment Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated Shipment</td>
<td>110.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>137.50</td>
</tr>
<tr>
<td>Uncrated/pad wrapped Shipment</td>
<td>165.00</td>
</tr>
</tbody>
</table>

OVERTIME: is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. You will be charged an 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.

<table>
<thead>
<tr>
<th>Shipment Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated Shipment</td>
<td>27.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>34.50</td>
</tr>
<tr>
<td>Uncrated/pad wrapped Shipment</td>
<td>41.25</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Shipment Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated Shipment</td>
<td>27.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>34.50</td>
</tr>
</tbody>
</table>

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.
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.

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### WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

<table>
<thead>
<tr>
<th>RATE CLASSIFICATION</th>
<th>WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)</th>
<th>CWT</th>
<th>PRICE PER CWT</th>
<th>TOTAL COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Warehouse Crated</td>
<td>250 lbs (300) Divided by 100 = 3</td>
<td>x</td>
<td>$110.00</td>
<td>= $330.00</td>
</tr>
<tr>
<td>Warehouse Crated</td>
<td></td>
<td>x</td>
<td>$110.00</td>
<td>=</td>
</tr>
<tr>
<td>Warehouse Special Handling</td>
<td></td>
<td>x</td>
<td>$137.50</td>
<td>=</td>
</tr>
</tbody>
</table>

**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

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

**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:** $ 
**Material Handling Total:** $
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.

**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.
INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Please return this form by: March 20, 2015

Booth Number
Carrier
Approximate Arrival Date
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

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 SERVICE 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: __________________________

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: __________________________

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
Official Carrier For:

UPCEA 2015

Services Offered

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 or call 1-866-920-4228.
T3 Logistics, LLC
OFFICIAL SHOW CARRIER

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

FROM

Company:
Event Name:
Facility Name:
Booth #:
Address:
City, St., Zip
Contact:
Phone:
Fax:

TO

Company:
Event Name:
Facility Name:
Booth #:
Address:
City, St., Zip
Contact:
Phone:
Fax:

Pick Date: / / Time:
Delivery Date: / / Time:

Special Instructions:

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

TOTALS

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

Service Requested
Check One:
☐ Next Day
☐ Second Day
☐ 3-5 Day Deferred
☐ Van Line Service
☐ Other:
☐ Request pre-printed address
☐ Labels and shipping form
☐ Schedule return shipment

Comments:
Exhibitor: ____________________________________ Conference Name: __________________________ Date of Form ________
Onsite Contact: ______________________________________________________________
Billing Address: ________________________________________________________________
City: __________________________ State: __________________ Zip Code: __________ Telephone #: (______) ________________ FAX # (______)________________
Booth #:_________ Setup Date:___________ Time:___________ Pickup Date:____________ Time:______________

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

** 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

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: _________________________________

<table>
<thead>
<tr>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Amp Quad Box</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>110V 20 Amp*</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>208V Single Phase 20 Amp**</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>208V Three Phase 20 Amp**</td>
<td>$280</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

6% Tax

Labor Rates

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays 8 AM-4 PM (1 hour minimum)</td>
<td>$70</td>
</tr>
<tr>
<td>After 4 PM, Weekends &amp; Holidays (4 hours minimum)</td>
<td>$100</td>
</tr>
</tbody>
</table>

Grand Total

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.
Credit Card Authorization Form

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: __________________

MARRIOTT CONFIDENTIAL AND PROPRIETARY INFORMATION
### Exclusive Audio Visual Vendor For:

**100TH UPCEA ANNUAL CONFERENCE**

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

**March 30 – April 1, 2015 – Renaissance Washington, DC Downtown**

### Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Conference Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LED and LCD Monitors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” – 24” Monitor</td>
<td>$250.00</td>
<td>$</td>
</tr>
<tr>
<td>27” Monitor</td>
<td>$325.00</td>
<td>$</td>
</tr>
<tr>
<td>32” Monitor</td>
<td>$400.00</td>
<td>$</td>
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<tr>
<td>42” Monitor</td>
<td>$675.00</td>
<td>$</td>
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<tr>
<td>46” Monitor</td>
<td>$800.00</td>
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<tr>
<td>55” Monitor</td>
<td>$1,000.00</td>
<td>$</td>
</tr>
<tr>
<td>60” Monitor</td>
<td>$1,400.00</td>
<td>$</td>
</tr>
<tr>
<td>Monitor Stand: Floor □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Tabletop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Custom Installation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Playback / USB Port</td>
<td></td>
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</tr>
<tr>
<td><strong>Computer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC Laptop Computer</td>
<td>$375.00</td>
<td>$</td>
</tr>
<tr>
<td>Macbook Pro Laptop Computer</td>
<td>$450.00</td>
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</tr>
<tr>
<td>□ Computer Audio</td>
<td>$150.00</td>
<td>$</td>
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<tr>
<td><strong>Video</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>$30.00</td>
<td>$</td>
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<tr>
<td>Blu-Ray Player</td>
<td>$50.00</td>
<td>$</td>
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<tr>
<td><strong>Audio</strong> (includes powered speaker and speaker stand)</td>
<td>$275.00</td>
<td>$</td>
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<tr>
<td>UHF Wireless Microphone</td>
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<td></td>
</tr>
<tr>
<td>Microphone Type:</td>
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<tr>
<td>□ Lavaliere</td>
<td></td>
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<tr>
<td>□ Handheld</td>
<td></td>
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<tr>
<td>□ Head Set</td>
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### Credit Card Information

<table>
<thead>
<tr>
<th>Credit Card Type</th>
<th>□ VISA</th>
<th>□ MasterCard</th>
<th>□ Am Ex</th>
<th>Sub-Total</th>
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</thead>
<tbody>
<tr>
<td>Security ID # (3-digit code on back of charge card)</td>
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<td></td>
<td></td>
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<tr>
<td>Exp. Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### 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