



EXHIBITOR SERVICE MANUAL



**2021 RETA National Conference
November 9 - 11, 2021
Renaissance Schaumburg Convention Center Hotel
Schaumburg, IL**

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Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming 2021 RETA National Conference scheduled for for November 9 - 11, 2021 at the Renaissance Schaumburg Convention Center Hotel in Schaumburg, Illinois.

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 10% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the 2021 RETA National Conference. If you find you need additional information, at any time, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures



DEADLINE DATES

Freight Routing	October 22, 2021
Furniture	October 22, 2021
Display Tables	October 22, 2021
Economy Packages	October 22, 2021
Custom Furniture	October 22, 2021
Rental Booths	October 22, 2021
Special Signs	October 22, 2021
Cleaning	October 22, 2021
Labor Installation/Dismantle	October 22, 2021
Forklift Installation/Dismantle.	October 22, 2021
Exhibitor Appointed Contractor.	October 8, 2021
Warehouse Advance Shipment	October 29, 2021
Freight Routing	October 22, 2021
Audio / Video / Internet	21 days prior to delivery
Electric / Rigging.	October 25, 2021



SHOW FACTS

BOOTH EQUIPMENT:

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

BOOTH CARPET:

The surface is concrete. If you wish to enhance the appearance of your booth space, you may order from the forms contained in this service manual or on our online portal.

SAFETY:

Closed (covered) toe shoes must be worn in the Exhibit Hall during move in. This is an OSHA Regulation. You will be denied access to the Exhibit Hall during move in if you are wearing sandals, flip flops or any variation thereof that does not cover you toes.

SHIPPING INFORMATION:

Notice for Direct Shipments:

If you intend to ship your materials directly to show site, please refer to the shipping dates noted below. The Renaissance Schaumburg Convention Center Hotel will receive any shipments that arrive early or to the attention of a guest and the Renaissance Schaumburg Convention Center Hotel will charge a handling fee. Any materials shipped to the Renaissance Schaumburg Convention Center Hotel may be consigned to Arata Expositions, Inc. by the Renaissance Schaumburg Convention Center Hotel and you will be billed the appropriate material handling charges by Arata Expositions, Inc. in addition to any charges or fees that the Renaissance Schaumburg Convention Center Hotel may charge.

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive between
October 1, 2021 and October 29, 2021

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

To: Exhibitor Name and Booth Number
For: 2021 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: M&M Motor Service
5845 W. 31st Street
Cicero, IL 60804

DIRECT SHOWSITE SHIPPING

Shipments will be received starting on
November 7, 2021

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

To: Exhibitor Name and Booth Number
For: 2021 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: Renaissance Schaumburg
Convention Center Hotel
Adventure and Discovery Hall
1550 North Thoreau Drive
Schaumburg, IL 60173

SHOW SCHEDULE



**2021 RETA National Conference
November 9 - 11, 2021
Renaissance Schaumburg Convention Center Hotel
Schaumburg, IL**

SET UP HOURS:

Sunday, November 7, 2021	8:00 am - 6:00 pm
Monday, November 8, 2021	8:00 am - 6:00 pm

SHOW HOURS:

Tuesday, November 9, 2021	7:00 am - 10:00 am Breakfast in Exhibit Hall
Tuesday, November 9, 2021	4:45 pm - 7:00 pm Opening Reception in Exhibit Hall
Wednesday, November 10, 2021	12:30 pm - 2:30 pm Buffet Lunch in Exhibit Hall
	6:30pm - 7:30pm Sip 'n' Dip in Exhibit Hall
Thursday, November 11, 2021	7:00 am - 9:30 am Breakfast in Exhibit Hall
	12:30 pm - 2:00 pm Lunch & Big Ticket in Exhibit Hall

MOVE OUT HOURS:

Thursday, November 11, 2021	2:00 pm - 8:00 pm
	Aisles 100 - 200 MUST be out by 8:00 pm
Friday, November 12, 2021	8:00 am - 12:00 pm
	Aisles 300 -800 Extended Move Out



HELPFUL HINTS

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

PRIOR TO THE SHOW:

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

SHOWSITE:

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

OUTBOUND - MOVE OUT:

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

HOW TO PLACE YOUR ORDER



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

FORMS TO ARATA EXPOSITIONS INC.

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

Arata Expositions, Inc.
2501 Investors Row
Suite 1000
Orlando, FL 32837
Fax: 301.990.1717
Email: mmcelroy@arataexpo.com

FORMS TO THE OTHER OFFICIAL SUPPLIERS

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

ORDERS AFTER THE DEADLINE

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

SHOW SITE ORDERS

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



PAYMENT POLICY AGREEMENT

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

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

It is understood acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Exhibit Shipping Information & Material Handling Rate Schedule is sent in; or
- Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or show site for which AEI is the Official General Contractor for the event; or
- When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

International firms paying by company check must pay in U.S. funds drawn on a U.S. bank. **All companies must provide a charge authorization form with orders. Purchase orders are not considered payment.**

Your show site representative, agent, or display house must be made aware of this policy and must be able to settle the account in full as we will not bill a third party. Arata Expositions, Inc. reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the second day of the show.

There will be a fee of \$50.00 for any returned check.

If the exhibitor is tax exempt, a certificate for the state in which the services are to be used must be supplied.

It is the responsibility of the exhibitor to advise Arata Expositions, Inc. immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 4% service fee will be charged for the credit and a 4% service fee for the new charge.

Any unpaid balance after the close of the show, shall be due and payable upon receipt of invoice. Unpaid balances after 30 days of invoice date will be subject to a FINANCE CHARGE, at the lesser of the maximum rate allowed by law or 2% per month, which is an annual percentage rate of 24%.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL **NOT** BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CREDIT CARD OR CERTIFIED CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED AND CLEARED.

Any exhibitor using a credit card for payment of services to AEI that has had at least two unsuccessful charge backs in a 12 month period will not have charge privileges with AEI for the subsequent 12 month period. As a result, the exhibitor will be required to pay by wire transfer or certified check cleared in advance of future shows.

AEI will not be liable for any damages to the exhibitor/client resulting from a failure to comply with payment terms in advance of the show, even if it results in a delay of their work or overtime charges.

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

CHARGE AUTHORIZATION



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

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

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

CREDIT CARD AUTHORIZATION

American Express Visa MasterCard

Account#

Exp. Date

Cardholder's Name _____

Cardholder's Signature  _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

This form must be signed and accompanied by your order.

THIRD PARTY PAYMENT



Name of Organization _____ Booth Number _____

Authorized by _____ Title _____ Date _____

E-Mail _____ Signature SIGN HERE _____

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

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

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

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

THIRD PARTY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express Visa MasterCard

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE _____

EXHIBITING COMPANY

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Exhibitor Signature SIGN HERE _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express Visa MasterCard

Expiration Date:

Account Number

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

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

Cardholders Signature SIGN HERE _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF OCTOBER 22, 2021.

COST CALCULATION



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

COST CALCULATION WORKSHEET

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

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

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



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

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

SAFETY GUIDELINES:

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

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

THINK SAFETY

STANDARD BOOTH CARPET

STANDARD BOOTH CARPET

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



STANDARD CARPET



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

STANDARD LINEAR BOOTH CARPET				
Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$265.00	\$371.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$530.00	\$742.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$795.00	\$1,113.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$1,060.00	\$1484.00	\$

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

STANDARD SPECIAL CUT BOOTH CARPET

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

BOOTH SIZE

_____ X _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ X \$3.80 per sq. ft.	\$5.32 per sq. ft.	= \$	_____

STANDARD CARPET COLORS

SELECT COLOR BELOW

Black
 Grey
 Red
 Blue
 Hunter Green
 Burgundy
 Purple
 Teal

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

CARPET PADDING

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

VISQUEEN

					Discount Price	Standard Price	Extended Price
	_____ X _____ = _____ sq. ft.	X	\$1.40 per sq. ft.	\$1.97 per sq. ft.	= \$	_____	

Discount Deadline: **October 22, 2021**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

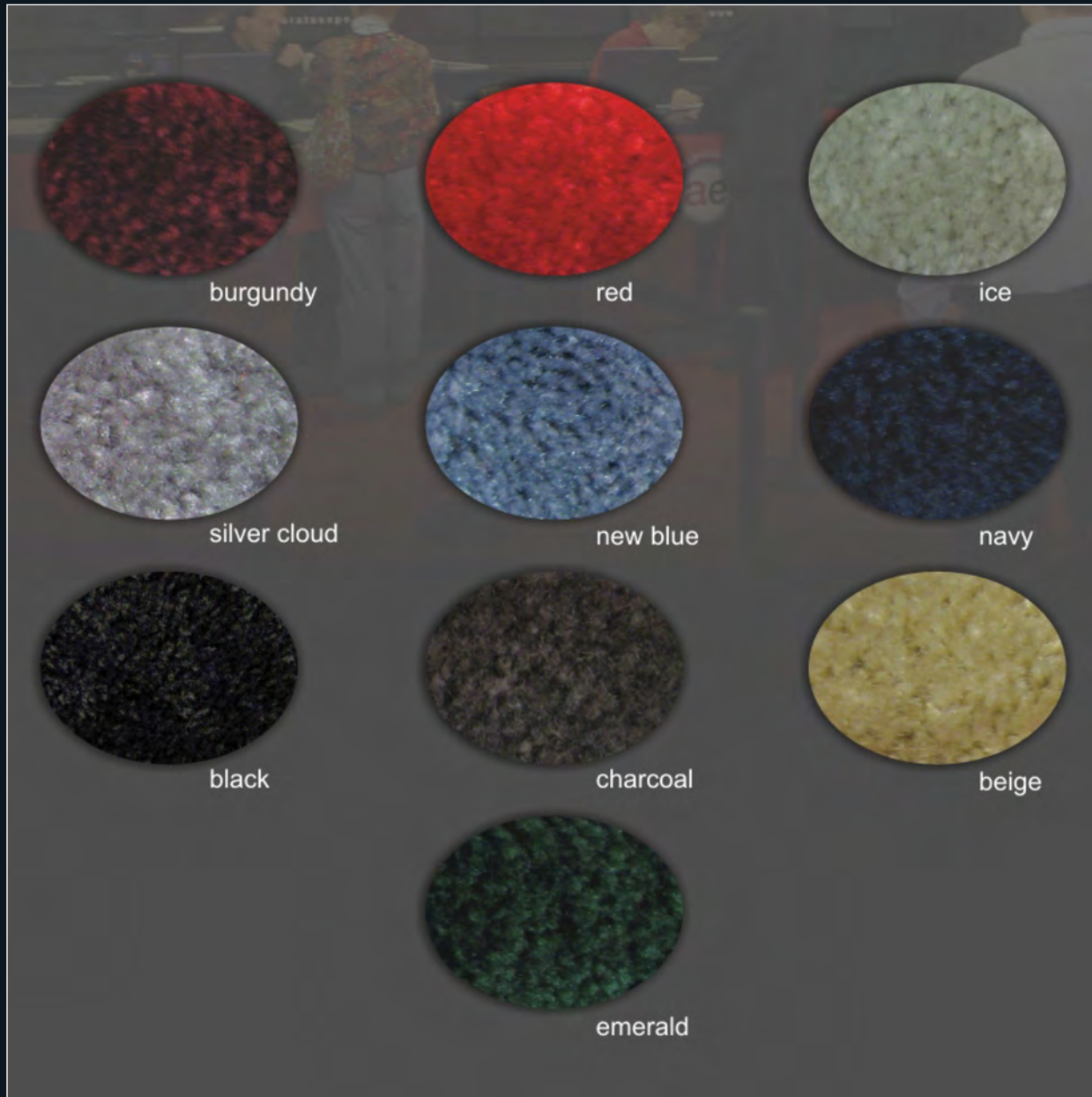
Standard Booth Carpet Total _____
 10% Tax _____
TOTAL _____

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

CUSTOM PLUSH CARPET

CUSTOM PLUSH CARPET

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



PLUSH CARPET



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

PLUSH CARPET

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

BOOTH SIZE			
_____ X _____ = _____ sq. ft.			
Total sq. ft.	Discount Price	Standard Price	Extended Price
_____	\$7.25 per sq. ft.	\$10.15 per sq. ft.	= \$ _____

STANDARD CARPET COLORS	
SELECT COLOR BELOW	
<input type="checkbox"/> Charcoal <input type="checkbox"/> Black <input type="checkbox"/> Navy <input type="checkbox"/> Red <input type="checkbox"/> New Blue <input type="checkbox"/> Beige <input type="checkbox"/> Emerald <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Burgundy <input type="checkbox"/> Ice**	
If item colors are not selected in advance, AEI will choose the color. **Purchase only @ \$10.00 per sq. ft. discount or \$14.00 standard	

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

Discount Deadline: **October 22, 2021**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Plush Booth Carpet Total _____
 10% Tax _____
TOTAL _____

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

FURNITURE



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

CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$129.50	\$181.30	\$
	Side Chair	\$145.00	\$203.00	\$
	Counter Stool	\$162.00	\$226.80	\$
ACCESSORIES				
	Wastebasket	\$28.00	\$39.20	\$
	Literature Rack	\$145.00	\$217.50	\$
	Bag Holder	\$99.00	\$138.60	\$
	Easel (Tripod)	\$75.00	\$105.00	\$
	Chrome Sign Holder (22"W x 28"H)	\$99.00	\$148.50	\$
	Fishbowl	\$45.00	\$63.00	\$
	Posterboard, 4'W x 8'H, Vertical	\$175.00	\$245.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$175.00	\$245.00	\$
	Tensa Barriers	\$65.00	\$91.00	\$
	Credenza (38"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$550.00	\$825.00	\$
	Pedestal (18"L x 18"D x 42"H) <input type="checkbox"/> white <input type="checkbox"/> grey <input type="checkbox"/> black	\$450.00	\$675.00	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$21.50	\$30.10	\$
	3' High (per lin. foot) (\$55 min)	\$16.00	\$22.40	\$
	Special Skirting (per lin. foot)	\$10.50	\$14.70	\$
	8' High End Cap / Close Off	\$59.50	\$83.30	\$

SELECT COLOR BELOW

Black Red Teal Silver Burgundy Purple Blue White

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

Discount Deadline: **October 22, 2021**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Furniture Total _____
 10% Tax _____
TOTAL _____

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

DISPLAY TABLES



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

DRAPED DISPLAY TABLES 30" HIGH				
Qty.	Description	Discount Price	Standard Price	Extended Price
	4'L x 2'D x 30"H	\$165.00	\$231.00	\$
	6'L x 2'D x 30"H	\$195.00	\$273.00	\$
	8'L x 2'D x 30"H	\$220.00	\$308.00	\$
	4th Side Drapes for 30" Tables	\$54.00	\$75.60	\$

DRAPED DISPLAY TABLES 42" HIGH				
	4'L x 2'D x 42"H	\$190.00	\$266.00	\$
	6'L x 2'D x 42"H	\$225.00	\$315.00	\$
	8'L x 2'D x 42"H	\$250.00	\$350.00	\$
	4th Side Drapes for 42" Tables	\$65.00	\$91.00	\$

(CHECK COLOR BELOW)

- Black
 Red
 Teal
 Silver
 Burgundy
 Gold
 Blue
 White

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

UNDRAPED DISPLAY TABLES 30" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 30"H	\$90.00	\$126.00	\$
	6'L x 2'D x 30"H	\$105.00	\$147.00	\$
	8'L x 2'D x 30"H	\$120.00	\$168.00	\$

UNDRAPED DISPLAY TABLES 42" HIGH		EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		
	4'L x 2'D x 42"H	\$110.00	\$154.00	\$
	6'L x 2'D x 42"H	\$130.00	\$182.00	\$
	8'L x 2'D x 42"H	\$150.00	\$210.00	\$

DRAPED TABLE RISERS 12" HIGH				
	4 ft. Riser (white vinyl)	\$65.00	\$91.00	\$
	6 ft. Riser (white vinyl)	\$75.00	\$105.00	\$

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Furniture Total _____
 10% Tax _____
TOTAL _____

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



ECONOMY PACKAGES

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

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

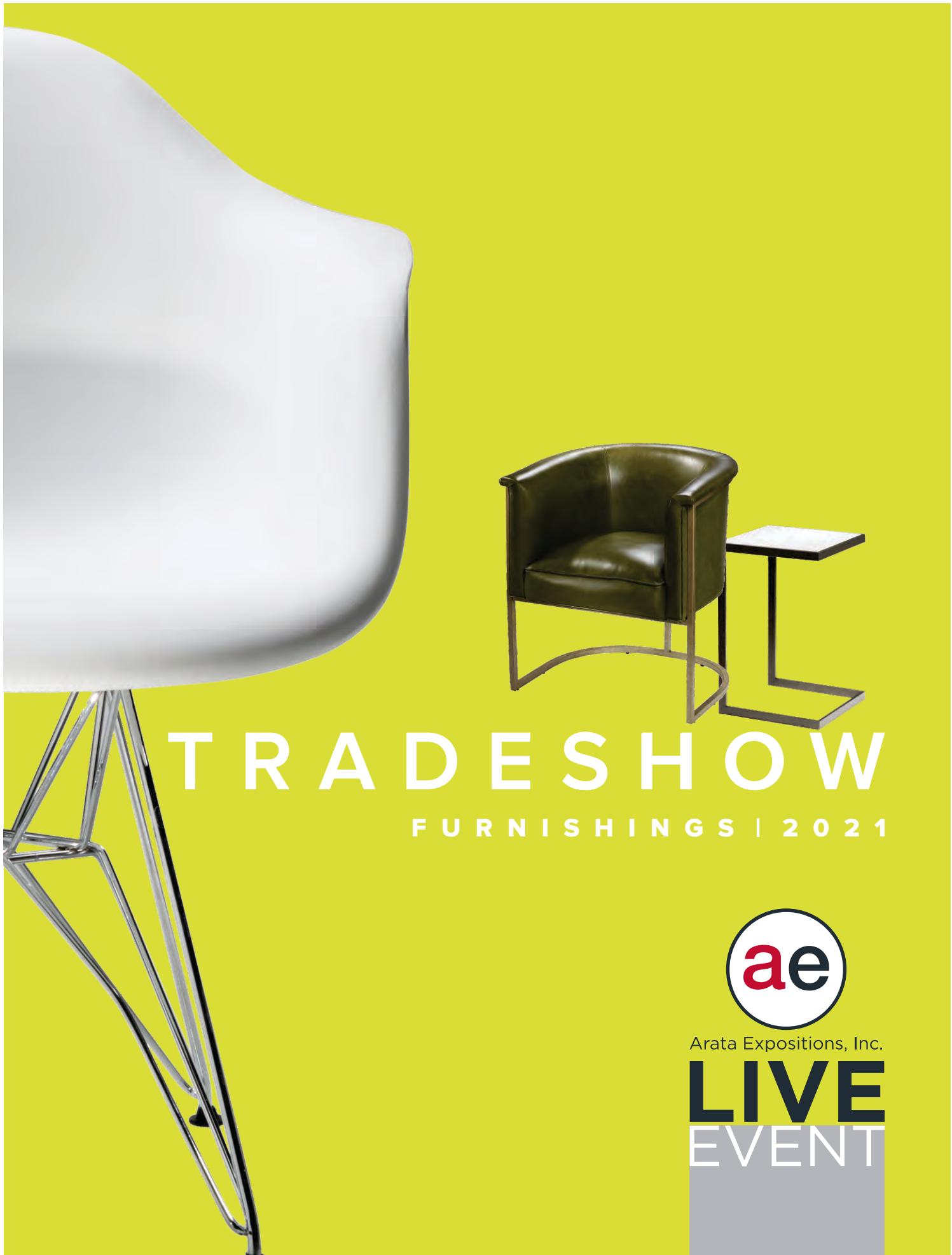
EXHIBITOR ECONOMY PACKAGE OPTION 1 / 10 x 10 BOOTHS ONLY	
<p>1 - 6'L x 2'D x 30"H draped display table (check drape color below)</p> <p><input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> teal <input type="checkbox"/> burgundy <input type="checkbox"/> silver <input type="checkbox"/> gold</p> <p>2 - Side chairs</p> <p>1 - Wastebasket</p> <p>1 - 10' x 10' Grey Carpet</p> <p>NO SUBSTITUTIONS. If item colors are not selected in advance, AEI will select colors.</p>	<p>OPTION 1</p> <p>Cost: \$622.50</p> <hr/> <p>Total _____</p> <p>10% Tax _____</p> <p>TOTAL _____</p>

EXHIBITOR ECONOMY PACKAGE OPTION 2 / 10 x 10 BOOTHS ONLY	
<p>1 - 6'L x 2'D x 42"H draped display table (check drape color below)</p> <p><input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> blue <input type="checkbox"/> red <input type="checkbox"/> teal <input type="checkbox"/> burgundy <input type="checkbox"/> silver <input type="checkbox"/> gold</p> <p>2 - Counter Stools</p> <p>1 - Wastebasket</p> <p>1 - 10' x 10' Grey Carpet</p> <p>NO SUBSTITUTIONS. If item colors are not selected in advance, AEI will select colors.</p>	<p>OPTION 2</p> <p>Cost: \$673.50</p> <hr/> <p>Total _____</p> <p>10% Tax _____</p> <p>TOTAL _____</p>

This form must be completed and returned by **October 22, 2021** in order to receive the EXHIBITOR ECONOMY PACKAGES. After the deadline, all furnishings will be available at the published show rates.

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

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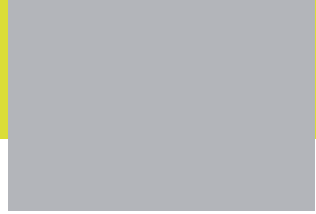
TRADESHOW

FURNISHINGS | 2021



Arata Expositions, Inc.

LIVE
EVENT



Design safe environments without sacrificing style.

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



20'x20' - Midtown, Greenery Booth

Midtown Bar | pg 118

Dividers | pg 16

Bar Tables | pg 84

Barstools | pg 88

Greenery | pg 20

Top Design Tips for Tradeshow Exhibits

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



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



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

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



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



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

Top Design Tips for Tradeshow Exhibits

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



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



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

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



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



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



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



S A F E T Y
Collection

Dividers

Clear Dividers

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

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

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



Bar Tables | pg 84
Barstools | pg 88



Bars | pg 118



Clear Dividers

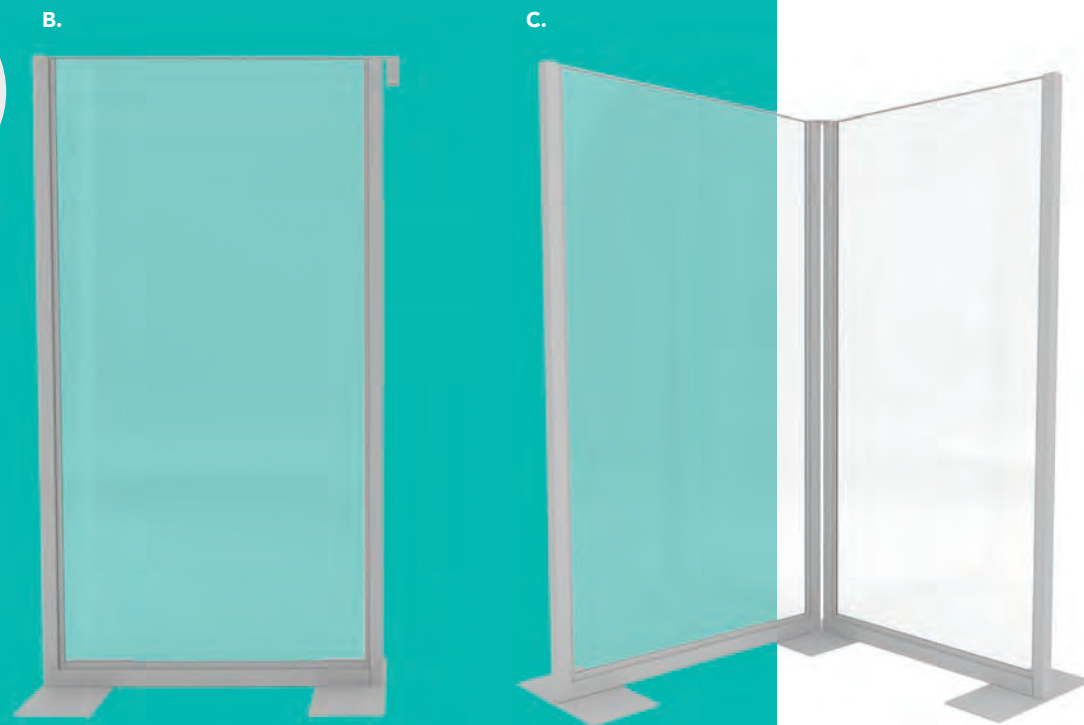
D) DIVBAR Bar/Counter
(Silver, Clear)
48-70" L 12" D 31.5" H

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

Attract, Connect and Inspire.

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

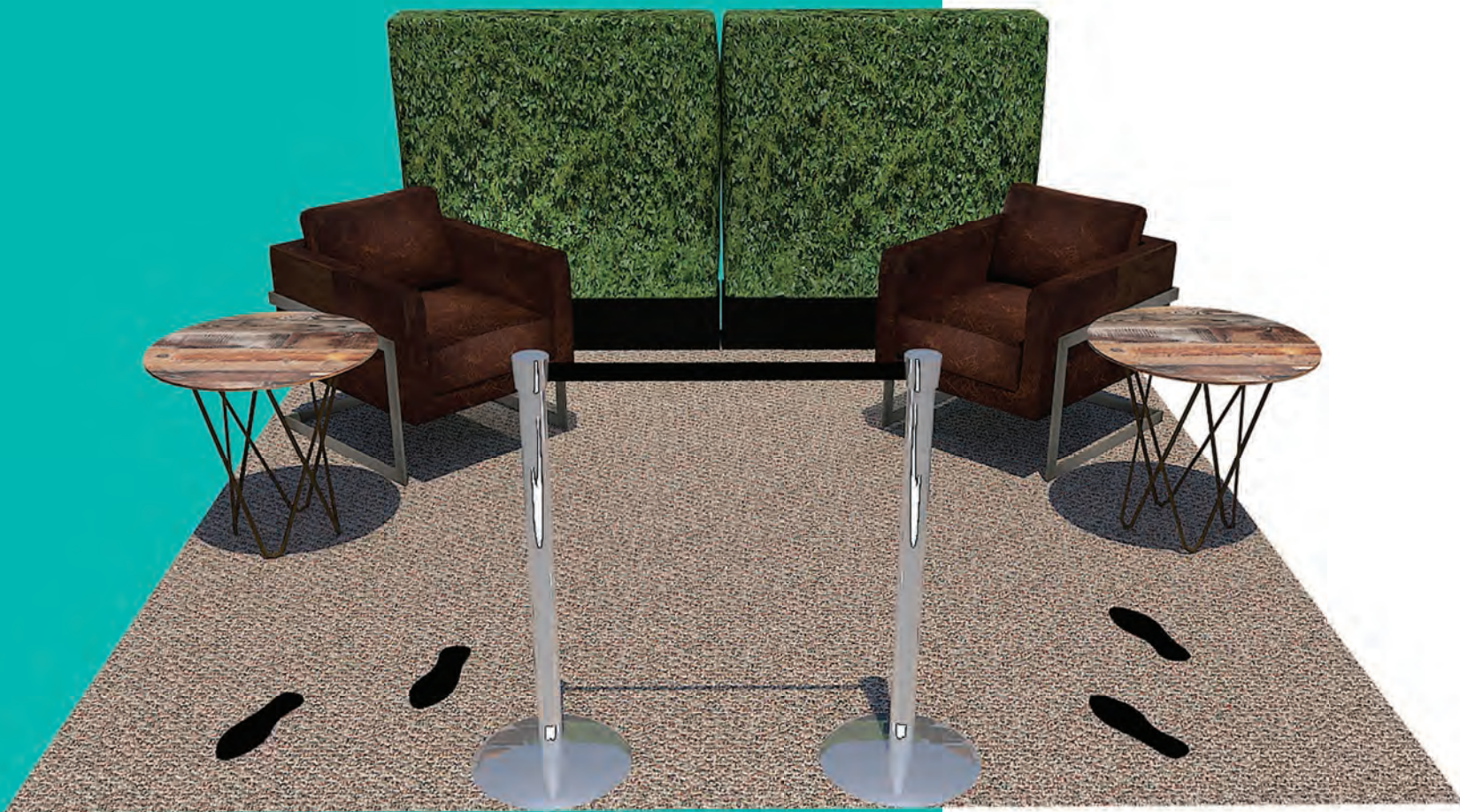
Locking Hinge Detail



Sofa | pg 34



Dividers



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



Conference Tables | pg 104
Executive Seating | pg 102

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



Accent Chairs | pg 46
Side Tables | pg 78

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



Boxwood Hedges

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

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



Accent Chairs | pg 44
Side Tables | pg 78

Keep it Green

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



Bar Tables | pg 84
Barstools | pg 88

P O W E R E D
Collections



Powered[⚡] Seating

Naples Collection



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

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

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



Tech Tablet Chair

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



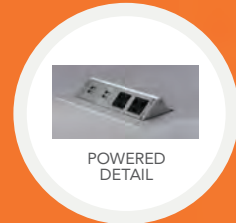
POWERED
DETAIL



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

Powered

Communal Tables



Ventura Bar Tables, Powered

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



Styling Tip:

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

Ventura Cafe Tables, Powered

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



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

Powered[⚡] Tables

Sydney

Powered
Cocktail Tables



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



10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

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



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

Powered[⚡] Products

Village Charging Hub



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



Styling Tip:

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

Powered Pedestals

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



Powered Locking Pedestals

White

PDL36W 24"L 24"D 36"H

PDL42W 24"L 24"D 42"H

Black

PDL36B 24"L 24"D 36"H

PDL42B 24"L 24"D 42"H



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

Inspired Designs. Creature Comforts.

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



20'x20' - Valencia Networking Booth

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



SOFT SEATING

Collections

Soft Seating Collections

Valencia

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

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



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

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

Dividers | pg 16



Fairfax

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

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



Sterling

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

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



Soft Seating Collections



Allegro

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

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



Palm Beach

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



Key Largo

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



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



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

Soft Seating Collections

Baja


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

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



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



Powered Products 



Naples

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

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

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

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

ACCENT
Chairs



Accent Chairs



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



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



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

Make it ●
swivel



10'x20' - Meeting Booth



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

Accent Chairs



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



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



Accent Tables | pg 70



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

Create Space

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

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

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

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

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

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

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



INDIVIDUAL
Seating





MARINA

CHAIRS

17.5"L19.5"D35"H



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

All frames brushed metal.

Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

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

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

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

Versatile Executions.

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



10'x20' - Beverly Demonstration Booth

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



O T T O M A N
Collections



V I B E

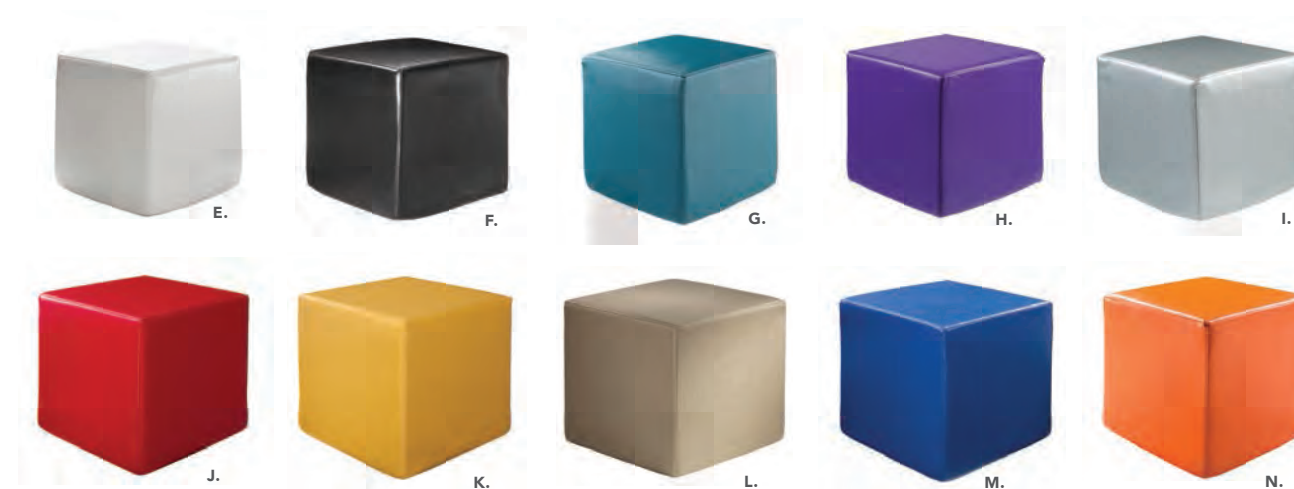
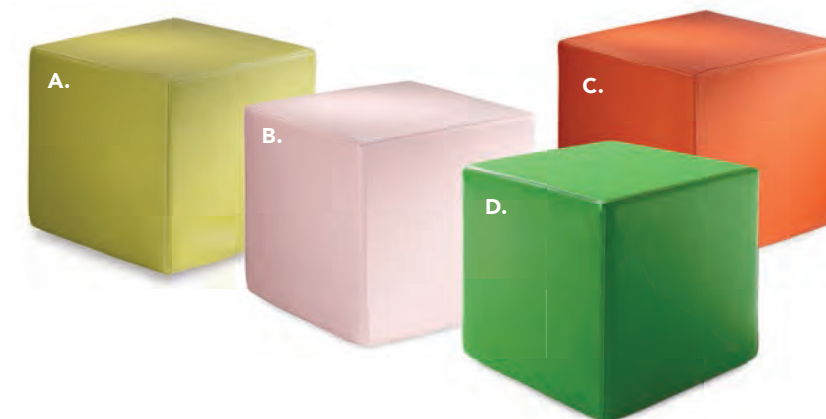
Provide a Pop!

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

CUBE

OTTOMANS

18" L 18" D 18" H



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



SMALL BENCH

OTTOMANS

30" L 20" D 18" H



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



BENCH

OTTOMANS

60" L 20" D 18" H



A.



B.



C.



D.



E.



F.



G.

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



MARCHE

SWIVEL

OTTOMANS

17" RND 18"H



A. B. C.



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

Ottomans



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



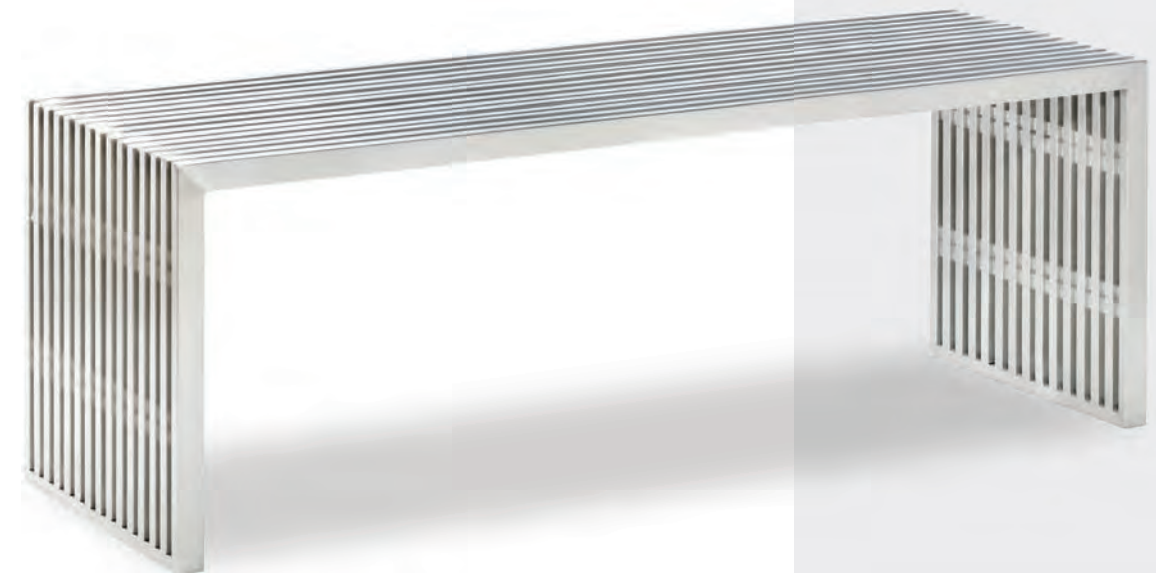
Curves
Endless
END01W (white vinyl, chrome)
END01B (black vinyl, chrome)
60.5"L 37.5"D 15"H



Demo Down

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

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



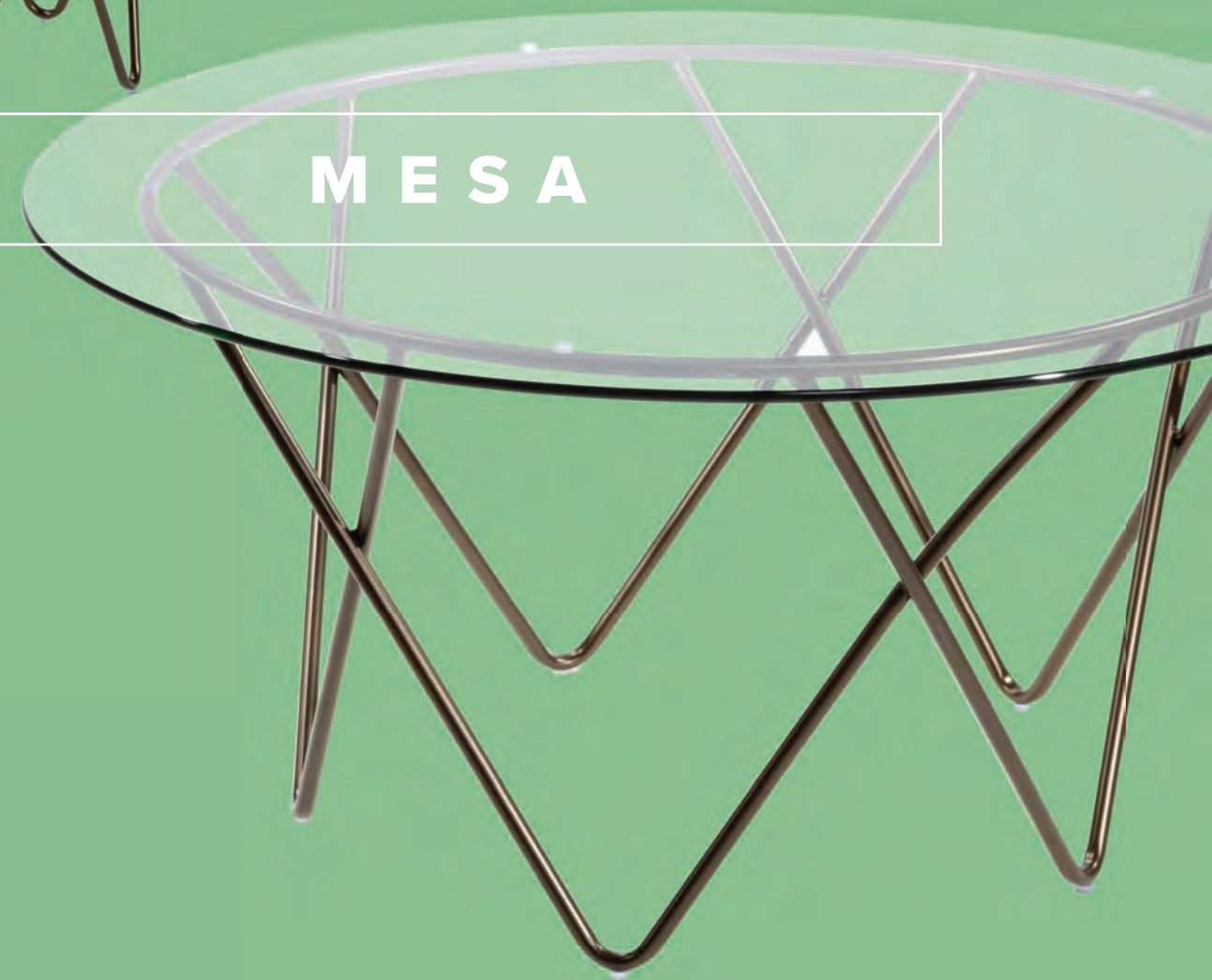
ACCENT

Tables





M E S A



ACCENT

COCKTAIL & END TABLES

32.25" RND 17.25" H | 20.5" RND 21.25" H



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)

C) MESCTB Cocktail Table / D) MESETB End Table (black top)

E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

All frames bronze finish.



A L O N D R A



ACCENT

COCKTAIL & END TABLES

47" L 24" D 16" H | 20" L 20" D 20" H



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

All frames chrome finish.



G E O



ACCENT

COCKTAIL & END TABLES



A.



B.



C.



D.

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



SYDNEY



ACCENT

COCKTAIL & END TABLES

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



A/B Powered options available.

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

All frames brushed steel.



TAOS | SEDONA

SIDE

TABLES

15.75 "L 15.75 "D 24 "H



A.

B.

C.



D.

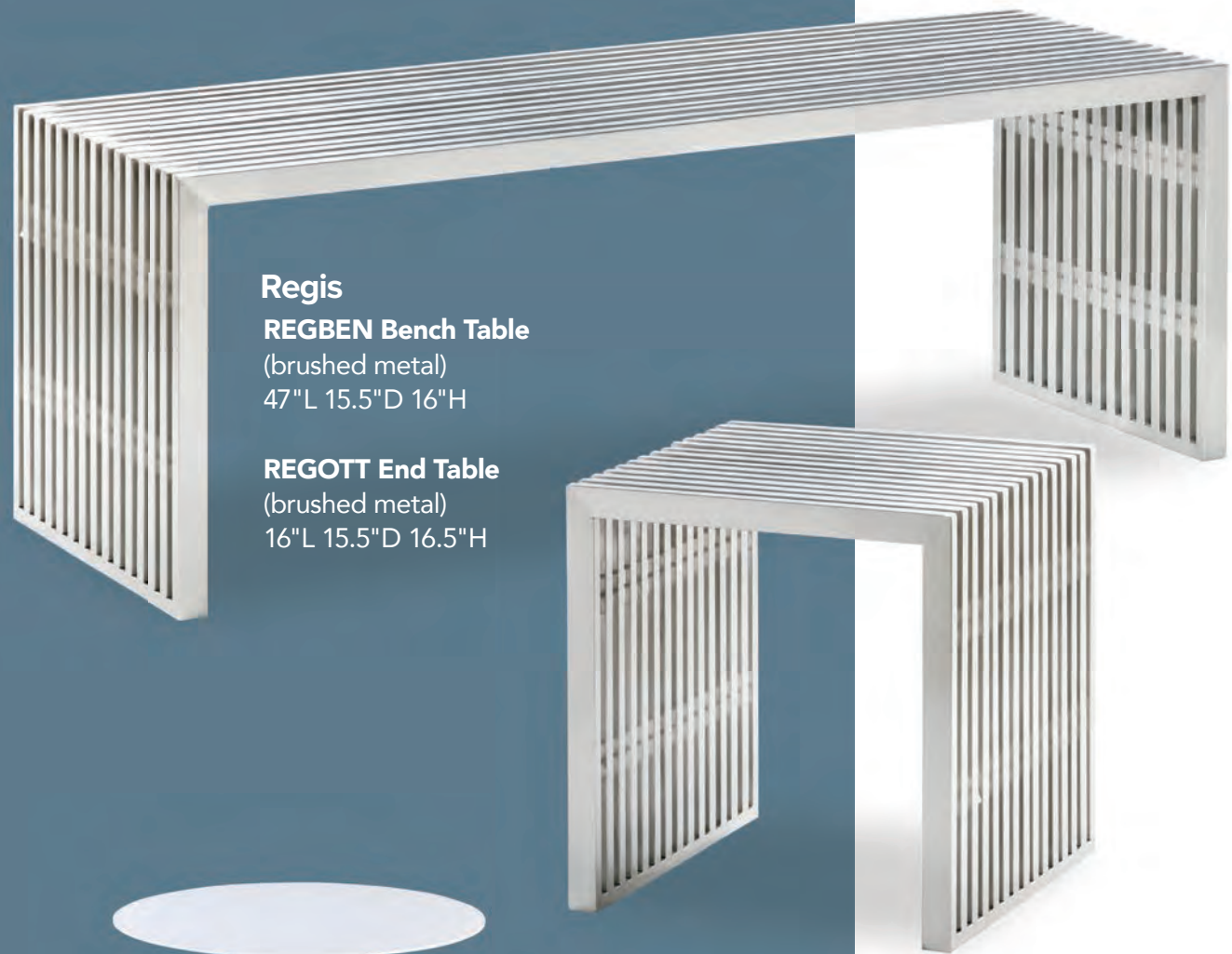
E.

F.

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

All frames bronze finish.

Accent Tables



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

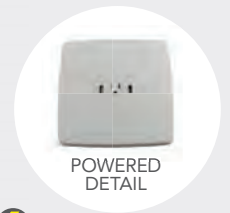
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H




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



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



POWERED
DETAIL

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

Gather Round

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



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

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

Stay on Brand.

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



10'x20' - Wireless Charging Demonstration Booth

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



BAR & CAFE

Tables

Bar & Cafe Tables



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

Bar Tables

Standard Black Base
30" RND 42"H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
30WDBB (barnwood top)
30BKSB (black top)
30AGBB
(brushed gunmetal top)
30OSBB (orange top)
VTA
(Madison/gray acajou top)
30BEBB (blue top)
30YBBB (brushed yellow top)
30GSBB (green top)

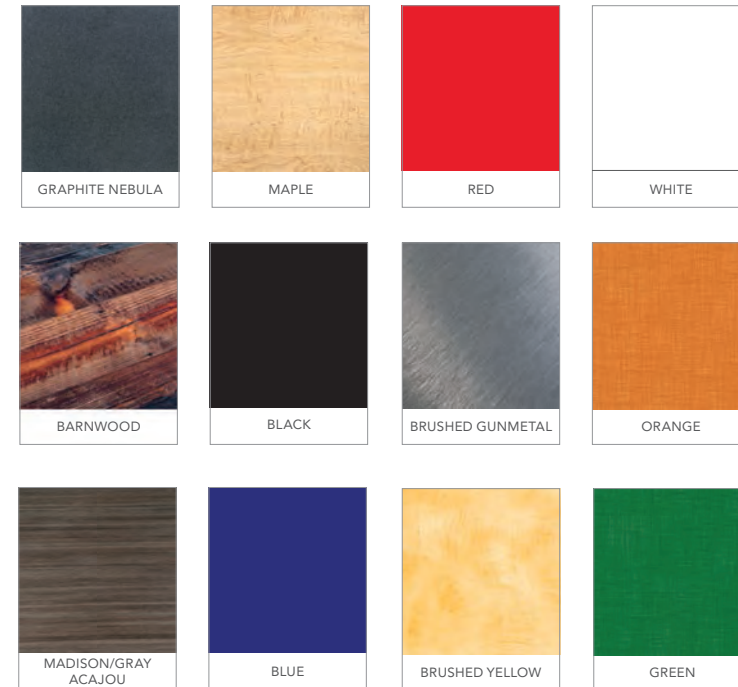
36" RND 42"H
VTN (graphite nebula top)
VTP (maple top)
VTW (white top)
36BKSB (black top)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H
30GRHB
(graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30WDHB (barnwood top)
30BKHB (black top)
30AGHB
(brushed gunmetal top)
30OSHB (orange top)
30MAHB
(Madison/gray acajou top)
30BEHB (blue top)
30YSHB (brushed yellow top)
30GSHB (green top)

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

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



Create Space

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



Cafe Tables

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

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

Cafe Tables

Standard Black Base
30" RND 29"H
ZTJ (graphite nebula top)
ZTK (maple top)
ZTB (red top)
30WH29 (white top)
30WDBC (barnwood top)
30BKSC (black top)
30AGBC (brushed gunmetal top)
30OSBC (orange top)
ZTA (Madison/gray acajou top)
30BEBC (blue top)
30YSBC (brushed yellow top)
30GSBC (green top)

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

BARSTOOL
Collections





MARINA

BARSTOOL

COLLECTION
21" L 17.5" D 41.5" H



A.

B.



C.

D.

E.

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

All frames brushed metal.



BARSTOOL

COLLECTION
15 "RND 23 - 33.5 "H



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

All bases chrome finish.



ZOEY BANANA

BARSTOOL
COLLECTIONS



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

All bases chrome finish.

Barstools

Styles



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



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



A.



B.



C.



D.



E.

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

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

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

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

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



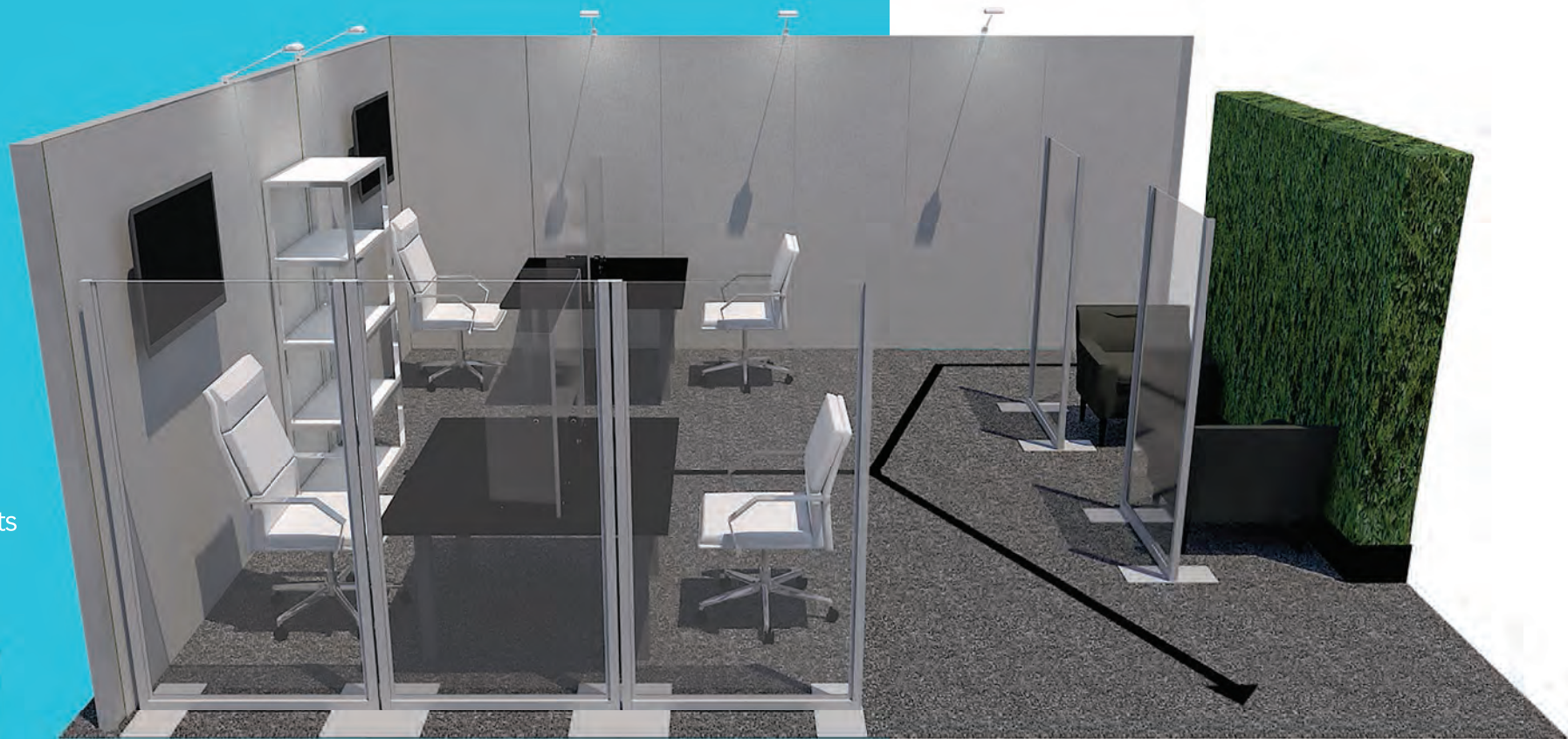
Laguna
LMBAR Barstool
 (maple, chrome)
 18"L 20"D 47"H

Styling Tip:

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

Meet in Style.

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



10'x20' -
Madison
Presentation
Booth

20'x20' - Executive Meeting Booth

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



OFFICE
Collections

Executive Seating

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

B) PROEXB
 (black vinyl, chrome)
 25"L 24"D 45-48"H
 Adjustable height



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

D) PROMDB
 (black vinyl, chrome)
 24"L 22"D 36.75-39.75"H
 Adjustable height



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



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



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



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





42" ROUND



CONFERENCE

TABLES
42" RND 29" H



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

All bases black finish.



G E O



CONFERENCE TABLES



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

Conference Tables

Styling Tip:

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

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



Rectangular

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



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



MADISON



CONFERENCE TABLES



Dividers | pg 16

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

All frames silver finish.

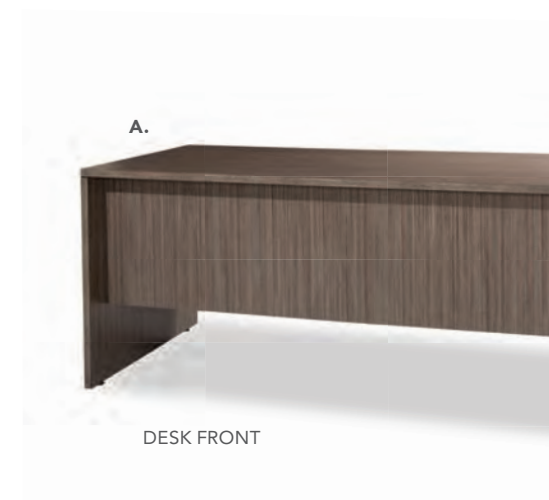


MADISON



10'x20' - Madison Presentation Booth

EXECUTIVE DESK & STORAGE



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

Ventura

Powered & Communal Tables


Powered Products 



TABLE TOP OPTIONS

Colors not available in all table options.
Please check options listed.



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

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



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

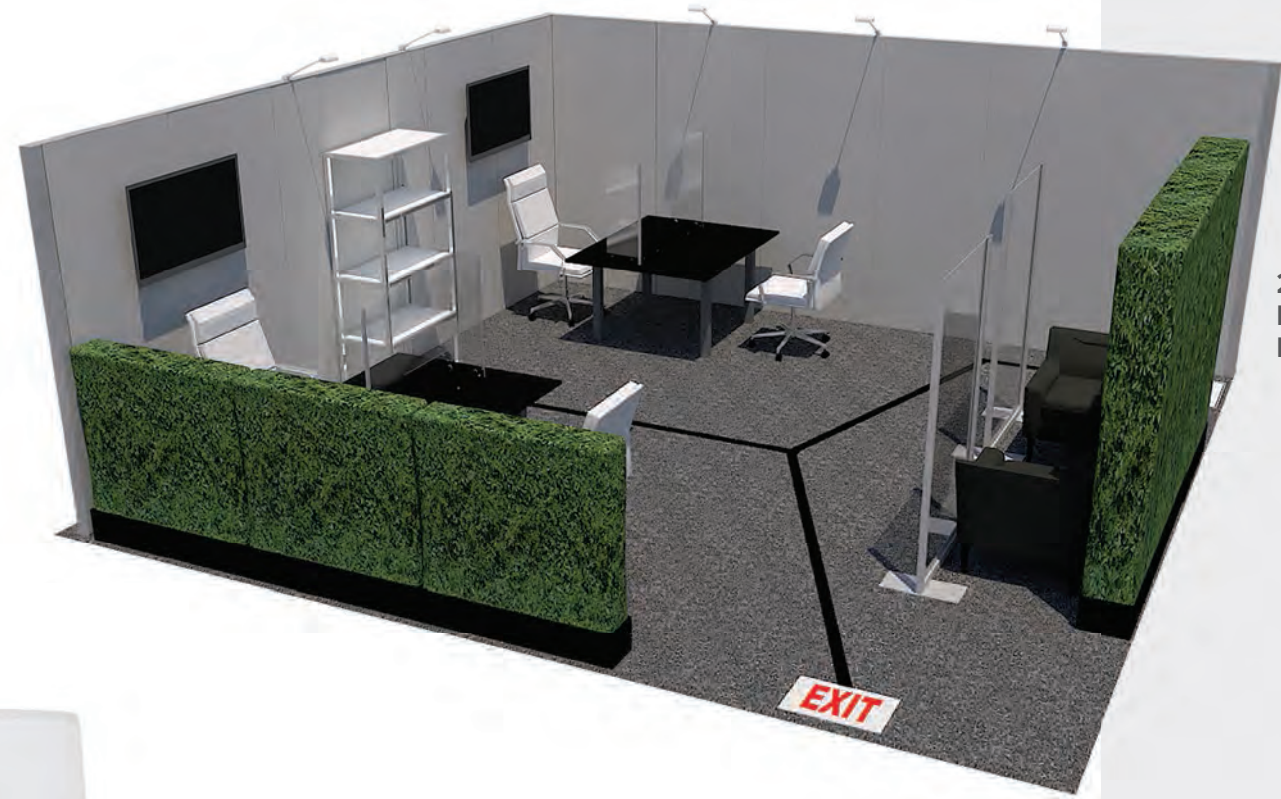
Communal Cafe Table
(silver frame)
72.25"L 26.25"D 30"H
Maple Top
H) VNTCMN (solid)
VNTCMW (grommets)
White Top
I) VNTCWW (grommets)
VNTCWN (solid)
Black Top
J) VNTCBN (solid)

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

Office Accessories & Decor

Embrace The Organic

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



20'x20' -
Executive Meeting
Booth



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



A.

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

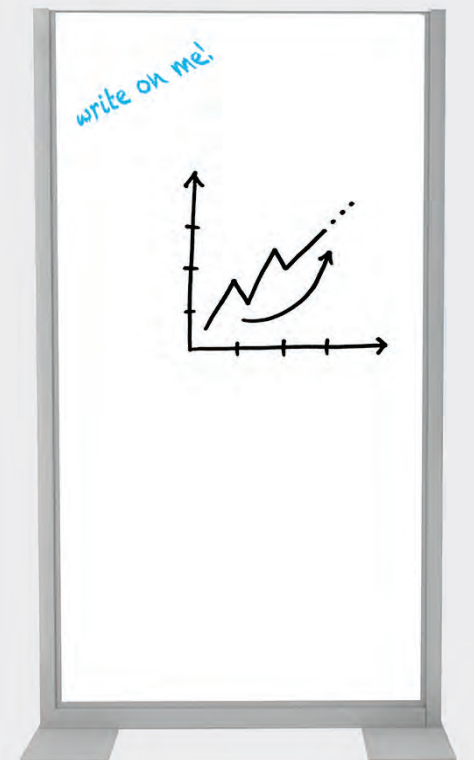


B.

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



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



Midtown Counter & Bar



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



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

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



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



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SAFETY DIVIDERS			
CODE	QTY	ITEM DESCRIPTION	PRICE
DIVFRE		Freestanding/39"l x 1.5"d x 72"h	\$355.00
DIVFWL		Freestanding Wall Unit/40"l x 1.5"d x 72"h	\$355.00
DIVFCR		Freestanding Corner/39"l x 39"d x 72"h	\$711.50
DIVBAR		Bar/Counter/48-70"l x 12"d x 31.5"h	\$177.00
DIVFST		Sofa/Table/34"l x 11"d x 47-74"h	\$320.00
DIVFWB		Clear Whiteboard/39"l x 1.5"d x 72"h	\$443.50
MIRWHT		Miramar White Wall/63"l/h x 23"d x 83"h/l	\$454.00
HDG7FT		7' Boxwood Hedge/36.5"l x 12"d x 84"h	\$804.00
HDG4FT		4' Boxwood Hedge/46"l x 9"d x 47"h	\$499.00

POWERED FURNITURE			
CODE	QTY	ITEM DESCRIPTION	PRICE
NPLSOP		Naples Sofa/Black Vinyl	\$1100.00
NPLCHP		Naples Chair/Black Vinyl	\$685.00
NPLLOP		Naples Loveseat/Black Vinyl	\$948.00
TCHGRY		Tech Tablet Chair/Gray Vinyl	\$408.00
VNTWHT		Ventura/Bar Table/White Top	\$832.00
VNTBLK		Ventura/Bar Table/Black Top	\$832.00
VNTCWH		Ventura/Café Table/White Top	\$648.00
VNTCBK		Ventura/Café Table/Black Top	\$648.00
C1WP		Sydney/Cocktail Table/White Top	\$389.00
C1YP		Sydney/Cocktail Table/Black Top	\$389.00
CUBPOW		Wireless Charging Table/White	\$485.00
VILHUB		Village Charging Hub/Cream	\$265.50
PDL36W		Locking Pedestal/White (36"h)	\$517.00
PDL42W		Locking Pedestal/White (42"h)	\$617.00
PDL36B		Locking Pedestal/Black (36"h)	\$517.00
PDL42B		Locking Pedestal/Black (42"h)	\$617.00

SOFT SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
VALCHA		Valencia Chair/Spice Orange Velvet	\$337.00
VALSOF		Valencia Sofa/Coffee Brown Velvet	\$505.00
FAIRSW		Fairfax Sofa/White Vinyl	\$517.00
FAIRCW		Fairfax Chair/White Vinyl	\$373.00
STECHA		Sterling Chair/Gray Fabric	\$758.00
STESOF		Sterling Sofa/Gray Fabric	\$1104.00
CHR002		Allegro Chair/Blue Fabric	\$466.00
SFA002		Allegro Sofa/Blue Fabric	\$703.00
PALSOF		Palm Beach Sofa/White Vinyl	\$746.00
KEYSOF		Key Largo Sofa/Black Fabric	\$511.00
KEYCHR		Key Largo Chair/Black Fabric	\$339.00
KEYLOV		Key Largo Loveseat/Black Fabric	\$396.00
BCHWHT		Baja Chair/White Vinyl	\$589.00

SOFT SEATING (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
BSFWHT		Baja Sofa/White Vinyl	\$949.00
BLVWHT		Baja Loveseat/White Vinyl	\$863.00
NPLCHP		Naples Chair/Black Vinyl/Powered	\$685.00
NPLSOP		Naples Sofa/Black Vinyl/Powered	\$1100.00
NPLLOP		Naples Loveseat/Black Vinyl/Powered	\$948.00
NPLCHR		Naples Chair/Black Vinyl	\$633.00
NPLLOV		Naples Loveseat/Black Vinyl	\$759.00
NPLSOF		Naples Sofa/Black Vinyl	\$905.00

ACCENT CHAIRS			
CODE	QTY	ITEM DESCRIPTION	PRICE
BOWCHA		Bowery Swivel Chair/Ochre Fabric	\$533.00
LABREA		La Brea Swivel Chair/Charcoal Gray Fabric	\$455.00
SWAN		Swanson Swivel Chair/White Vinyl	\$389.00
WENCHA		Wentworth Swivel Chair/Brown Vinyl	\$362.00
BCW		Madrid Chair/White Vinyl	\$810.00
MONCHA		Montreal Chair/Blue Fabric	\$586.00
LENCHA		Lena Chair/Moss Green Leather	\$479.00
TCHP		Tech Chair/Gray Vinyl	\$418.00
MNCHCH		Munich Armless Chair/Gray Fabric	\$489.00
CNTCHR		Century Chair/Gray Velvet	\$544.00
ATHCHA		Atherton Chair/Distressed Brown Leather	\$569.00
PROGB		Pro Executive Guest Chair/Black Vinyl	\$280.00
PASCHR		Pasadena Chair/White Molded Plastic	\$330.00

INDIVIDUAL SEATING			
CODE	QTY	ITEM DESCRIPTION	PRICE
MARCBR		Marina Chair/Brown Fabric	\$162.00
MARCBE		Marina Chair/Ocean Blue Fabric	\$162.00
MARCRD		Marina Chair/Red Fabric	\$162.00
MARCWH		Marina Chair/White Vinyl	\$162.00
MARCBK		Marina Chair/Black Vinyl	\$162.00
LMCHR		Laguna Chair/Maple	\$154.00
LUCHCL		Lucent Chair/Frosted Acrylic	\$198.00
CS4		Syntax Chair/Black Fabric	\$216.00
XCHR		Christopher Chair/White Vinyl	\$114.00
SC3		Brewer Chair/Onyx Fabric	\$179.00
RSTDIN		Rustique Chair w Arms/Gunmetal	\$158.00
ZENCHR		Zenith Chair/White	\$174.00
DUET		Stack Chair/Black Molded Plastic	\$70.00
SC10		Razor Armless Chair/White Molded Plastic	\$84.00
OCMWHT		Meeting Chair/White Vinyl	\$272.00
MALGRN		Malba Chair/Green Molded Plastic	\$119.00
MALGRY		Malba Chair/Gray Molded Plastic	\$119.00

Company Name		Booth Number	
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Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name	Email Address		
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Telephone Number	Fax Number		
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INDIVIDUAL SEATING (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
BLDCSB		Blade Chair/Sky Blue Molded Plastic	\$76.00
BLDCRD		Blade Chair/Red Molded Plastic	\$76.00
OTTOMAN			
VIB14		Vibe Cube/Citrus Green Vinyl	\$146.00
VIB17		Vibe Cube/Desert Rose Vinyl	\$146.00
VIB16		Vibe Cube/Spice Orange Vinyl	\$146.00
VIB01		Vibe Cube/Green Vinyl	\$146.00
VIB09		Vibe Cube/White Vinyl	\$146.00
VIB10		Vibe Cube/Black Vinyl	\$146.00
VIB11		Vibe Cube/Steel Blue Vinyl	\$146.00
VIB13		Vibe Cube/Purple Vinyl	\$146.00
VIB12		Vibe Cube/Silver Vinyl	\$146.00
VIB04		Vibe Cube/Red Vinyl	\$146.00
VIB05		Vibe Cube/Bright Yellow Vinyl	\$146.00
VIB15		Vibe Cube/Taupe Vinyl	\$146.00
VIB02		Vibe Cube/Blue Vinyl	\$146.00
VIB08		Vibe Cube/Orange Vinyl	\$146.00
BVSMOR		Beverly Small Bench/Orange Fabric	\$294.00
BVSMGN		Beverly Small Bench/Olive Green Fabric	\$294.00
BVSMWH		Beverly Small Bench/White Vinyl	\$294.00
BVSMBK		Beverly Small Bench/Black Vinyl	\$294.00
BVSMBL		Beverly Small Bench/Ocean Blue Fabric	\$294.00
BVSMBN		Beverly Small Bench/Brown Fabric	\$294.00
BVSMGY		Beverly Small Bench/Gray Fabric	\$294.00
BVSM LN		Beverly Small Bench/Linen Fabric	\$294.00
BVSM LV		Beverly Small Bench/Lavender Fabric	\$294.00
BVSMRD		Beverly Small Bench/Red Fabric	\$294.00
BVSMYL		Beverly Small Bench/Yellow Fabric	\$294.00
BVLYWH		Beverly Bench/White Vinyl	\$423.00
BVLYRD		Beverly Bench/Red Fabric	\$423.00
BVLYGR		Beverly Bench/Gray Fabric	\$423.00
BVLYOB		Beverly Bench/Ocean Blue Fabric	\$423.00
BVLYBK		Beverly Bench/Black Vinyl	\$423.00
BVLYLN		Beverly Bench/Linen Fabric	\$423.00
BVLYBN		Beverly Bench/Brown Fabric	\$423.00
MAR011		Marche Swivel/Orange Fabric	\$195.00
MAR016		Marche Swivel/Ivory Faux Sheep Fur	\$195.00
MAR009		Marche Swivel/Pear Yellow Fabric	\$195.00
MAR001		Marche Swivel/White Vinyl	\$195.00
MAR006		Marche Swivel/Rose Quartz Fabric	\$195.00

OTTOMANS (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE
MAR007		Marche Swivel/Plum Fabric	\$195.00
MAR010		Marche Swivel/Blue Fabric	\$195.00
MAR002		Marche Swivel/Gray Fabric	\$195.00
MAR003		Marche Swivel/Linen Fabric	\$195.00
MAR004		Marche Swivel/Raspberry Fabric	\$195.00
MAR008		Marche Swivel/Meadow Green Fabric	\$195.00
MAR015		Marche Swivel/Black Vinyl	\$195.00
MAR012		Marche Swivel/Forest Green Vinyl	\$195.00
MAR013		Marche Swivel/Teal Velvet	\$195.00
MAR014		Marche Swivel/Distressed Brown Vinyl	\$195.00
END02B		Squares/Endless/Black Vinyl	\$389.00
END02W		Squares/Endless/White Vinyl	\$389.00
END01W		Curves/Endless/White Vinyl	\$453.00
END01B		Curves/Endless/Black Vinyl	\$453.00
REGBEN		Regis Bench/Brushed Metal	\$310.00

ACCENT TABLES			
CODE	QTY	ITEM DESCRIPTION	PRICE
MESCTW		Mesa Cocktail Table/Barnwood Top	\$220.00
MESETW		Mesa End Table/Barnwood Top	\$145.00
MESCTB		Mesa Cocktail Table/Black Top	\$220.00
MESETB		Mesa End Table/Black Top	\$145.00
MESCTG		Mesa Cocktail Table/Glass top	\$220.00
MESETG		Mesa End Table/Glass Top	\$145.00
ALC100		Alondra Cocktail Table/Glass Top	\$350.00
ALE100		Alondra End Table/Glass Top	\$252.00
ALC200		Alondra Cocktail Table/Wood Top	\$350.00
ALE200		Alondra End Table/Wood Top	\$252.00
C1C		Geo Cocktail Table/Glass Top	\$268.00
E1C		Geo End Table/Glass Top	\$251.00
C1FWB		Geo Cocktail Table/Wood Top	\$307.00
E1FWB		Geo End Table/Wood Top	\$267.00
C1W		Sydney Cocktail Table/White Top	\$306.00
C1Y		Sydney Cocktail Table/Black Top	\$306.00
SYDBEC		Sydney Cocktail Table/Blue Top	\$321.00
SYDWDC		Sydney Cocktail Table/Barnwood Top	\$321.00
E1W		Sydney End Table/White Top	\$275.00
E1Y		Sydney End Table/Black Top	\$275.00
SYDBEE		Sydney End Table/Blue top	\$280.00
SYDWDE		Sydney End Table/Barnwood Top	\$280.00

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

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ACCENT TABLES (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
TAOBWH		Taos Side Table/White Top	\$145.00
TAOBK		Taos Side Table/Black Top	\$145.00
TAOBWD		Taos Side Table/Barnwood Top	\$145.00
SEDBWH		Sedona Side Table/White Top	\$149.00
SEDBBK		Sedona Side Table/Black Top	\$149.00
SEDBWD		Sedona Side Table/Barnwood Top	\$149.00
REGBEN		Regis Bench Table/Brushed Metal	\$310.00
REGOTT		Regis End Table/Brushed Metal	\$229.00
CUBPOW		Wireless Charging Table/White/Powered	\$485.00
C1E		Silverado Cocktail Table/Glass Top	\$284.00
E1E		Silverado End Table/Glass Top	\$268.00
TMBTBL		Timber End Table/Wood	\$186.00
AURA		Aura Round Table/White Metal	\$158.00

BAR TABLES - BLACK BASE - 42"H

VTJ		30" Round/Graphite Nebula Top	\$251.00
VTK		30" Round/Maple Top	\$251.00
VTB		30" Round/Red Top	\$251.00
30WH42		30" Round/White Top	\$251.00
30WDBB		30" Round/Barnwood Top	\$279.00
30BKSB		30" Round/Black Top	\$279.00
30AGBB		30" Round/Brushed Gunmetal Top	\$279.00
30OSBB		30" Round/Orange Top	\$279.00
VTA		30" Round/Madison Gray Acajou Top	\$258.00
30BEBB		30" Round/Blue Top	\$279.00
30YBBB		30" Round/Brushed Yellow Top	\$279.00
30GSBB		30" Round/Green Top	\$279.00
VTN		36" Round/Graphite Nebula Top	\$260.00
VTP		36" Round/Maple Top	\$260.00
VTW		36" Round/White Top	\$260.00
36BKSB		36" Round/Black Top	\$260.00

BAR TABLES - HYDRAULIC CHROME BASE - 45"H

30GRHB		30" Round/Graphite Nebula Top	\$323.00
30MTHB		30" Round/Maple Top	\$323.00
30BRHB		30" Round/Red Top	\$323.00
30WHHB		30" Round/White Top	\$323.00
30WDHB		30" Round/Barnwood Top	\$341.00
30BKHB		30" Round/Black Top	\$341.00
30AGHB		30" Round/Brushed Gunmetal Top	\$341.00

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

CODE	QTY	ITEM DESCRIPTION	PRICE
30OSHB		30" Round/Orange Top	\$341.00
30MAHB		30" Round/Madison Gray Acajou Top	\$341.00
30BEHB		30" Round/Blue Top	\$341.00
30YSHB		30" Round/Brushed Yellow Top	\$341.00
30GSHB		30" Round/Green Top	\$341.00
36GRHB		36" Round/Graphite Nebula Top	\$353.00
36MTHB		36" Round/Maple Top	\$353.00
36WTHB		36" Round/White Top	\$353.00
36BKHB		36" Round/Black Top	\$353.00
RSTSQT		Rustique Square/Gunmetal/23.75" x 41.25"h	\$288.00

CAFE TABLES - HYDRAULIC CHROME BASE - 29"H

30GRHC		30" Round/Graphite Nebula Top	\$341.00
30MTHC		30" Round/Maple Top	\$341.00
30BRHC		30" Round/Red Top	\$341.00
30WHHC		30" Round/White Top	\$341.00
30WDHC		30" Round/Barnwood Top	\$341.00
30BKHC		30" Round/Black Top	\$341.00
30AGHC		30" Round/Brushed Gunmetal Top	\$341.00
30OSHC		30" Round/Orange Top	\$341.00
30MAHC		30" Round/Madison Acajou Top	\$341.00
30BEHC		30" Round/Blue Top	\$341.00
30YSHC		30" Round/Brushed Yellow Top	\$341.00
30GSHC		30" Round/Green Top	\$341.00
36GRHC		36" Round/Graphite Nebula Top	\$357.00
36MTHC		36" Round/Maple Top	\$357.00
36WTHC		36" Round/White Top	\$357.00
36BKHC		36" Round/Black Top	\$353.00

CAFE TABLES - BLACK BASE - 29"H

ZTJ		30" Round/Graphite Nebula Top	\$252.00
ZTK		30" Round/Maple Top	\$252.00
ZTB		30" Round/Red Top	\$252.00
30WH29		30" Round/White Top	\$252.00
30WDBC		30" Round/Barnwood Top	\$252.00
30BKSC		30" Round/Black Top	\$252.00
30AGBC		30" Round/Brushed Gunmetal Top	\$252.00
30OSBC		30" Round/Orange Top	\$252.00
ZTA		30" Round/Madison Acajou Top	\$252.00

Company Name		Booth Number	
<input type="text"/>		<input type="text"/>	
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CUSTOM FURNITURE

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CAFE TABLES - BLACK BASE - 29"H (CONTINUED)

CODE	QTY	ITEM DESCRIPTION	PRICE
30BEBC		30" Round/Blue Top	\$252.00
30YSBC		30" Round/Brushed Yellow Top	\$252.00
30GSBC		30" Round/Green Top	\$252.00
ZTN		36" Round/Graphite Nebula Top	\$242.00
ZTP		36" Round/Maple Top	\$242.00
ZTQ		36" Round/White Top	\$242.00
36BKSC		36" Round/Black Top	\$243.00

BARSTOOLS

MARBBE		Marina/Ocean Blue Fabric	\$294.00
MARBBR		Marina/Brown Fabric	\$294.00
MARBRD		Marina/Red Fabric	\$294.00
MARBWH		Marina/White Vinyl	\$294.00
MARBBK		Marina/Black Vinyl	\$294.00
ROLLWH		Lift/White Vinyl	\$229.00
ROLLRD		Lift/Red Vinyl	\$229.00
ROLLBL		Lift/Black Vinyl	\$229.00
ROLLGY		Lift/Gray Vinyl	\$229.00
BS002		Zoey/White	\$304.00
BSS		Banana/Black	\$256.00
BST		Banana/White	\$256.00
BLDBRD		Blade/Red	\$146.00
BLDBSB		Blade/Sky Blue	\$146.00
ZENBAR		Zenith/White	\$174.00
LMBAR		Laguna/Maple	\$195.00
XBAR		Christopher/White Vinyl	\$195.00
BS001		Shark/White	\$334.00
BSR		Syntax/Black	\$236.00
LUBSCL		Lucent/Frosted Acrylic	\$285.00
RSTSTL		Rustique/Gunmetal	\$143.00

EXECUTIVE SEATING

CODE	QTY	ITEM DESCRIPTION	PRICE
PROEXE		Pro High Back Chair/White Vinyl	\$402.00
PROEXB		Pro High Back Chair/Black Vinyl	\$402.00
PROMID		Pro Mid Back Chair/White Vinyl	\$255.00
PROMDB		Pro Mid Back Chair/Black Vinyl	\$255.00
PROGB		Pro Guest Chair/Black Vinyl	\$280.00
CUPCHA		Cupertino Mid Back Chair/Black Vinyl	\$317.00
GENCHA		Genesis Chair/Black Fabric	\$277.00
TASKST		Task Stool/Black Fabric	\$162.00

CONFERENCE TABLES

CONF42		42"Round x 29"h/White Top	\$382.00
CB1		42"Round x 29"h/Graphite Nebula Top	\$382.00
CB8		42"Round x 29"h/Madison Gray Acajou Top	\$382.00
42BKCT		42"Round x 29"h/Black Top	\$382.00
CF1		GEO Rounded Square Table/Glass Top/Black	\$284.00
CE1		GEO Rounded Square Table/Glass Top/Chrome	\$299.00
CF2		GEO Rectangular/Glass Top/Black	\$419.00
CE2		GEO Rectangular/Glass Top/Chrome	\$434.00
42ATO		Atomic 42"Round x 30"h/Glass Top	\$334.00
36ATO		Atomic 36"Round x 30"h/Glass Top	\$334.00
BKCT10N		120"l x 48"d x 29"h/Black Top	\$980.50
BKCT8N		96"l x 48"d x 29"h/Black Top	\$980.75
BKCT5N		60"l x 48"d x 29"h/Black Top	\$491.00
WD3		48"l x 24"d x 30"h/White Top	\$357.00
MADC05		Madison 60"l x 48" d x 29"h/Gray Acajou Top	\$504.00
MADC08		Madison 96"l x 60" d x 29"h/Gray Acajou Top	\$1006.00
MADC10		Madison 120"l x 48" d x 29"h/Gray Acajou Top	\$1006.00

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



CUSTOM FURNITURE

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EXECUTIVE DESK & STORAGE

CODE	QTY	ITEM DESCRIPTION	PRICE
JD8		Desk 60"l x 30"d x 29"/Gray Acajou Top	\$622.00
BC8		Bookcase 36"l x 12"d x 72"h Gray Acajou	\$459.00

POWERED & COMMUNAL TABLES

VNTBLK		Ventura Powered Bar Table/Black Top	\$832.00
VNTWHT		Ventura Powered Bar Table/White Top	\$832.00
VNTMNP		Ventura Communal Bar Table/Maple Top/Solid	\$718.00
VNTBMW		Ventura Communal Bar Table/Maple Top/Holes	\$718.00
VNTBWW		Ventura Communal Bar Table/White Top/Holes	\$718.00
VNTWNP		Ventura Communal Bar Table/White Top/Solid	\$718.00
VNTBNP		Ventura Communal Bar Table/Black Top/Solid	\$718.00
VNTCBK		Ventura Powered Cafe Table/Black Top	\$648.00
VNTCWH		Ventura Powered Cafe Table/White Top	\$648.00
VNTCMN		Ventura Communal Cafe Table/Maple Top/Solid	\$572.00
VNTCMW		Ventura Communal Cafe Table/Maple Top/Holes	\$572.00
VNTCWW		Ventura Communal Cafe Table/White Top/Holes	\$572.00
VNTCWN		Ventura Communal Cafe Table/White Top/Solid	\$572.00
VNTCBN		Ventura Communal Cafe Table/Black Top/Solid	\$572.00

OFFICE ACCESSORIES & DECOR

CODE	QTY	ITEM DESCRIPTION	PRICE
HDG7FT		7' Boxwood Hedge/36.5"l x 12"d x 84"h	\$804.00
HDG4FT		4' Boxwood Hedge/46"l x 9"d x 47"h	\$499.00
LA15		Mason Floor Lamp/Brushed Silver	\$230.00
LA14		Mason Table Lamp/Brushed Silver	\$156.00
PSHCCS		Posh Shelving/Chrome/Acrylic	\$541.00
DIVFWB		Freestanding Whiteboard/39"l x 1.5"d x 72"h	\$443.50

COUNTER & BAR

MTCPUL		Midtown Powered Counter/Pewter/Unlighted	\$1563.00
MTCLPI		Midtown Powered Counter/Pewter/Lighted	\$1658.00
MTBUUL		Midtown Bar/Pewter/Unlighted	\$1555.00
MTBLPI		Midtown Bar/Pewter/Lighted/Blue	\$1658.00
MTBLPI		Midtown Bar/Pewter/Lighted/Red	\$1658.00
MTBLPI		Midtown Bar/Pewter/Lighted/Green	\$1658.00
MTBLPI		Midtown Bar/Pewter/Lighted/White	\$1658.00

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

Discount Deadline: **October 22, 2021**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use. All materials are on a rental basis and remain the property of Arata Expositions, Inc. The exhibiting company is responsible for these items and for their condition at close of show.

Custom Furniture Total _____
 Add 30% after October 22, 2021 _____
 10% Tax _____
 Delivery Fee \$50.00 _____
 TOTAL _____

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

RENTAL UNIT RA-001



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount: **\$ 2,900.00** | Standard: **\$ 4,350.00**

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

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



RENTAL UNIT RA-002



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 3,190.00

Standard:
\$ 4,785.00

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

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



RENTAL UNIT **RB-001**



Arata Expositions, Inc.

What's Included:

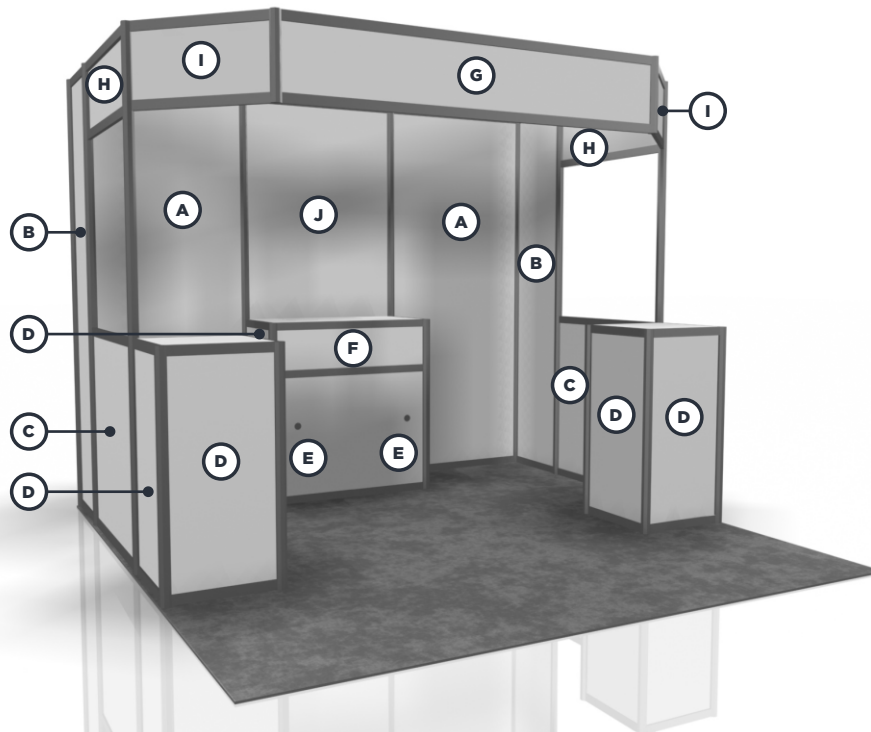
- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount: **\$ 3,700.00** | Standard: **\$ 5,550.00**

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

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



RENTAL UNIT **RB-002**



Arata Expositions, Inc.

What's Included:

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

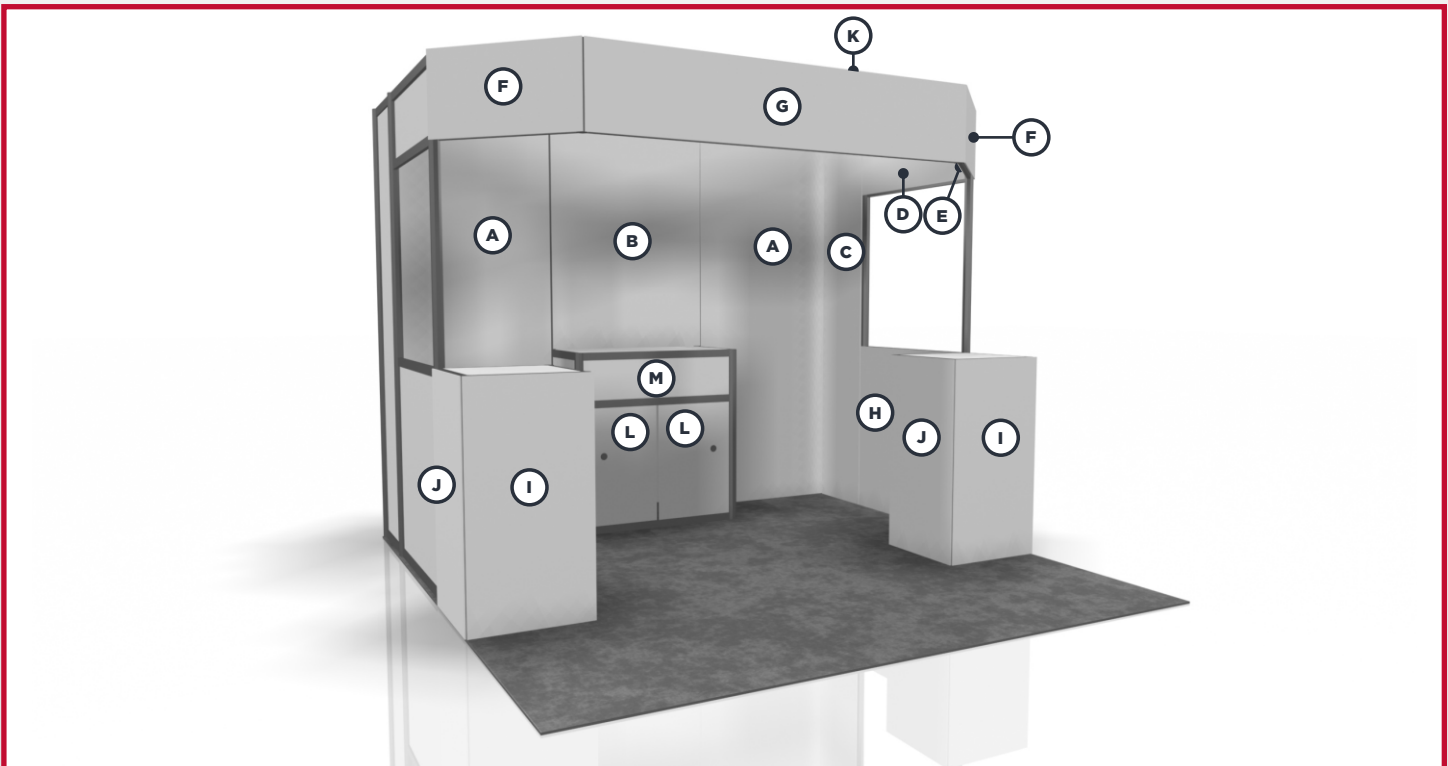
ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 4,070.00

Standard:
\$ 6,105.00

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

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



RENTAL UNIT RC-001



Arata Expositions, Inc.

What's Included:

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

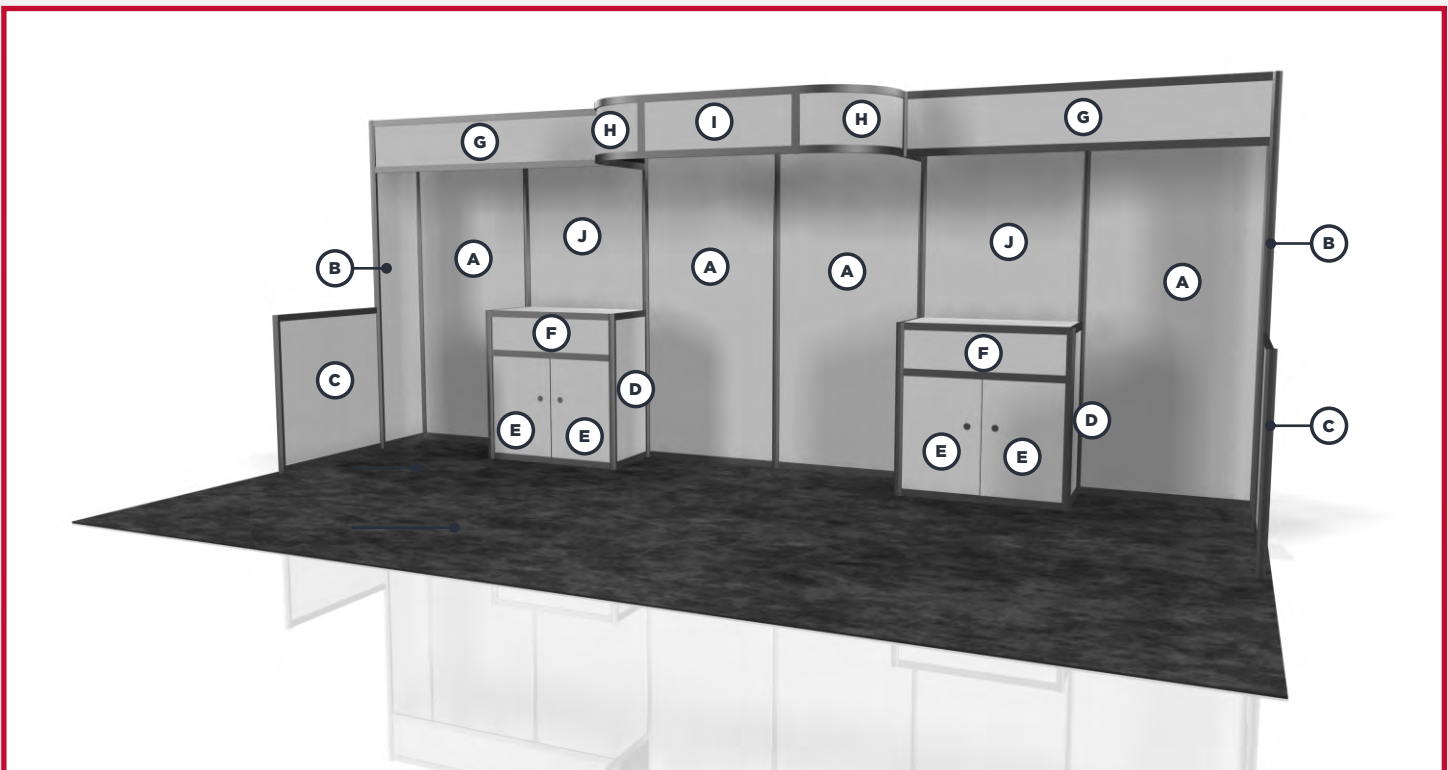
ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 6,500.00

Standard:
\$ 9,750.00

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

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



RENTAL UNIT **RC-002**



Arata Expositions, Inc.

What's Included:

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

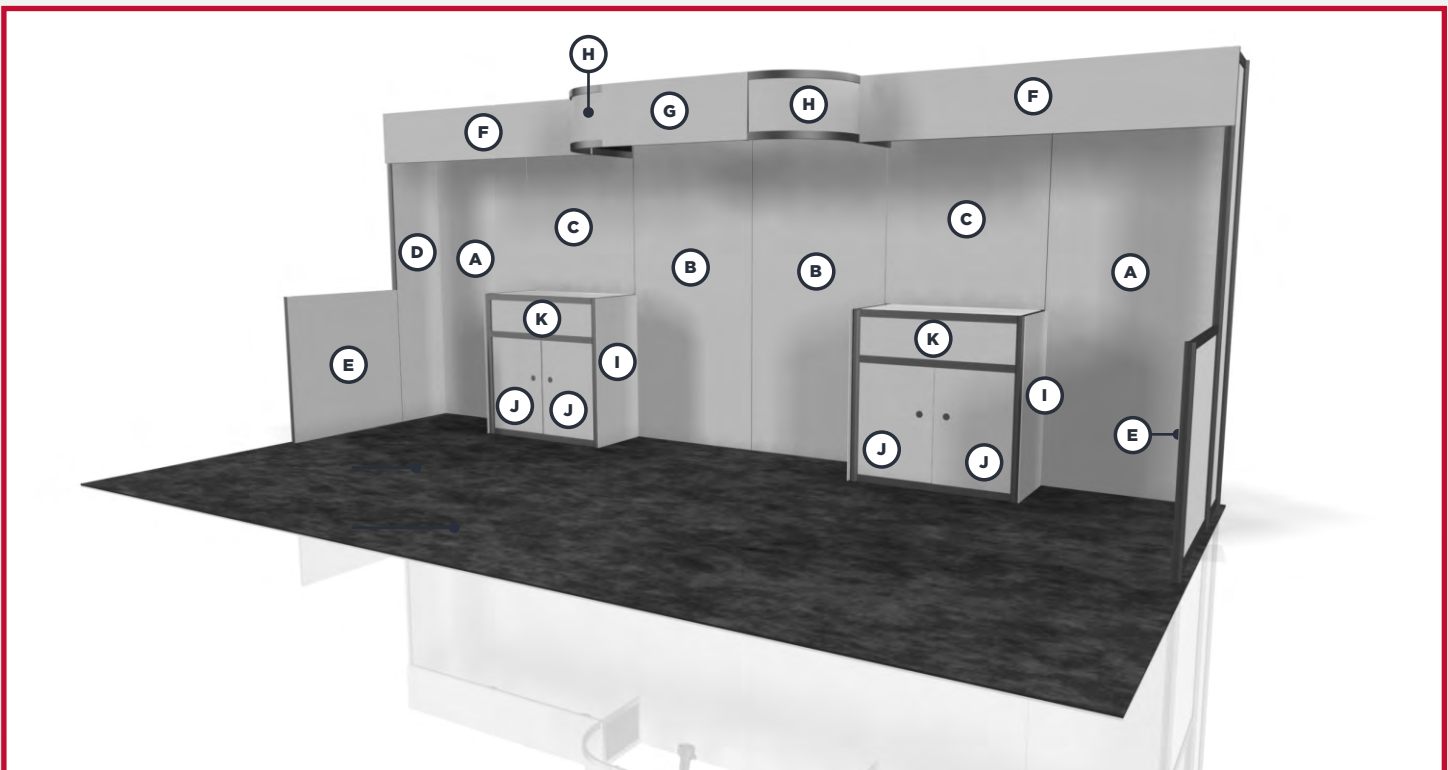
ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 7,150.00

Standard:
\$ 10,725.00

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

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



RENTAL UNIT **RD-001**



Arata Expositions, Inc.

What's Included:

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

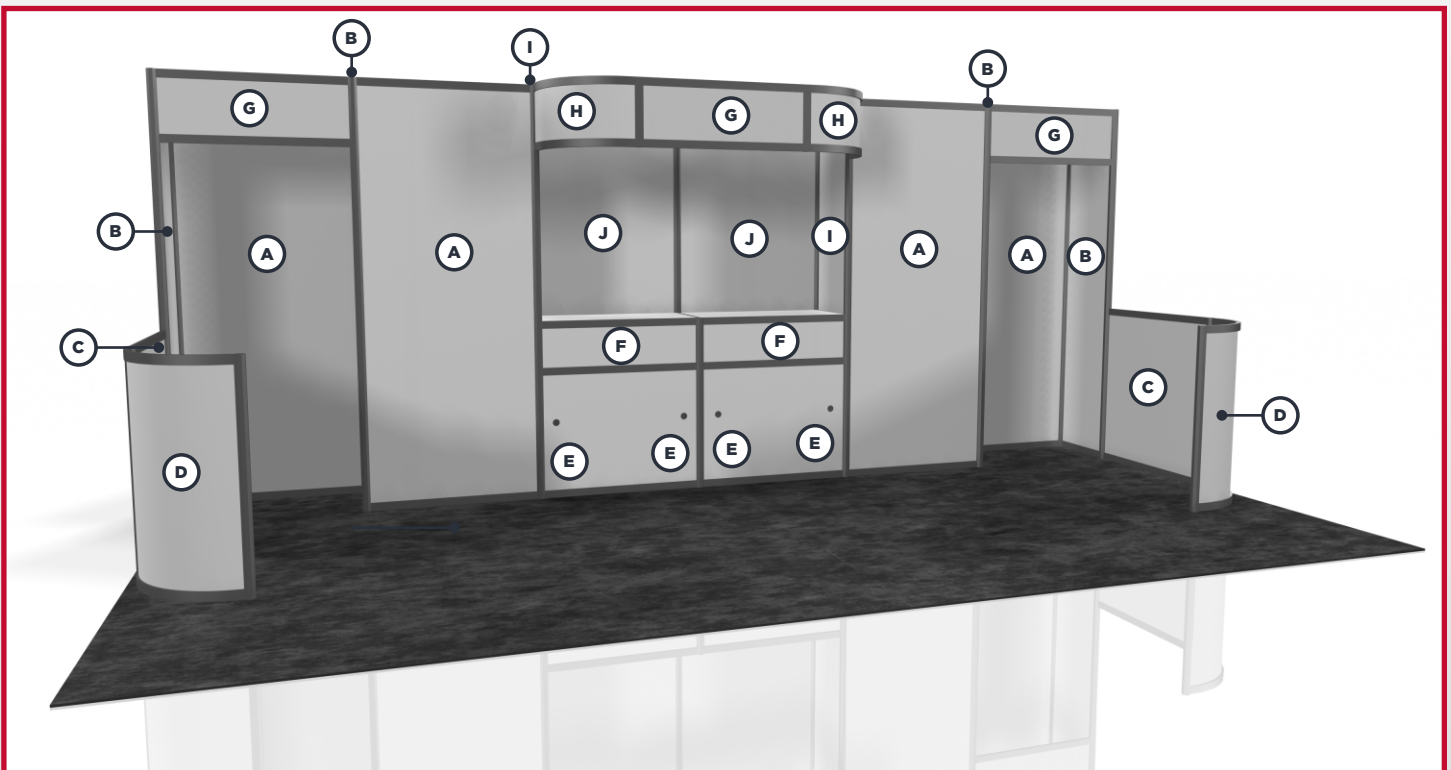
ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 7,000.00

Standard:
\$ 10,500.00

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

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



RENTAL UNIT **RD-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 7,700.00

Standard:
\$ 11,550.00

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

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



RENTAL UNIT **RE-001**



Arata Expositions, Inc.

What's Included:

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

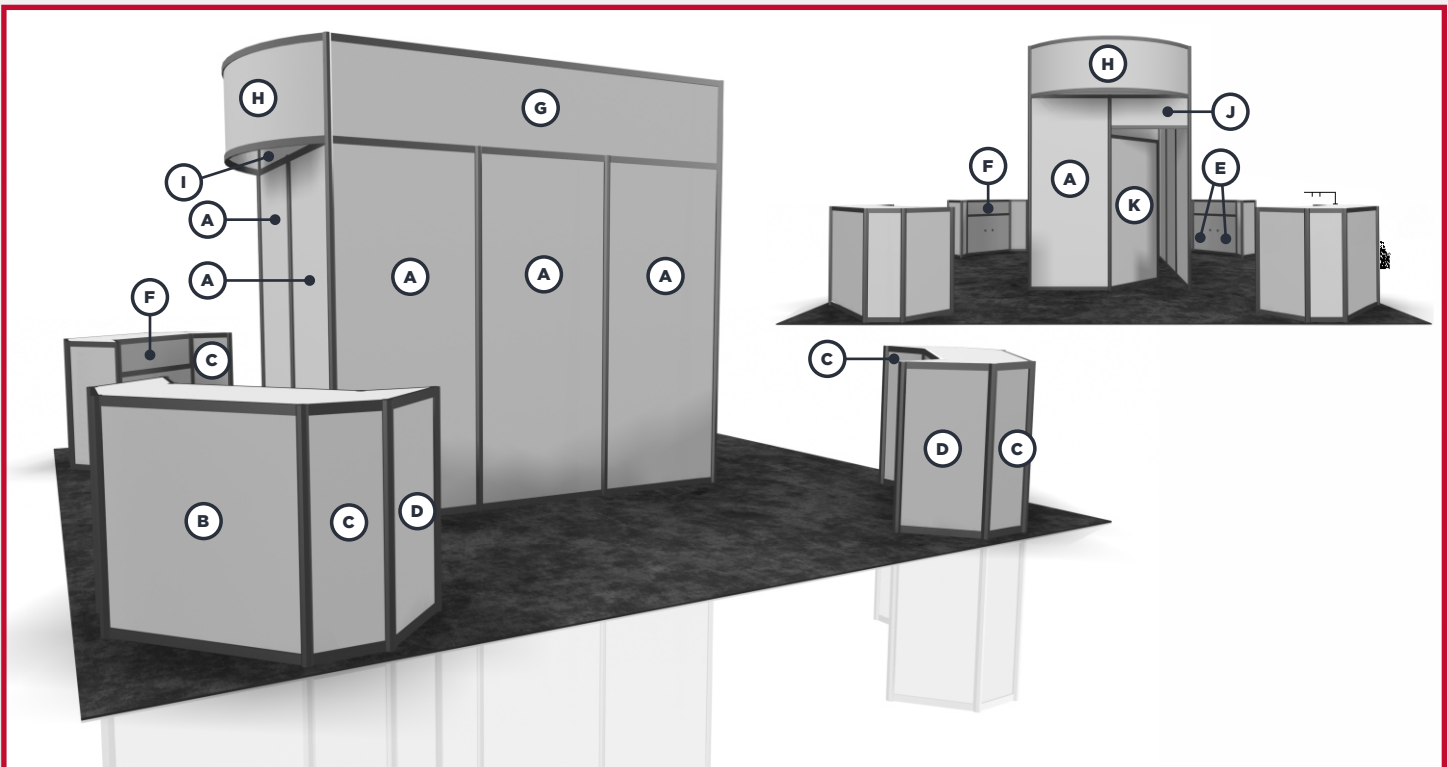
ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 11,500.00

Standard:
\$ 17,250.00

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

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



RENTAL UNIT **RE-002**



Arata Expositions, Inc.

What's Included:

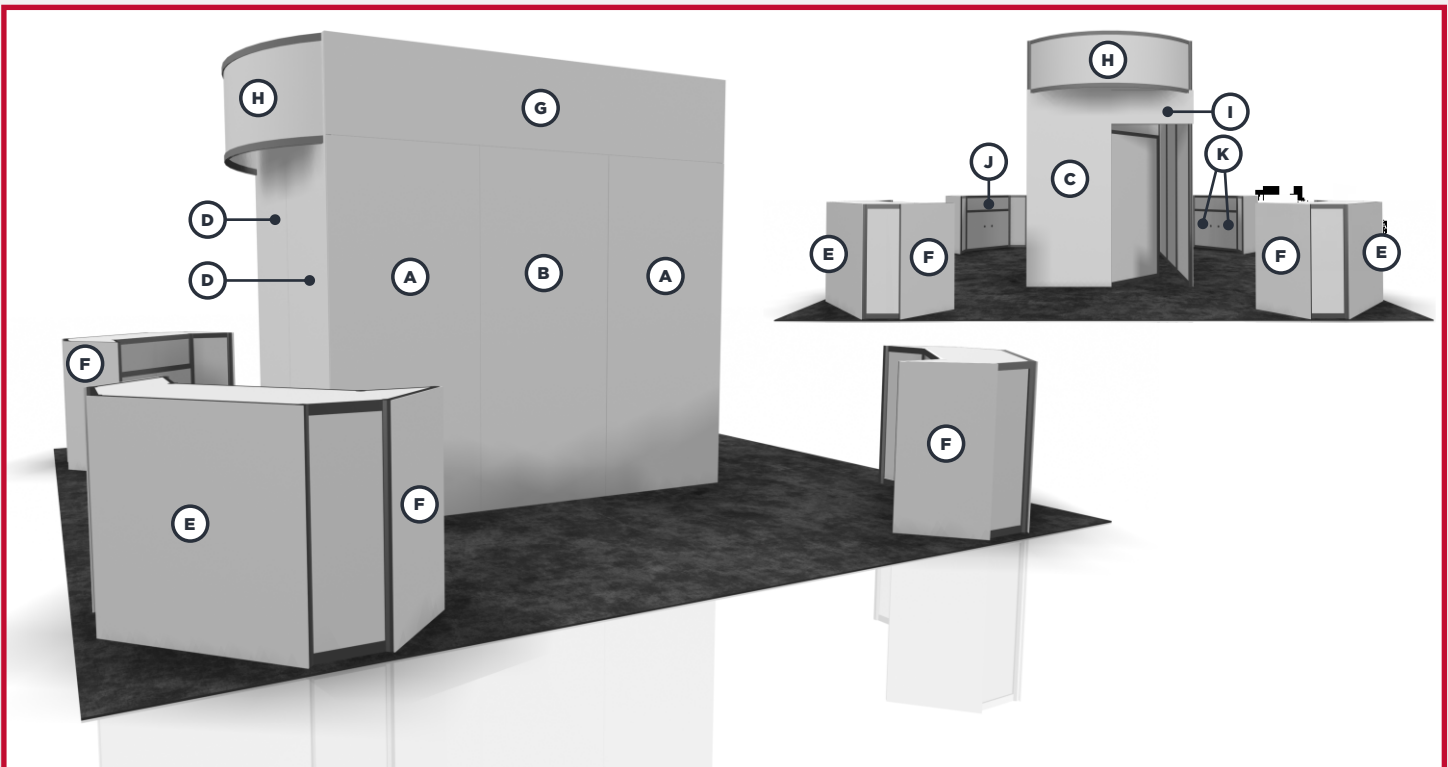
- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount: **\$ 12,650.00** | Standard: **\$ 18,975.00**

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

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



RENTAL UNIT **RF-001**



Arata Expositions, Inc.

What's Included:

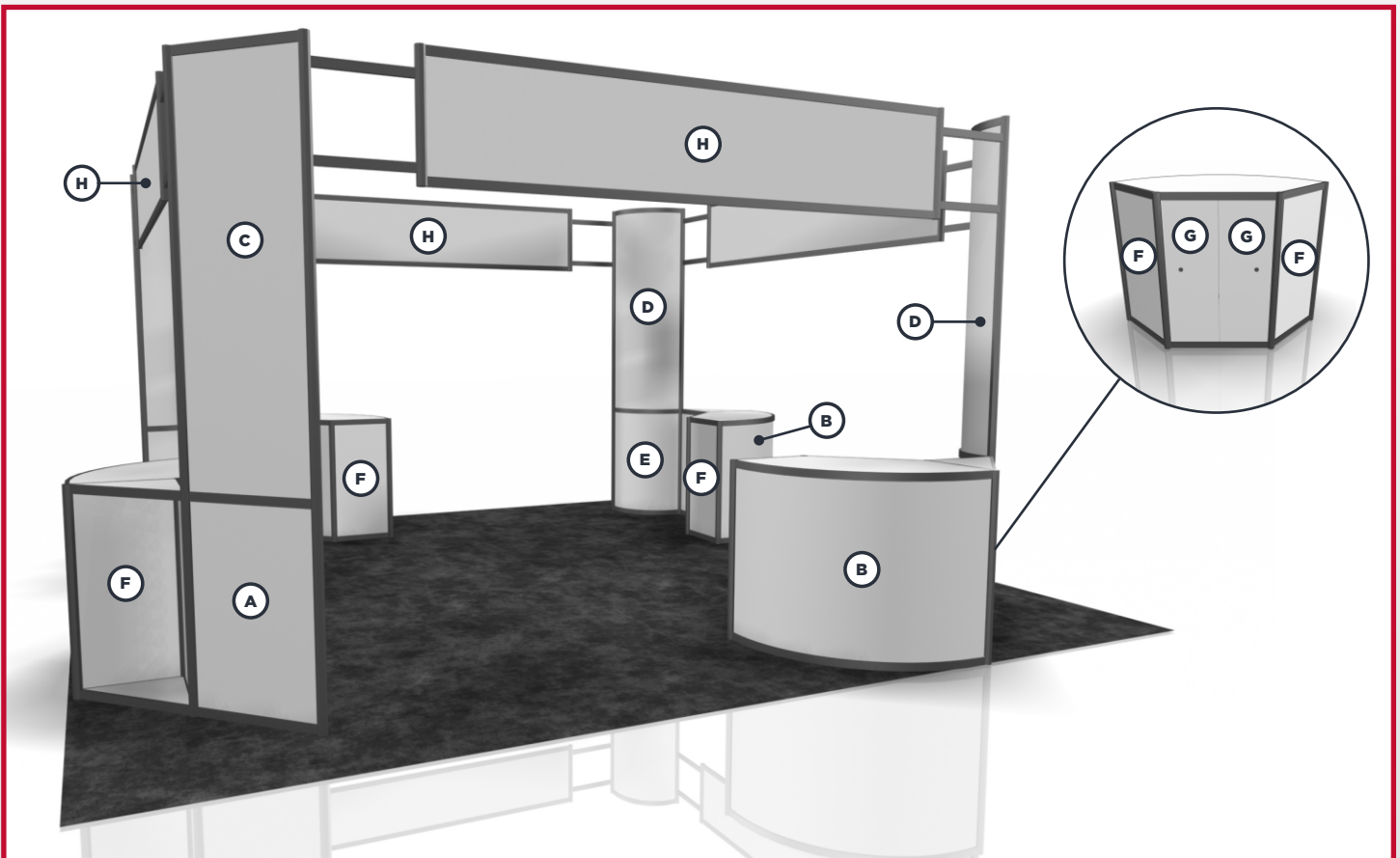
- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount: **\$ 12,500.00** | Standard: **\$ 18,750.00**

Quantity	Panel	Sides	Width	Height
4	A	Single-Sided	26.625"	38.875"
4	B	Single-Sided	60.625"	38.875"
4	C	Single-Sided	26.625"	76.75"
4	D	Single-Sided	29.75"	76.75"
4	E	Single-Sided	29.75"	38.875"
12	F	Single-Sided	18.5"	38.875"
8	(G) Doors	Single-Sided	14"	38.125"
4	(H) Header	Double-Sided	116.875"	20.875"

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



RENTAL UNIT **RF-002**



Arata Expositions, Inc.

What's Included:

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

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Discount:
\$ 13,750.00

Standard:
\$ 20,625.00

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

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

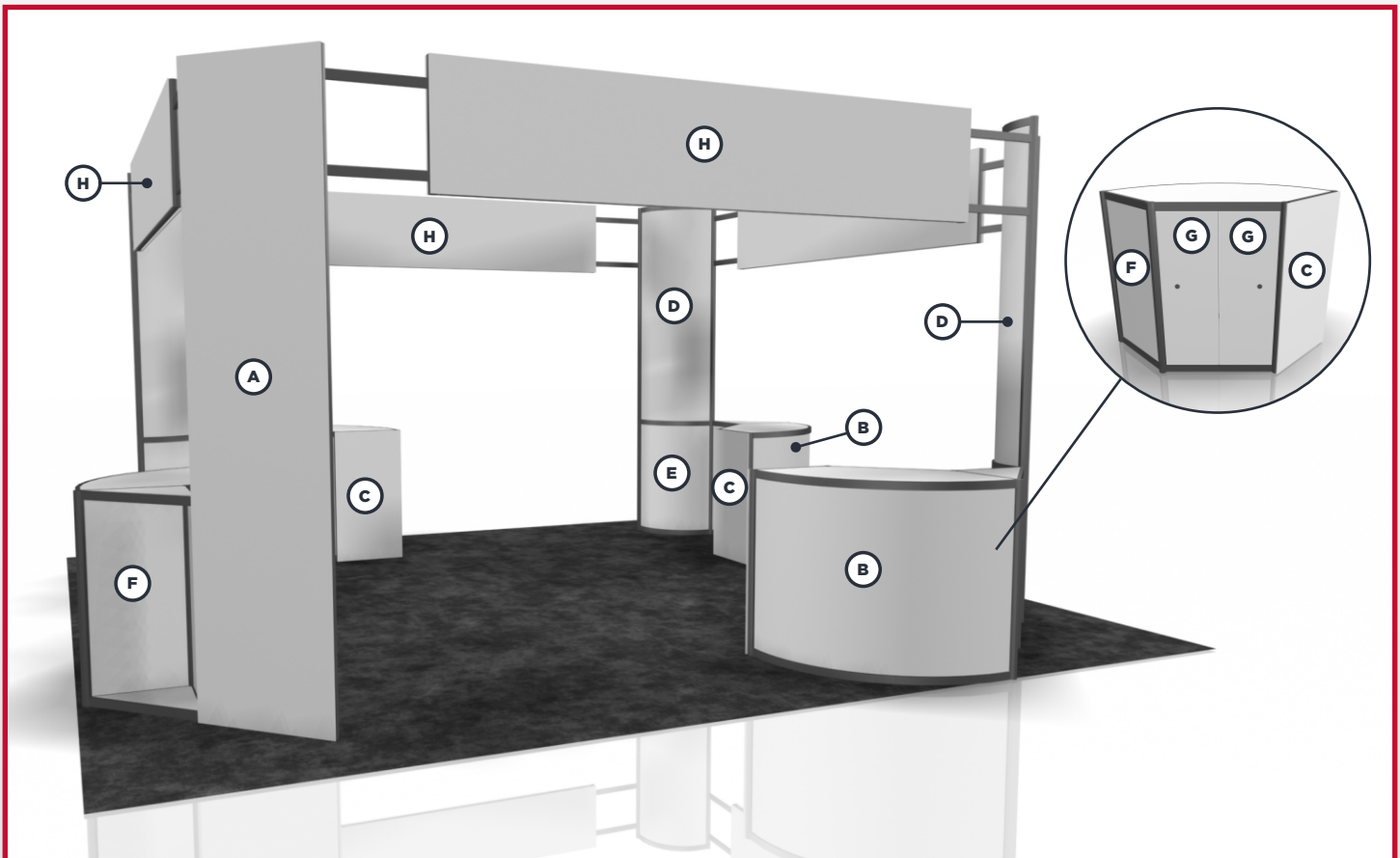


Exhibit Order



Arata Expositions, Inc.

Accessories:

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

Clip-On Lights:

\$40.00 (each)



_____ \$ _____
Qty. Cost

Monitor Mount:

\$75.00 (each)



_____ \$ _____
Qty. Cost

Chrome Sign Holder:

\$99.00 (each)



_____ \$ _____
Qty. Cost

Literature Stand

\$145.00 (each)



_____ \$ _____
Qty. Cost

Banner Stand:

\$425.00 (each)



_____ \$ _____
Qty. Cost

Meterboard

\$375.00 (each)



_____ \$ _____
Qty. Cost

Café Table Decal

\$25.00 per Sq. Ft.



_____ \$ _____
Qty. Cost

Shelving:

\$50.00 (each)



_____ \$ _____
Qty. Cost

Branded Tablecloth:

72" w x 24" d x 30" h
\$225.00 (each)



_____ \$ _____
Qty. Cost

Clip-On Lights:

\$ _____
Sub-Total

Monitor Mount:

\$ _____
Sub-Total

Chrome Sign Holder:

\$ _____
Sub-Total

Literature Stand:

\$ _____
Sub-Total

Bannerstand:

\$ _____
Sub-Total

Meterboard:

\$ _____
Sub-Total

Café Tabletop Decal:

\$ _____
Sub-Total

Shelving:

\$ _____
Sub-Total

Branded Tablecloth:

\$ _____
Sub-Total

Exhibit Order



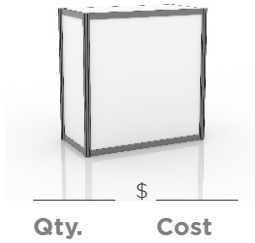
Arata Expositions, Inc.

Accessories:

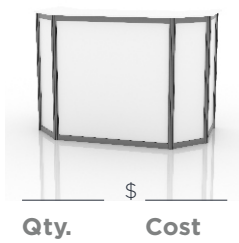
Use accessories to increase flexibility, function and add customized features to your exhibit space.

CREDENZAS:

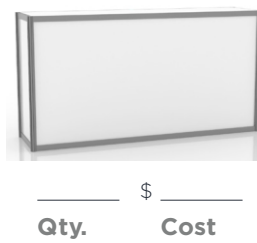
38" w x 18" d x 42" h
\$550.00 (each)



58" w x 18" d x 42" h
\$962.50 (each)



77" w x 18" d x 42" h
\$1,100.00 (each)



38" w x 18" d x 42" h
\$687.50 (each)



60" w x 18" d x 42" h
\$1,203.13 (each)

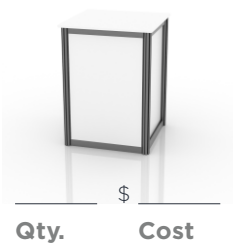


77" w x 18" d x 42" h
\$1,375.00 (each)



PEDESTALS:

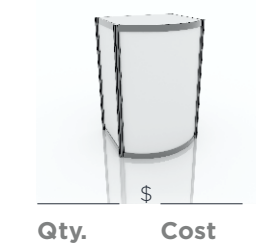
18" w x 18" d x 30" h
\$337.50 (each)



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



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



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

Please contact customerservice@arataexpo.com for pricing and assistance with color changes, logo design, velcro panels and for additional information on customized design and display graphics.

ORDER EARLY Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 10% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

Accessories
Totals:

Credenzas:
\$ _____
Sub-Total

Pedestals:
\$ _____
Sub-Total

\$ _____
Total Cost

Exhibit Order



Arata Expositions, Inc.

Exhibitor Name _____

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

Rentals Options:

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

Carpet Color Red Black Blue Purple Grey Burgundy Teal Hunter Green

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

Header Digital Print Bold Black Letters

The display header will be bolded black letters.

(print clearly or type to ensure correct spelling)

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

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

Payment Information:

Visa Mastercard AMEX

Package Cost:

\$ _____

_____ **Card Number**

_____ **Exp. Date**

_____ **Cardholder Name** (print clearly)

Design Package

\$ _____

_____ **Authorized Signature**

Accessories

_____ **Organization**

_____ **Show Name**

_____ **Booth Number(s)**

\$ _____

Subtotal

_____ **Street Address**

_____ **City / State / Zip**

\$ _____

Sales Tax (10%)

_____ **Email Address**

_____ **Phone Number**

_____ **Fax**

\$ _____

Total Cost

_____ **Authorized by** (please print)

_____ **Signature**

SUPEREASY FabriWall

Multi-Dimensional Tension Fabric Displays



Standard Units:

- 10' unit: 8' tall x 9'6" wide with a 7 degree radius, or straight wall.
- 20' unit: 8' tall x 19'6" wide with a 16 degree radius, or straight wall.
- Custom units available upon request.
- Pricing includes structure plus standard rental carpet at a discounted rate.

Key Benefits

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

Beautiful Displays Made Easy!

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

Features

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

Just 3 Easy Steps, to Your FabriWall Success!

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





FABRIWALL

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a charge authorization form with orders. Orders received after the deadline are subject to availability and will be charged at standard rates.

8' x 10' CURVED UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	8' x 10' Curved Unit	\$3,625.00	\$7,250.00	\$

8' x 10' STRAIGHT UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	8' x 10' Straight Unit	\$3,625.00	\$7,250.00	\$

8' x 20' CURVED UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	8' x 20' Curved Unit	\$6,705.00	\$13,410.00	\$

8' x 20' STRAIGHT UNIT				
Qty.	Description	Discount Price	Standard Price	Extended Price
	8' x 20' Straight Unit	\$6,705.00	\$13,410.00	\$

Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Cancellations after the order has been received will be invoiced 100% of cost. Absolutely no credits will be issued after show closing.

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

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

FabriWall Total _____
 10% Tax _____
TOTAL _____

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



SPECIAL SIGNS

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

CUSTOM SIGNS/SERVICES

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

DIGITAL SHOWCARD SIGNS			
QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE
	7" x 11"	\$64.50	\$129.00
	7" x 44"	\$70.00	\$140.00
	11" x 14"	\$81.00	\$162.00
	14" x 22"	\$91.00	\$182.00
	22" x 28"	\$107.00	\$214.00
	28" x 44"	\$155.00	\$310.00
	Easel back	\$11.00	\$22.00

Horizontal Vertical

Special Instructions/Copy:

LARGE FORMAT GRAPHICS				
QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL

MATERIAL		
Material	Discount Price	Standard Price
Foam core	\$28.00	\$56.00
Sintra	\$28.00	\$56.00
Masonite	\$28.00	\$56.00
Gator Foam	\$28.00	\$56.00
Plexi	\$58.00	\$116.00

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

Discount Deadline: October 22, 2021. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Canceled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total _____
 10% Tax _____
 TOTAL _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

File Prep



Arata Expositions, Inc.

Accepted Files:

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

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

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

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

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

FTP Access:

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

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

username: Please contact customerservice@arataexpo.com to receive your assigned username. Further instructions to access ftp will be sent to your attention with your assigned username and password.

If you experience a problem or have questions, please contact Jay Cornell at jcornell@arataexpo.com.

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



Arata Expositions, Inc.

Corporate Headquarters

15928 Tournament Drive
Gaithersburg, MD 20877

301.921.0800

Florida Office

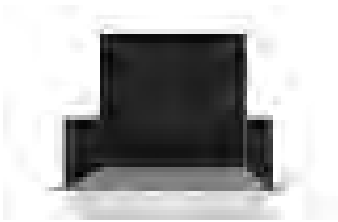
2501 Investors Row, Ste. 1000
Orlando, FL 32837

407.422.3636

STANDARD SIGN REQUEST



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

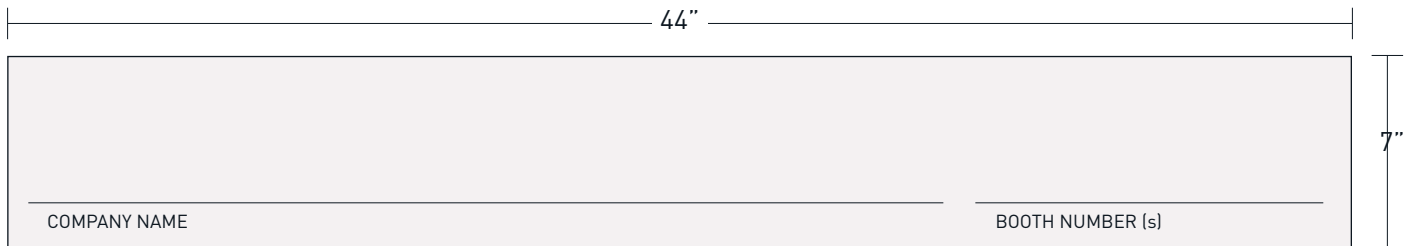


STANDARD BOOTH EQUIPMENT

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

STANDARD BOOTH EQUIPMENT/SIGN DOES NOT APPLY TO ISLANDS

A standard Company I.D. sign measuring 7' x 44" will be supplied.



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

NOTE: This form must be completed and returned before October 22, 2021.

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

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



BOOTH CLEANING

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

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

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

					Discount Price	Standard Price	Extended Price
Pre Show							
Cleaning	_____ X _____ = _____ sq. ft.	X	\$0.80 per sq. ft.		\$1.12 per sq. ft.	= \$ _____	
Daily Booth							
Cleaning	_____ X _____ = _____ sq. ft.	X	\$2.40 per sq. ft.		\$3.36 per sq. ft.	= \$ _____	

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

PORTER SERVICE

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

Booth Size	Cost per Day	Number of Show Days	Extended Price
Up to 500 sq. ft.	\$118.80	x _____ = _____	_____
501 to 1000 sq. ft.	\$129.60	x _____ = _____	_____
1001 to 2500 sq. ft.	\$140.40	x _____ = _____	_____
Greater than 2500 sq. ft.	\$151.20	x _____ = _____	_____

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

Discount Deadline: October 22, 2021. 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 _____
 10% Tax _____
TOTAL _____

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

LABOR REGULATIONS



LABOR/UNION REGULATIONS

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

GENERAL INFORMATION

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

INSTALLATION AND DISMANTLE LABOR

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

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

FREIGHT HANDLING

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

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading areas at all times.

SAFETY

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

GRATUITIES

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

MECHANICAL LIFTS

OPERATION OF ALL MECHANICAL LIFTS

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

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

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





DISPLAY LABOR

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

ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO OCTOBER 22, 2021.

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00am to 4:30pm Monday through Friday	\$150.00 PER MAN PER HOUR	\$210.00 PER MAN PER HOUR
OVERTIME: 6:00am - 8:00am & 4:30pm - 11:59pm Monday through Friday, All Day Saturday	\$225.00 PER MAN PER HOUR	\$315.00 PER MAN PER HOUR
DOUBLE TIME: Midnight - 6:00am Monday through Sunday, All Day Sunday	\$275.00 PER MAN PER HOUR	\$385.00 PER MAN PER HOUR

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

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

AEI Supervision (30%/\$45.00) _____

Total Estimated Labor Costs _____

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

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

Supervisor's Name: _____ Telephone Number: _____

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

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

AEI Supervision (30%/\$45.00) _____

Total Estimated Labor Costs _____

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

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

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

Supervisor's Name: _____ Telephone Number: _____

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



AEI SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse Showsite

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

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

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

SET UP INFORMATION

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

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

Special Electrical Instructions: _____

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

Special set up or dismantle instructions: _____

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

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION

After dismantling, return/ship display to:

Carrier: _____

T3 Logistics Common Carrier Van Line

Air Freight Next Day 2nd Day Deferred

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

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

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

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



FORKLIFT LABOR

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

FORKLIFT & OPERATOR RATES per hour

Description	Straight Time	Over-Time	Double Time
5,000 lb. forklift & operator	\$500.00	\$700.00	\$1,000.00
4 stage forklift & operator	\$575.00	\$805.00	\$1,150.00
Additional riggers per man	\$150.00	\$210.00	\$275.00
Cage (per hour)	\$60.00	\$60.00	\$60.00

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

There is a 1 hour minimum for installation and a 1 hour minimum for dismantle.

The operation or use of all motorized or mechanical lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their designated contractors.

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

GENIE LIFTS ARE PROHIBITED.

Additional crew and/or equipment will be used if AEI deems it necessary to safely complete the installation and/or dismantling of a job. The exhibitor will be charged accordingly.

STRAIGHT TIME: 8:00am to 4:30pm Monday through Friday
OVERTIME: 6:00am - 8:00am & 4:30pm - 11:59pm Monday through Friday, All Day Saturday
DOUBLE TIME: Midnight - 6:00am Monday through Sunday, All Day Sunday

ORDER: (Equipment and crew)

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

INSTALLATION REQUEST
 (Dates and time are not guaranteed)

Date _____ Time _____

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

DISMANTLE REQUEST
 (Dates and time are not guaranteed)

Date _____ Time _____

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

Forklift times cannot be guaranteed. Arata Expositions, Inc. will make every effort to meet specified request when possible. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to pick up crew at time confirmed, or order is not cancelled 24 hours prior to start time, a one hour charge per crew, "No Show Charge", will be applicable.

**FORKLIFT ORDERS RECEIVED AFTER OCTOBER 22, 2021 WILL BE ASSESSED A 40% SURCHARGE.
FORKLIFT LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE.**

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



EXHIBITOR APPOINTED CONTRACTOR

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

<p>DEADLINE: Friday, October 8, 2021</p>	<p>RETURN TO: Arata Expositions, Inc. 2501 Investors Row Suite 1000 Orlando, FL 32837 Fax: 301.990.1717 Email: customerservice@arataexpo.com</p>
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If the exhibitor plans to utilize a firm other than the Arata Expositions, Inc., the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received by the above deadline date. If notification is not received by the deadline date, Arata Expositions, Inc. labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the state of Illinois, must be provided with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., show management and the Renaissance Schaumburg Convention Center Hotel as additional insured.

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

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

Company Name		Booth Number
<input type="text"/>		<input type="text"/>
Exhibitor Contact (Please Print)		Email Address
<input type="text"/>		<input type="text"/>
Exhibitor Authorized Signature	Phone Number	Type of work being performed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Exhibitor Appointed Contractor/Display House		Email Address
<input type="text"/>		<input type="text"/>
Contact Name	Phone Number	
<input type="text"/>	<input type="text"/>	



CERTIFICATE OF INSURANCE



ARATA-1 OP ID: JAR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/11/2018

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

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

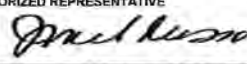
PRODUCER The Jacobs Company, Inc. 7164 Columbia Gateway Drive Columbia, MD 21046-1448	CONTACT NAME: Janet Russo PHONE (A/C, No, Ext): 410-910-8315 E-MAIL ADDRESS: JRusso@jacobscompany.com	FAX (A/C, No): 410-381-2105
	INSURER(S) AFFORDING COVERAGE	
INSURED Arata Expositions, Inc. 15928 Tournament Drive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

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per Location Aggre GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		ZDQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AZQA865901 01	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UHQA298289-03	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below:	Y/N N/A	82-889154-0103	05/01/2018	05/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased/ Rented		IHQ308002 03	05/01/2018	05/01/2019	1,000 Ded 1,000,000
C	Hired Auto Phy Dam		AZQA865901 01	05/01/2018	05/01/2019	1,000 Ded 50,000

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

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

HELPFUL HINTS

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

THE EXPENSIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
10/29/21	80 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
10/29/21	50 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
10/29/21	70 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
200 Lbs. Total		Material Handling Charges		\$870.00

THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
10/29/21	200 Lbs.	200 Lbs. Min.	\$145.00	\$290.00
200 Lbs. Total		Material Handling Charges		\$290.00



MATERIAL HANDLING

LIMITS OF LIABILITY

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



MATERIAL HANDLING

LIMITS OF LIABILITY

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



SPOTTING FEE

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

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

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

SPOTTING FEES ROUND TRIP CHARGES	
Vehicle/Trailers below 25 feet	\$500.00
Vehicle/Trailers 25 feet to 75 feet	\$800.00
Heavy Machinery, Trailers above 75 feet	\$2500.00
Additional charges may apply if the use of additional equipment or labor is required. Exhibitor will be billed for fire marshal approval fees in addition to the spotting fee.	

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

SCHEDULING:

A representative from Arata Expositions, Inc. will contact you to schedule your vehicle spot.

FLOORING:

All flooring under vehicle must be covered. Carpeting can be rented on the Standard Carpet and Plush Carpet order forms. If you choose to use your own flooring, it must be shipped to the advance warehouse. Material handling charges will apply. Labor charges will apply to lay exhibitor owned flooring.

MATERIAL HANDLING:

Material handling charges will apply to any booth material within the vehicles/trailers. The materials will be removed from the vehicles/trailers, weighed and written up as a show site shipment.

VEHICLE RULES:

Display vehicles must have battery cables disconnected; fuel tanks must be taped shut or have locking gas cap and may contain no more than 1/4 tank of fuel or 5 gallons (whichever is less). Ignition keys must be removed and delivered to event security.

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



SHIPPING INFORMATION

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive between
October 1, 2021 and October 29, 2021

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

To: Exhibitor Name and Booth Number
For: 2021 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: M&M Motor Service
5845 W. 31st Street
Cicero, IL 60804

DIRECT SHOWSITE SHIPPING

Shipments will be received starting on
November 7, 2021

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

To: Exhibitor Name and Booth Number
For: 2021 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: Renaissance Schaumburg
Convention Center Hotel
Adventure and Discovery Hall
1550 North Thoreau Drive
Schaumburg, IL 60173

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

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES, OVERSIZED CRATES AND/OR FLATBED SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00 pm on Friday, October 29, 2021. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse shipments will be delivered to your booth by 8:00am on Sunday, November 7, 2021.

All shipments **MUST BE PREPAID**. No collect shipments will be accepted either at Arata Expositions, Inc. warehouse or the venue. **Under no circumstances should any shipment be consigned to the venue prior to move-in dates. The venue will refuse and return all such shipments direct to consignee without notification.**

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

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

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carriers, service representatives will be available at the Customer Service Center to assist you.

Aisles 100 & 200: If your designated carrier fails to pick up or refuses to accept your shipment by 10:00 pm on Thursday, November 11, 2021 your shipment will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor. The exhibitor will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling. Aisles 300 - 800: Your pick up deadline is 12:00 pm on Friday, November 12, 2021.

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



GLOSSARY OF SHIPPING TERMS

GLOSSARY OF SHIPPING TERMS

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

Air Waybill:

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

Bill of Lading:

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

Classification:

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

CWT:

Hundred weight (100 lbs).

Dock:

Area where goods are received.

Drayage or Material Handling Contractor:

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

Rerouted Freight:

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

Freight Forwarder:

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

Marshalling Yard:

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

Material Handling:

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

Material Handling Form:

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

Official Contractor:

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

Pro-Number:

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

Shipper:

Individual or company whose goods are being shipped.

Shipping Outbound Material Handling Form:

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

Tariff:

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

Waybill:

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



MATERIAL HANDLING RATE SCHEDULE

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

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

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

OVERTIME SURCHARGE: Overtime is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. You will be charged an overtime fee (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 venue on overtime due to scheduling conflicts beyond our control.
- Your shipment is moved out of the convention venue on overtime due to scheduling conflicts beyond our control.

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

WAREHOUSE SHIPMENTS

Crated Shipment	\$145.00 per CWT
Special Handling Shipment	\$188.50 per CWT
Carpet and/or Padding Only Shipment	\$217.50 per CWT

SITE SHIPMENTS

Crated Shipment	\$155.00 per CWT
Special Handling Shipment	\$201.50 per CWT
Uncrated/Pad Wrapped Shipment	\$232.50 per CWT
Carpet and/or Padding Only Shipment	\$232.50 per CWT

OVERTIME SURCHARGE

Crated Shipment	\$36.25 per CWT
Special Handling Shipment	\$47.13 per CWT
Uncrated/Pad Wrapped Shipment	\$58.13 per CWT
Carpet and/or Padding Only Shipment	\$58.13 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER OCTOBER 16, 2020.

Crated Shipment	\$36.25 per CWT	Special Handling Shipment	\$47.13 per CWT	Carpet and/orPadding Only Shipment	\$ 54.38 per CWT
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SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to show site will be received at a rate of \$65.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier. Small package rates do not apply to warehouse shipments.

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

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

Company Name

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



DIRECT MACHINERY RATES

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

MACHINERY HANDLING SERVICES

- Rates include all labor and equipment required to unload machinery at show site, deliver to booth, handle any empty containers to and from storage, and remove from booth for reloading onto outbound carriers.
- Applies to machinery with proper lifting bars, points, hooks or skids, and similar handling equipment which may be moved on or off the loading dock, vehicle, or show floor with no special handling.
- Each shipment received is considered separately. No cumulative weights will be allowed on minimums.
- Overtime charges may be applicable.

Exhibitors with individual pieces of machinery exceeding 5,000 pounds, please contact arata expositions for machinery rates.

DIRECT MACHINERY INFORMATION								
PIECE #	LENGTH	WIDTH	HEIGHT	WEIGHT	MOUNTED ON SKIDS	ASSEMBLY REQUIRED	ARRIVAL DATE	ARRIVAL TIME

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

SPECIAL HANDLING



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

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:

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

Stacked Shipments:

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

Constricted Space Unloading/Loading:

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

Designated Piece Unloading/Loading:

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

Mixed Loads:

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

Crated vs. Uncrated:

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

Multiple Shipments:

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

Alternate Delivery Location:

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

Carpet /Padding Only Shipments:

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

Improper Paperwork / No Documentation:

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

Improper Weight:

Shipments that come in and are re-weighed due to incorrect documentation. These shipments get charged special handling plus a weight ticket charge.



MATERIAL HANDLING RATE CALCULATION

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

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	250 lbs (300) Divided by 100 =	3	X	\$145.00	=	\$435.00
Warehouse Crated			X	\$145.00	=	
Warehouse Special Handling			X	\$188.50	=	
Warehouse Carpet/Padding Only			X	\$217.50	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	X	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	X	\$155.00	=	\$465.00
Showsite Crated			X	\$155.00	=	
Showsite Special Handling			X	\$201.50	=	
Showsite Uncrated/Pad-Wrapped			X	\$232.50	=	
Showsite Carpet/Padding Only			X	\$232.50	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING: Material delivered by a carrier in such a manner that requires additional handling. Refer to the Special Handling Definitions outlined in the manual.
CARPET/PADDING ONLY: Shipments that consist of carpet and/or padding only.
UNCRATED/PAD-WRAPPED: Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Total Warehouse Shipments \$ _____
Total Show Site Shipments \$ _____
Material Handling Total \$ _____

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

FREIGHT ROUTING



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

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

warehouse site

Origin of Shipment _____ Booth Number _____
 Shipping Date _____ Carrier _____
 Approximate Number of Containers _____ Approximate Arrival Date _____
 Weight of Largest Container _____ Total Weight of Shipment _____

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

COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship To (Company Name) _____
 Street Address _____ City _____ State _____ Zip _____
 Carrier _____ PREPAID Collect
 Approximate Number of Containers _____ Approximate Weight of Shipment _____
 Description _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Ship To (Company Name) _____
 Street Address _____ City _____ State _____ Zip _____
 Carrier _____ PREPAID Collect
 Approximate Number of Containers _____ Approximate Weight of Shipment _____
 Description _____

Company Name

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

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

AUTHORIZED SIGNATURE  _____ Title _____ Date _____



INBOUND FREIGHT PROCEDURES

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

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

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

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

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

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

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

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



OUTBOUND FREIGHT PROCEDURES

**ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO
PICK UP FREIGHT FROM A SHOW:**

1. BOOTH NUMBER
2. EXHIBITING COMPANY NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)

IF THE LOAD HAS BEEN BROKERED OUT TO YOUR COMPANY, YOU MUST HAVE THE EXHIBITOR OR THE BROKER EMAIL ARATA EXPOSITIONS. INC. A RELEASE ON THEIR LETTERHEAD.

ARATA EXPOSITIONS. INC. MUST RECEIVE THE RELEASE BEFORE WE CAN ISSUE THE HARD CARD TO PICK UP THE FREIGHT.

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

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



T3 LOGISTICS, LLC

OFFICIAL CARRIER FOR:

2021 RETA National Conference

SERVICES OFFERED

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

For rates and scheduling, please contact us at:

E-mail: operations@t3logistics.com

or call **1.866.920.4228**



Around The Clock **Service.**





T3 LOGISTICS, LLC

T3 Logistics, LLC OFFICIAL SHOW CARRIER

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

Quote / Shipping Request

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

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

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

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

Service Requested	
<p>Check One:</p> <p><input type="checkbox"/> Next Day <input type="checkbox"/> Request pre-printed address</p> <p><input type="checkbox"/> Second Day <input type="checkbox"/> Labels and shipping form</p> <p><input type="checkbox"/> 3-5 Day Deferred <input type="checkbox"/> Schedule return shipment</p> <p><input type="checkbox"/> Van Line Service</p> <p><input type="checkbox"/> Other: _____</p>	<p>Comments:</p> <div style="border: 1px solid black; height: 100px;"></div>

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

To: Exhibitor Name and Booth Number
For: 2021 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: M&M Motor Services
5845 W. 31st Street
Cicero, IL 60804

HOLD FOR STORAGE

DELIVER PRIOR TO OCTOBER 29, 2021

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

To: Exhibitor Name and Booth Number
For: 2021 RETA National Conference
c/o: Arata Expositions, Inc.
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c/o: Arata Expositions, Inc.
c/o: M&M Motor Services
5845 W. 31st Street
Cicero, IL 60804

HOLD FOR STORAGE

DELIVER PRIOR TO OCTOBER 29, 2021

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

To: Exhibitor Name and Booth Number
For: 2020 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: Renaissance Schaumburg
Convention Center Hotel
1550 North Thoreau Drive
Schaumburg, IL 60173

SHOW SITE DELIVERY
FOR DELIVERY ON NOVEMBER 7, 2021
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

To: Exhibitor Name and Booth Number
For: 2020 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: Renaissance Schaumburg
Convention Center Hotel
1550 North Thoreau Drive
Schaumburg, IL 60173

SHOW SITE DELIVERY
FOR DELIVERY ON NOVEMBER 7, 2021
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

To: Exhibitor Name and Booth Number
For: 2020 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: Renaissance Schaumburg
Convention Center Hotel
1550 North Thoreau Drive
Schaumburg, IL 60173

SHOW SITE DELIVERY
FOR DELIVERY ON NOVEMBER 7, 2021
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

To: Exhibitor Name and Booth Number
For: 2020 RETA National Conference
c/o: Arata Expositions, Inc.
c/o: Renaissance Schaumburg
Convention Center Hotel
1550 North Thoreau Drive
Schaumburg, IL 60173

SHOW SITE DELIVERY
FOR DELIVERY ON NOVEMBER 7, 2021
EXHIBIT MATERIAL, DO NOT DELAY



Show Name: 2021 RETA National Conference | Show Date: November 9-11, 2021 | Location: Schaumburg Renaissance Convention Center
Discount Deadline Date: Monday, October 25, 2021

Company Name: _____ Booth Number: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Primary Contact: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

Secondary/Contact at Booth/Show Site: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL, OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges by SourceOne Events, and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment.

NOTE: Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit, and wire transfers. Please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totaling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.
- If third party does not pay for services, SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference **Exhibitor Terms & Conditions on page 107**, located in the green section of the kit. Reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

Calculation of Orders

(totals from SourceOne Events, Inc. order forms):

Electrical \$

Electrical Labor \$

Rigging/Hanging Sign \$

Total Due to SourceOne Events Inc. \$

Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Credit Card Number: _____

Exp. Date: _____ / _____ / _____

CVV2: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Cardholder's Name: _____ Email: _____

Authorized Signature: X _____ Date: _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # _____ Dated: _____ / _____ / _____ Amount: _____
(Credit Card required on file)

Wire Transfer on _____ from _____ in _____ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)
(Date) (Bank) (Amount)

Questions? Just Ask!

Call Exhibitor Services at 708.344.4111 or email exhibitorservices@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

Show Name: 2021 RETA National Conference | Show Date: November 9-11, 2021 | Location: Schaumburg Renaissance Convention Center
Discount Deadline Date: Monday, October 25, 2021

Exhibiting Company Name: _____ Booth Number: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Exhibitor Primary Contact: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms and conditions mentioned.

Authorized Signature: _____ Date: _____

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the "Exhibitor Service Kit", including but not limited to the "Exhibitor Terms and Conditions". In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL, OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges SourceOne Events, Inc. and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment.

NOTE: Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit and wire transfers please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totaling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- As the 3rd Party on the exhibitors behalf, you are responsible for all charges incurred at the show on-site.
- If third party does not pay for services, SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

Cancellation of Order

- For orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference **Exhibitor Terms & Conditions on page 107**, located in the green section of the kit. Reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

Calculation of Orders

(totals from SourceOne Events, Inc. order forms):

Electrical	\$
Electrical Labor	\$
Rigging/Hanging Sign	\$

Total Due to SourceOne Events Inc.

\$

Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

3rd Party Credit Card Number: _____

Exp. Date: _____ / _____ / _____

CVV2: _____

3rd Party Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

3rd Party Cardholder's Name: _____ Email: _____

3rd Party Authorized Signature: _____ Date: _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # _____ Dated: _____ / _____ / _____ Amount: _____
(Credit Card required on file)

Wire Transfer on _____ (Date) from _____ (Bank) in _____ (Amount) (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)

Questions? Just Ask!

Call Exhibitor Services at 708.344.4111 or email exhibitorservices@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

Questions? Just Ask!

Call **Exhibitor Services** at 708.344.4111
Email **Exhibitor Services** at exhibitorservices@sourceoneevents.com
Contact us online: www.sourceoneevents.com/exhibitor-services

IMPORTANT: SourceOne Events is the Exclusive Overhead Rigging/Hanging Sign Labor Service. No outside rigging/hanging sign service provider will be allowed on the show floor at any time.

How to Order — use these helpful steps

- STEP 1:** Complete Sign Information Area — This allows us to know more about your sign to better service you in a more efficient way.
- STEP 2:** Order Assembly and Dismantle Labor – SourceOne's Certified Riggers are required to assemble and dismantle all hanging signs to ensure structural integrity.
- STEP 3:** Order the Lift & Crew Required – Based on 1 hour minimum on install and removal.
- STEP 4:** Include in your order the Mandatory Hanging Sign Equipment plus the additional equipment needed.

Rigging/Hanging Sign Guidelines

1. All ceiling rigging of signage must conform to Show Management rules and regulations as well as the facility limitations.
2. All overhead rigging and/or hanging must be installed, and removed by SourceOne Events certified riggers.
3. If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. **Electrical services can be ordered through the electrical providers Electrical Order Form on page 113.**
4. **Only** SourceOne Events personnel are allowed in aerial lifts or to operate mechanical equipment.
5. **Only** SourceOne Events certified riggers can install and remove any and all hanging materials that will be flown overhead.
6. Include show site Exhibitor contact information with the order.
7. Overhead hanging signs must be sent in a separate container directly to the advance warehouse using the labels on page 83 and affixing it on to crate or container.
8. The hanging sign must be in booth prior to scheduled labor time. If the hanging sign is late, then SourceOne Events cannot guarantee the hanging of your sign during the hours specified below.
9. **All signs**, with the exception of banners, must have structural rigging points. All signs exceeding 200 lbs. must **include detailed construction plans** with a current structural engineer stamp. Send these plans to exhibitorservices@sourceoneevents.com in advance of the first day of move in.
10. SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events, Inc. and Show Organizer from any claims arising out of, or related to, the installation or dismantle of any sign without approved drawings.
11. Additional charges may be applied by SourceOne Events due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in-house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in-house exclusive labor charges, etc.

Rigging/Hanging Sign Checklist Requirements

- Complete and Submit Payment Authorization Form
- Order Hanging Sign Assembly labor to have your sign assembled and dismantled by SourceOne Events Certified Rigger
- Complete Hanging Sign Layout and Information page
- Order Install and Dismantle labor for all Hanging Signs
- Order necessary Hanging Sign Equipment
- Place electrical orders (if applicable)
- Submit Diagrams with orientation, dimensions, and placement for all materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Advance Hanging Sign Shipping Labels included in this service manual

Show Name: 2021 RETA National Conference | Show Date: November 9-11, 2021 | Location: Schaumburg Renaissance Convention Center
Discount Deadline Date: Monday, October 25, 2021

Installation & Removal Assembly Labor Rates

Assembly Labor Description	Discount	Standard	Show Site
Straight Time (ST) – Monday through Friday from 8:00AM to 4:30PM.	\$137.50	\$165.00	\$214.50
Overtime (OT) – Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$206.25	\$247.50	\$321.75
Double Time (DT) – Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays	\$275.00	\$330.00	\$429.00

Supervision Labor Info: Supervision for assembly and disassembly of overhead hanging sign can be provided by SourceOne Events, or by your company representative, display house, or independent contractor.

OK to proceed without exhibitor supervision

Please indicate method of supervision you require for assembly/disassembly:

Wait for exhibitor personnel or display house to supervise

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or removal of a job and it will be charged accordingly.

Step 1: Fill in your signs install and removal assembly labor

Installation & Removal Sign Assembly Labor

Labor Type	Date	Start Time	End Time	No. of Labor(s)	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Estimated Total Cost
Installation						x	x	=
Removal						x	x	=

SourceOne Supervision add 30% to Sub Total (if applicable) =

Total Installation & Removal Labor =

Step 2: Fill in Hanging / Rigging Rates for install and removal

Installation & Removal Hanging/Rigging Labor Rates

Description	Discount	Standard	Show Site
Straight Time (ST) – Scissor Lift / Condor Lift and Crew	\$798.00	\$957.60	\$1,244.88
Overtime (OT) – Scissor Lift / Condor Lift and Crew	\$1,197.00	\$1,436.40	\$1,867.32
Double Time (DT) – Scissor Lift / Condor Lift and Crew	\$1,596.00	\$1,915.20	\$2,489.76

Supervision Labor Info: Supervision for installation or removal of overhead hanging sign can be provided by SourceOne Events, or by your company representative, display house, or independent contractor.

OK to proceed without exhibitor supervision

Please indicate method of supervision you require for the installation/removal of the hanging sign:

Wait for exhibitor personnel or display house to supervise

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or removal of a job and it will be charged accordingly.

Installation & Removal Hanging/Rigging Labor

Labor Type	Date	Start Time	End Time	No. of Labor(s)	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Estimated Total Cost
Installation						x	x	=
Removal						x	x	=

SourceOne Supervision add 30% to Sub Total (if applicable) =

Total Installation & Removal Labor =

NOTE: There will be a one (1) hour minimum per lift & crew. All additional time for lift & crew is charged at one (1) hour increments.

Step 3: Fill in your signs mandatory items and additional equipment you may need for rigging signage

Miscellaneous Item Rates

Description	Discount	Standard	Show Site	No. of Lifts and Crews	No. of Hours	Total
Plan Submission Fee – Mandatory	\$65.00	\$78.00	\$101.40	x	x	= \$
Wire – 60 lbs. Max – Mandatory unless over 60 lbs.	\$75.00	\$90.00	\$117.00	x	x	= \$
Cabling (per foot) – Signs over 60 lbs.	\$20.00	\$24.00	\$31.20	x	x	= \$
Shackles (each)	\$55.00	\$66.00	\$85.80	x	x	= \$

Additional Charge May Apply due to the following

- Additional crew or labor is needed, regulations at the facility, weight limits, Union jurisdictions, facility contracts, In-house providers, additional equipment required for hanging sign: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in-house exclusive labor charges, etc
- Additional supplies required to ensure structural integrity of overhead sign.

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. A 48-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Lane N. Lombard, IL 60148 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.
Please print this label on a color printer if possible.



Hanging Sign Shipment

FROM: _____

2021 RETA National Conference

TO: _____ _____
Full Exhibiting Company Name at Show Booth Number

Hanging Sign Shipment for SourceOne Events Rigging

Carrier Name: _____ Number _____ of _____ pieces

H
RUSH SHIPMENT
HANGING SIGN



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.



Hanging Sign Shipment

FROM: _____

2021 RETA National Conference

TO: _____ _____
Full Exhibiting Company Name at Show Booth Number

Hanging Sign Shipment for SourceOne Events Rigging

Carrier Name: _____ Number _____ of _____ pieces

H
RUSH SHIPMENT
HANGING SIGN

Electrical Checklist

To Do	Description
Completed Payment & Credit Card Authorization	Required regardless of other form of payment. To secure discount rates, must be received by Discount Deadline Date.
Completed Electrical Outlet Order Form or Electrical Estimate for Higher Power Needs	Must complete Credit Card Authorization, Labor Order Form, and floor plan to secure discount rates, if applicable. Call SourceOne Events Electrical for assistance.
Completed Labor Order Form	Floor work labor must include complete floor plan. Regular or show site rates on outlets and labor will be applied based on the date the complete order is received.
Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or PDF format (diagram must include MD for power, distribution, orientation and all 1000 Watt overhead focus point).
Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms
Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
Do you have a hanging sign that requires power?	If so, please be sure to fill out the Hanging Sign Information page 80 and applicable information.
Exhibitor's equipment will be modified to conform to SourceOne Events electrical cords and caps, and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> • 15 amp 120 volt: Standard U-ground cord cap • 30 amp 208 volt: Hubbell • 60 amp 208 volt: Mennekes ME 560P9W 60A 4P 5W • 100 & 200 amp 208 & 480 volt: Hard wired - If Cam locks are needed please supply all sets.
Avoid code violations	Check the electrical code requirements on the Electrical Information form. Does your exhibiting location allow Halogen Exhibit Booth Lighting? New Standard is LED lighting.
Helpful Tip	Please have the following available at show site: a successful fax transmittal and/or copy of email sent showing attachments of order. Also, the person ordering electrical needs to be present or inform us who will be on-site during installation.
Still have questions?	Please do not hesitate to contact us at 708-344-4111. We're here to help!

Please complete this form for all electrical labor needs. To determine if you need electrical labor, please read the Show Site work rules carefully.

Important Information - Please Read

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, special placement of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (40%)
- Don't forget to order electrical labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling, or packing of exhibitor property.
- Onsite labor requests that are made during the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Orders placed at Show Site will be completed in the order in which they are received. Show Site prices will apply to all labor orders placed at Show Site.

Installation & Removal Electrical Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$89.00	\$106.80	\$138.84
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$133.50	\$160.20	\$208.26
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$178.00	\$213.60	\$277.68

What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Please choose which type of electrical labor applies:

Exhibitor Supervised (DO NOT proceed without exhibitor)

- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
- Indicate workers needed for installation and dismantling.
- SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
- Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.

Emergency Contact: _____

Phone Number: _____

SourceOne Supervised (OK to proceed without exhibitor)

- SourceOne Events will determine if additional workers are needed for installation and removal.
- Disconnect after close of show.
- A 30% surcharge will be added to the labor rates above for this supervision service.
- Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Emergency Contact: _____

Phone Number: _____

What type of work applies to what the electrician will be doing in your booth. Please check all that applies:

- Distribution of electrical overhead (more than one drop location in your booth)
- Distribution of electrical through booth structure
- Connection or hard wiring of all exhibitor equipment
- Connecting display lighting
- Under carpet wiring

- Wiring a machine or transformer
- Wiring or installation of overhead signs or electrical headers and/or light boxes
- Hooking up AV Monitors
- Other _____

Installation Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Installation Labor:							\$

Removal Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Removal Labor:							\$

Company Name _____ Email _____

Please Sign Total Payment for Selections \$ _____

Authorized Signature _____ Phone Number _____ Booth Number _____

Authorized Name - Please Print _____ Date _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Lane N. Lombard, IL 60148 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Electrical Helpful Tips

- In-Line & Peninsula Booths** – 120 Volt single phase power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Island Booths** – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Electrical Labor Order Form** – Complete and return. Please indicate your desired time for installation and removal.
- Electrical Layout Form** – Complete and return. Please indicate the outlet locations.
- Carpet Installation** – If carpet is installed prior to electrical installation, additional labor charges will apply.
- Electrical Services Information** – Review the important conditions, regulations and guidelines.
- 24 Hour Services** – Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours, please make arrangements in advance of show by indicating 24 hour power on the electrical order form.
- Distribution of Power** – Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- 208/480 Volt Power Service and Connections** – Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical Labor Form to schedule your estimated connection time and return it with this order.

120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths – Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths – All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Rate Classification (Price includes labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
10 Amps / 1000 Watts	X	\$188.00	\$225.60	X	\$376.00	\$451.20	= \$
20 Amps / 2000 Watts	X	\$230.00	\$276.00	X	\$460.00	\$552.00	= \$

Total: \$

208 Volt Single Phase

- Price does not include labor, materials, e.g., extension cords, powerstrips, and cord caps and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
30 Amps	X	\$413.00	\$495.60	X	\$825.00	\$990.00	= \$
60 Amps	X	\$468.00	\$561.60	X	\$935.00	\$1,122.00	= \$

Total: \$

Miscellaneous

Accessories – Below items do not include power. All items are used with 120 V	Quantity	Discount	Standard	Total
Halogen Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$65.00	\$78.00	= \$
LED Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$95.00	\$114.00	= \$
15' Extension Cord (Price does not include power)	X	\$25.00	\$30.00	= \$
30' Flat Extension Cord (Price does not include power)	X	\$45.00	\$54.00	= \$
Power Strip (Price does not include power)	X	\$40.00	\$48.00	= \$

Total: \$

Total Payment
for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Authorized Name - Please Print

Date

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Lane N. Lombard, IL 60148 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Electrical Order Form |



Electrical Overhead Power Labor Order Form

Show Name: 2021 RETA National Conference | Show Date: November 9-11, 2021 | Location: Schaumburg Renaissance Convention Center
Discount Deadline Date: Monday, October 25, 2021

Scissor Lift Rates (with crew)

- All lifts require labor to operate, and a ground person in order to meet safety standards.
- Laborers included - requires 2 laborers.

Labor Schedule	Description	Discount	Standard	Show Site
ST - Straight Time	Monday through Friday from 8:00AM to 4:30PM.	\$410.00	\$492.00	\$639.60
OT - Overtime	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$615.00	\$738.00	\$959.40
DT - Double Time	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$820.00	\$984.00	\$1,279.20

What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Please choose which type of electrical labor applies:

Exhibitor Supervised (DO NOT proceed without exhibitor)

- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
- Indicate workers needed for installation and dismantling.
- SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
- Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.

Emergency Contact: _____

Phone Number: _____

SourceOne Supervised (OK to proceed without exhibitor)

- SourceOne Events will determine if additional workers are needed for installation and dismantling.
- Disconnect after close of show.
- A 30% surcharge will be added to the labor rates above for this supervision service.
- Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Emergency Contact: _____

Phone Number: _____

Scissor Lift Installation Labor

Date	Start Time	End Time	Est. Hrs. per Crew	Hourly Rate	Est. Total Cost
_____	_____	_____	x	@ \$	= \$
_____	_____	_____	x	@ \$	= \$
Sub Total:					\$ _____
SourceOne Supervision adds 30% to Sub Total (if applicable):					\$ _____
Total Installation Labor:					\$ _____

Scissor Lift Removal Labor

Date	Start Time	End Time	Est. Hrs. per Crew	Hourly Rate	Est. Total Cost
_____	_____	_____	x	@ \$	= \$
_____	_____	_____	x	@ \$	= \$
Sub Total:					\$ _____
SourceOne Supervision adds 30% to Sub Total (if applicable):					\$ _____
Total Removal Labor:					\$ _____

Total Payment for Selections

\$ _____

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Lane N. Lombard, IL 60148 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111 Electrical Overhead Power Labor Order Form

208 Volt Three Phase

- Price does not include labor, materials, (e.g., extension cords, powerstrips, and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does NOT include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
20 Amps / 3 phase	X	\$625.00	\$750.00	X	\$1,250.00	\$1,500.00	= \$
30 Amps / 3 phase	X	\$703.00	\$843.60	X	\$1,406.00	\$1,687.20	= \$
60 Amps / 3 phase	X	\$825.00	\$990.00	X	\$1,650.00	\$1,980.00	= \$
100 Amps / 3 phase	X	\$1,245.00	\$1,494.00	X	\$2,490.00	\$2,988.00	= \$
200 Amps / 3 phase	X	\$2,290.00	\$2,748.00	X	\$4,580.00	\$5,496.00	= \$
400 Amps / 3 phase	X	\$4,250.00	\$5,100.00	X	\$8,500.00	\$10,200.00	= \$
							Total: \$

480 Volt Three Phase

- Price does not include labor, materials, (e.g., extension cords, powerstrips, and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does NOT include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
30 Amps / 3 phase	X	\$703.00	\$843.60	X	\$1,406.00	\$1,687.20	= \$
60 Amps / 3 phase	X	\$825.00	\$990.00	X	\$1,650.00	\$1,980.00	= \$
100 Amps / 3 phase	X	\$1,245.00	\$1,494.00	X	\$2,490.00	\$2,988.00	= \$
200 Amps / 3 phase	X	\$2,290.00	\$2,748.00	X	\$4,580.00	\$5,496.00	= \$
400 Amps / 3 phase	X	\$4,580.00	\$5,496.00	X	\$9,160.00	\$10,992.00	= \$
							Total: \$

Total Payment
for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Lane N. Lombard, IL 60148 | Email: exhibitorservices@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Electrical Overhead Power Order Form |

Follow these 5 steps when completing the electrical placement grid below. If you have any questions please call the SourceOne Exhibitor Service Department.

Step 1. Booth Information

Each square is _____ feet, my booth is _____ feet wide by _____ feet long.

Step 2. Indicate Adjacent Booth or Aisle Number

Review floor plan for your booth assignment and write in adjacent booth or aisle number on all 4 sides of grid

Step 3. Draw Booth Layout

Use bold lines to indicate the outline of your exhibit space.

Step 4. Indicate location of the main power drop

Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk, or in another location that keeps it out of sight. Please provide specific dimensions

Step 5. Location and load of all outlets

Please provide specific dimensions and wattages/amperages. Please do not simply place an "X" where power is required. Please use the symbols shown below .

Indicate Booth Type:

In-line

Peninsula

Island

Provide aisle or adjacent booth #'s for orientation

Electrical Symbols

= Main Power Drop Location

= 120 V-20 amps/2000 watt

= 208 V Three Phase _____ amps

= 208 V Single Phase _____ amps

= 480 V Three Phase _____ amps

Grid Example:

- 10' x 10' Booth uses 1 square = 1 foot
- 20' x 20' Booth uses 1 square = 2 feet
- 30' x 30' Booth uses 1 square = 3 feet

If you have a custom booth please let us know your dimensions. Custom Booth _____ ft. x _____ ft. use 1 square = _____ ft.

If this grid scale is too small for easy drawing, please return a separate sheet indicating booth layout.

Front Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Back Adjacent Booth or Aisle Number: _____

The following guideline is only an estimate of the actual wattage you need. Always reference the specification sheet or the electrical stamp/label usually located on the bottom of any electrical apparatus. Order one outlet for each piece of equipment to avoid tripping the breaker or power outages during the event.

1000 Watts = 10 Amps of power

100 Watts = 1 Amp

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

1. Receiver Amplifier
2. Desktop Printer
3. Business Card Scanner
4. DVD Player
5. Flood Light
6. Glue Gun
7. Barcode Scanner
8. Credit Card Scanner
9. Monitor
10. Laptop
11. Cash Register
12. Paper Shredder
13. LED Stem Light
14. Can Opener
15. Desktop & Monitor
16. Large TV/Monitor
17. Sewing Machine
18. Iron
19. Crock-Pot
20. Double Flood Light
21. Fax Machine
22. Meat Slicer
23. Juicer
24. Blender (Standard)
25. Vitamix Blender
26. Mini Refrigerator



2000 Watts = 20 Amps of power

1. Hot Plate
2. Home Coffee Maker
3. Laser Printer
4. Toaster
5. Food Processor
6. Shop-Vac
7. Electric Frying Pan
8. Portable Steamer
9. Heat Lamp
10. Toaster Oven
11. Vacuum
12. Refrigerator
13. Blow Dryer
14. T-Shirt Press
15. Microwave
16. Popcorn Machine
17. Space Heater
18. Commercial Coffee Pot
19. Double Hot Plate
20. Laminator
21. Electric Griddle
22. Induction Cooktop
23. Water Cooler
24. Standing Steamer



NAME OF CONFERENCE	START DATE	END DATE
ORGANIZATION NAME	ONSITE CONTACT NAME	ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	ST/ZIP
TELEPHONE NUMBER	SET DATE	TIME
EMAIL ADDRESS	STRIKE DATE	TIME
ORDERED BY		

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. PLEASE DO NOT PROVIDE CREDIT CARD INFORMATION. ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT. EQUIPMENT PRICING IS PER DAY. WIRED/WIRELESS INTERNET IS PER DAY, PER DEVICE.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

YOUR FINAL BILL WILL BE PROCESSED AND CHARGED TO YOUR HOTEL MASTER. PLEASE NOTE, WHEN THE CHARGE IS PROCESSED A 25% SERVICE CHARGE AND APPLICABLE TAXES WILL BE APPLIED TO RENTAL EQUIPMENT AND HSIA.

PROJECTION EQUIPMENT	QTY.	DAILY RATE
LCD Projector (3,000 lumens)		\$480
Projector Support Package (8ft tripod screen, HDMI, and dress kit)		\$200
19" Monitor – tabletop		\$215
32" Monitor – tabletop		\$345
55" Monitor – dual post floor stand		\$805
70" Monitor – dual post floor stand		\$1,220
AUDIO EQUIPMENT	QTY	DAILY RATE
Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$220
PC Audio Package with Speakers (two speakers, dual post stands, DI, and mixer)		\$529
Powered Speaker (up to 5 people)		\$120
4-Channel Mixer		\$75
MISCELLANEOUS EQUIPMENT	QTY	DAILY RATE
Laptop Computer		\$250
Post-It Flip Chart		\$96

INTERNET SERVICES	QTY	DAILY RATE
Wireless Internet Connection		\$30
Simple Wired Internet Connection		\$190
Dedicated Bandwidth (please contact Encore for more information)		---
LIGHTING/SCENIC	QTY	DAILY RATE
LED Wash Light		\$95
Pin Spotlight		\$55
10' Décor Drapery		\$240/panel
SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.		

BOOTH DIAGRAM

Internet – Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power – Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Form Submission – Email completed forms to ren.schaumburg@encoreglobal.com.

If you are experiencing technical difficulties onsite, please contact Encore at **847-303-4125**.

Dear Guest:

We are delighted that you have selected us to host your event at the Renaissance Schaumburg Convention Center Hotel. Please provide all the information requested below as a form of payment for the event charges outlined in your contract (Guest Rooms, Food & Beverage, AV, Miscellaneous, Service Charges and Taxes). Please fax completed form back to the Events Office at (847)303-4323.

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): _____

Phone Number: _____ Fax or alternate number: _____

Event Dates: _____

I certify that all information is complete and accurate. I hereby authorize Renaissance Schaumburg Convention Center 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: _____



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