

## **EXHIBITOR SERVICE MANUAL**



### **Everything Under The Sun Expo 2025**

March 14-15, 2025 Orange County Convention Center West Hall E Orlando, FL



Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming Everything Under The Sun Expo 2025 scheduled for March 14-15, 2025 at the Orange County Convention Center, West Hall E in Orlando, FL.

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 <u>AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER</u>. PLEASE DO NOT FORGET TO INCLUDE THE 6.50% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with Everything Under The Sun Expo 2025. If you find you need additional information, at any time, please do not hesitate to contact us. Sincerely,

Arata Expositions, Inc.

Enclosures

# ae

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Exhibitor Appointed Contractor	February 7, 2025
Rental Booths	February 14, 2025
Special Signs	February 14, 2025
Cleaning	February 21, 2025
Custom Furniture	February 21, 2025
Display Tables	February 21, 2025
Economy Packages	February 21, 2025
Forklift Installation/Dismantle	February 21, 2025
Freight Routing	February 21, 2025
Furniture	February 21, 2025
Labor Installation/Dismantle	February 21, 2025
Standard/Plush Carpet	February 21, 2025
Warehouse Advance Shipment	February 28, 2025



### **BOOTH EQUIPMENT:**

Each 10' x 10' booth will receive an 8' high back wall and a 3' high side rail, both draped in blue. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

#### **AISLE CARPET:**

Aisles will be carpeted in blue.

#### **BOOTH CARPET:**

Booth carpet is required. If no carpet is set in your booth by 5:00pm on Thursday, March 13, 2025, a carpet will be added to your order at the standard rate and installed before show opening. Carpet color will be at the discretion of AEI.

### **SHIPPING INFORMATION:**

#### ADVANCE SHIPPING WAREHOUSE ADDRESS

Shipments should arrive between **February 10, 2025 and February 28, 2025.** 

#### To: Exhibiting Company and booth number

- For: Everything Under The Sun Expo 2025
- c/o: Arata Expositions, Inc.

2501 Investors Row Suite 1000 Orlando, FL 32837

Receiving deadline for advanced freight is February 28, 2025. We will continue receiving freight at the advance warehouse through March 6, 2025. Freight received from March 3, 2025 through March 6, 2025 will incur a late surcharge.

\*\*\* Warehouse will be closed on Monday, February 17, 2025 Receiving hours are 8:00am - 4:00pm Monday-Friday DIRECT SHOWSITE SHIPMENTS

Shipments will be received ONLY between March 12, 2025 and March 15, 2025.

- To: Exhibiting Company and booth number
- For: Everything Under The Sun Expo 2025
- c/o: Arata Expositions, Inc.
- c/o: Orange County Convention Center 9800 International Drive West Hall E Orlando, FL 32819



## **Everything Under The Sun Expo 2025**

March 14-15, 2025 Orange County Convention Center West Hall E Orlando, FL

SET UP HOURS:		
Wednesday, March 12, 2025	1:00pm - 5:00pm Islands Only	
Thursday, March 13, 2025	8:00am - 5:00pm	

SHOW HOURS:

Friday, March 14, 2025

Saturday, March 15, 2025

10:00am - 5:00pm

10:00am - 2:30pm

# MOVE OUT HOURS: Saturday, March 15, 2025 2:30pm - 8:30pm



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.



Complete all applicable order and payment forms before each deadline date. **Orders without payment will not be pro**cessed. 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 <u>Online</u>, mail, fax, or email this set of documents to:

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

Fax: 301.990.1717 Email: <u>mmcelroy@arataexpo.com</u>

### FORMS TO THE OTHER OFFICIAL SUPPLIERS

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

### **ORDERS AFTER THE DEADLINE**

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

#### **SHOW SITE ORDERS**

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



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. A 4% processing charge will be added to the total amount due.

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 IS RECEIVED AND CLEARED FOR THE DELINQUENT INVOICE AND FUTURE SHOWS. INVOICES MUST BE SETTLED IN FULL VIA CASH, WIRE TRANSFER, ACH, OR CERTIFIED CHECK ONLY. CREDIT CARDS WILL NOT BE ACCEPTED FOR THIS SERVICE.

Any exhibitor using a credit card for payment of services to AEI that has had an unsuccessful charge back will not have charge privileges with AEI. 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	В	ooth Number
Street Address	С	ity
State Zip Code	Country	
Contact Name	Email Address	
Telephone Number	Fax Number	





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

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

### PLEASE PRINT OR TYPE

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

### **CREDIT CARD AUTHORIZATION**

American Express Visa	MasterCard			
Account#		Exp. Date		
Cardholder's Name				
Cardholder's Signature				
Cardholder's Billing Address:				
Street Address				
City	State	Zip		
Telephone	E-Mail			

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

## THIRD PARTY PAYMENT



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: 🚥 💶	Print Name:	Date:

THIRD PARTY	EXHIBITING COMPANY
Name of Organization	Name of Organization
Address	Address
City State Zip	City State Zip
Phone Fax	Phone Fax
Exhibitor Signature	Exhibitor Signature
Print Name	Print Name
CREDIT CARD CHARGE AUTHORIZATION	CREDIT CARD CHARGE AUTHORIZATION
Cardholders Name	Cardholders Name
Address	Address
City State Zip	City State Zip
American Express Visa MasterCard	American Express Visa MasterCard
Expiration Date:	Expiration Date:
Account Number	Account Number
Please indicate which of the below items are to be charged to the third party:	Please indicate which of the below items are to be charged to the exhibiting company
All Services Booth Cleaning Furniture, Carpet and Access	ories All Services Booth Cleaning Furniture, Carpet and Accessories
Material Handling Labor Other (Please Specify)	Material Handling Labor Other (Please Specify)
	Santt
Cardholders Signature	Cardholders Signature

#### THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC. BY THE DEADLINE DATE OF FEBRUARY 21, 2025



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.	Cleaning
2.	Custom Furniture
3.	Display Tables
4.	Economy Packages
5.	Forklift Installation / Dismantle
6.	Furniture
7.	Labor Installation / Dismantle
8.	Material Handling Estimate
9.	Rental Booths
10.	Signs
11.	Standard Carpet / Plush Carpet

12.	TOTAL LINES 1-11	\$ 
13.	Add 4% Processing Fee	\$
14.	Add 6.50% Tax	\$
15.	BALANCE DUE*	\$

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

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



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

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

### **SAFETY GUIDELINES:**

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

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

# THINK **SAFETY**



### **STANDARD BOOTH CARPET**

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







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.

STAND	ARD LINEAR BOOT	H CARPET				STANDARD SPE	ECIAL CUT BO	OTH CARF	PET	
Check Size	Description	Discount Price	Standard Price	Extended Price		Special sizes a				
	10' x 10' Carpet	\$220.00	\$308.00	\$		necessary tapir set-up.	ng and visqueei	n for prote	ction of c	arpet during
	10' x 20' Carpet	\$440.00	\$616.00	\$						
	10' x 30' Carpet	\$660.00	\$924.00	\$		BOOTH SIZE	_ X	=		sq. ft.
	10' x 40' Carpet	\$880.00	\$1232.00	\$		Total sq. ft	Discount Price	Standard		Extended Price
Standard (booths 2	carpet is supplied only f D' x 20' or larger), please	or in-line/linea e order Special	ar booths. For Cut Carpet or	island configurations Plush Carpet.	s	×	\$5.30 per sq. ft.	\$7.42 pei	r sq. ft. 🛛 =	\$
STAND	ARD CARPET COLO	ORS								
				SELECT	COLOF	R BELOW				
	Black	Grey	Red	Blue Hu	unter	Green 🗌 Bu	Jraundy	Purple	Tea	l
		,		s are <b>not</b> selecte			5 ,	p.e		
CARPE	T PADDING									
Singl	e				<i>c</i>	Discount Price	Standard			nded Price
Padd	ing	_ X	= _	sq	.tt. X	\$1.85 per sq.	ft. \$2.59 p	er sq. ft.	= \$	
Doub Padd	le ing ———	X	= _	sq	. ft. X	(\$3.70 per sq.	ft. \$5.18 p	er sq. ft.	= \$	
VISQUE	EN									
						Discount Price	Standard	Price	Exter	nded Price
		X	= _	sq	.ft. >	X \$1.60 per sq.	ft. \$2.24 p	er sq. ft.	= \$	
payment an	Deadline: <b>February 21, 2</b> d are received by discoun er move-in begins will be cl	t deadline. Stand	dard price appl	ies to orders received	d after t	he deadline. Items	Standard			
closing.										
	rpet is laid clean on the date ng services must be ordere		n the event that	carpet becomes dirty du	iring the	set up of the show,				
Company Na	ime						Boot	n Number		
Street Addre	SS						City			
State		Zip Cod	e	Соц	untry					
Contact Nan	ne .			Fm	nail Addre	255				
					an Auure					
Telephone N	umber			Fax	k Numbei	r				





### **CUSTOM PLUSH CARPET**

Create a unique and inviting booth environment with any of our enticing color selections available in plush booth 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. f	t.	
	Total sq. ft         Discour           X         \$6.65 p		andard Price 31 per sq. ft.  =   \$	Extended Price	
STANDARD CARPET COLORS					
	S	SELECT COLOR BE	ELOW		
Black Navy Red	New Blue Beig	e Emerald	Silver Cloud	Burgundy Charcoal	lce**
If item colors are <b>not</b> selected	d in advance, AEI will choo	se the color. <b>**P</b> I	urchase only @ \$10	).30 per sq. ft. discount or \$14.42	standard
CARPET PADDING					
			Discount Price	Standard Price Extended	d Price
Single Padding X	=	sq. ft. X	\$1.85 per sq. ft.	\$2.59 per sq. ft. = \$	
Double Padding — X	=	sq. ft. X	\$3.70 per sq. ft.	\$5.18 per sq. ft. = \$ 	
Discount Deadline: <b>February 21, 2025</b> . Disc are received by discount deadline. <b>Standard</b> after move-in begins will be charged at 100% o All rental carpet is laid clean on the date of inst booth cleaning services must be ordered.	I price applies to orders receiv If the published price. Absolutely no o	ed after the deadline. credits will be issued afte	. Items canceled er show closing.	Plush Booth Carpet Total 6.50% Tax TOTAL	
Company Name				Booth Number	
Street Address				City	
State	Zip Code	Country			
Contact Name		Email Address			
Telephone Number		Fax Number			



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CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$95.00	\$133.00	\$
	Side Chair	\$95.00	\$133.00	\$
	Counter Stool	\$125.00	\$175.00	\$
ACCESS	ORIES			
	Wastebasket	\$31.50	\$44.10	\$
	Bag Holder	\$150.00	\$210.00	\$
	Easel (Tripod)	\$63.00	\$88.20	\$
	Chrome Sign Holder (22"W x 28"H)	\$150.00	\$225.00	\$
	Literature Rack	\$155.00	\$232.50	\$
	Fishbowl	\$58.00	\$81.20	\$
	Posterboard, 4'W x 8'H, Vertical	\$170.00	\$238.00	\$
	Posterboard, 8'W x 4'H, Horizontal	\$170.00	\$238.00	\$
	Tensa Barriers	\$90.00	\$126.00	\$
	Credenza (38"L x 18"D x 42"H) □white □grey □black	\$500.00	\$750.00	\$
	Pedestal (18"L x 18"D x 42"H) white grey black	\$430.00	\$645.00	\$
SPECIAL	_ DRAPERY/SKIRTING			
	8' High (per lin. foot) (\$55 min)	\$21.00	\$29.40	\$
	3' High (per lin. foot) (\$55 min)	\$19.00	\$26.60	\$
	Special Skirting (per lin. foot)	\$17.50	\$24.50	\$
	8' High End Cap / Close Off	\$75.00	\$105.00	\$

SELECT COLOR BELOW							
Black Red Teal Silver Burgundy Purple B	ue 🗌 White						
If item colors are not selected in advance, AEI will do so at no risk.							
Discount Deadline: <b>February 21, 2025.</b> Discount price applies only to orders that are accompanied by payment and are received by discount deadline. <b>Standard price applies to orders received after the deadline</b> . Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.	Furniture Total6.50% Tax						
Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper	TOTAL						

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

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



DRAPED	DISPLAY TABLES 30" HIGH			
Qty.	Description	Discount Price	Standard Price	Extended Price
	4'L x 2'D x 30"H	\$148.50	\$207.90	\$
	6'L x 2'D x 30"H	\$195.00	\$273.00	\$
	8'L x 2'D x 30"H	\$233.00	\$326.20	\$
	4th Side Drapes for 30" Tables	\$63.50	\$88.90	\$
DRAPED I	DISPLAY TABLES 42" HIGH			
	4'L x 2'D x 42"H	\$185.50	\$259.70	\$
	6'L x 2'D x 42"H	\$233.00	\$326.20	\$
	8'L x 2'D x 42"H	\$265.00	\$371.00	\$
	4th Side Drapes for 42" Tables	\$79.50	\$111.30	\$
(СНЕСК С	COLOR BELOW)			
	🗌 Black 🔄 Red 🔄 Teal 🔛 Silver	Burgundy	Gold 🗌 Blue 🔲	White
	If item colors are not selecte	ed in advance, AEI will sel	ect the color.	
UNDRAPE	ED DISPLAY TABLES 30" HIGH EXHIBITOR	MUST SUPPLY TOP &	TABLE SKIRT	
	4'L x 2'D x 30"H	\$75.00	\$105.00	\$
	6'L x 2'D x 30"H	\$90.00	\$126.00	\$
	8'L x 2'D x 30"H	\$105.00	\$147.00	\$
UNDRAPE	ED DISPLAY TABLES 42" HIGH EXHIBITOR	MUST SUPPLY TOP &	TABLE SKIRT	
	4'L x 2'D x 42"H	\$90.00	\$126.00	\$
	6'L x 2'D x 42"H	\$105.00	\$147.00	\$
	8'L x 2'D x 42"H	\$120.00	\$168.00	\$
DRAPED 1	TABLE RISERS 12" HIGH			
	4 ft. Riser (white vinyl)	\$70.00	\$98.00	\$
	6 ft. Riser (white vinyl)	\$85.00	\$119.00	\$
discount deadli	ine: February 21, 2025. Discount price applies only to orders that are accompan ne. Standard price applies to orders received after the deadline. Items cancele published price. Absolutely no credits will be issued after show closing.		charged Furn	iture Total
Standing on ren	tal furniture is prohibited. Arata Expositions, Inc. cannot be responsible for in	juries or falls caused by impr		TOTAL
Company Name			Booth Number	

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



## View **<u>CUSTOM FURNITURE BROCHURE</u>** for product illustrations.

SOFT SEATIN	NG			ACCENT CH	IAIRS (	CONTINUED)	
CODE	-	ITEM DESCRIPTION	PRICE	CODE	-	ITEM DESCRIPTION	PRICE
CHR002		Allegro Chair/Blue Fabric	\$595.70	CNTCHR		Century Chair/Gray Velvet	\$711.30
SFA002		Allegro Sofa/Blue Fabric	\$896.90	LABREA		LaBrea Swivel Chair/Charcoal Gray Fabric/Chrome	\$568.10
BCHWHT		Baja Chair/White Vinyl	\$750.40	LENCHA		Lena Chair/Moss Green Leather/Bronze	\$626.70
BLVWHT		Baja Loveseat/White Vinyl	\$1,100.20	BCW		Madrid Chair/White Vinyl/Chrome	\$1,030.30
BSFWHT		Baja Sofa/White Vinyl	\$1,235.40	MNCHCH		Munich Armless Chair/Gray Fabric/Black	\$623.40
COCHTP		Cordoba Chair/Taupe Fabric/Black Base	\$631.50	PASCHR		Pasadena Chair/White Molded Plastic/Chrome Tower Base	\$431.40
COLVTP		Cordoba Loveseat/Taupe Fabric/Black Base	\$903.40	PROGB		Pro Executive Guest Chair/Black Vinyl/Chrome	\$356.50
FAIRCW		Fairfax Chair/White Vinyl/Brushed Metal	\$473.70	SWAN		Swanson Swivel Chair/White Vinyl	\$493.20
FAIRSW		Fairfax Sofa/White Vinyl/Brushed Metal	\$657.60	TCHGRY		Tech Tablet Chair/Gray Vinyl/Wht Metal Tablet/Chrome Base	\$533.90
KEYCHR		Key Largo Chair/Black Fabric/Wood	\$431.40	тснр		Tech Chair/No Tablet/Gray Vinyl/Chrome Base	\$546.90
KEYLOV		Key Largo Loveseat/Black Fabric/Wood	\$506.30	TRCHCO		Terrace Accent Chair/Cognac Leather/Black Base	\$758.50
KEYSOF		Key Largo Sofa/Black Fabric/Wood	\$651.00	WENCHA		Wentworth Swivel Chair/Brown Vinyl	\$470.40
MONCHA		Montreal Chair/Blue/Black Metal	\$766.70	GROUP SEA	ATING		
MONLOV		Montreal Loveseat/Blue/Black Metal	\$729.20	BLDCBK		Blade Chair/Black	\$97.70
NPLCHR		Naples Chair/Non-Powered/Black Vinyl/	\$805.70	BLDCRD		Blade Chair/Red	\$97.70
NPLCHP		Naples Chair/Powered/Black Vinyl/	\$872.40	BLDCSB		Blade Chair/Sky Blue	\$97.70
NPLLOV		Naples Loveseat/Non-Powered/Black Vinyl	\$968.50	SC3		Brewer Chair/Onyx/Chrome	\$227.90
NPLLOP		Naples Loveseat/Powered/Black Vinyl	\$1,207.70	CCBTWL		Chelsea Chair/Walnut-look/Black Tower Base	\$223.10
NPLSOF		Naples Sofa/Non-Powered/Black Vinyl	\$1,152.30	CCBTAZ		Chelsea Chair/Azure Blue/Black Tower Base	\$223.10
NPLSOP		Naples Sofa/Powered/Black Vinyl	\$1,401.40	ССВТВК		Chelsea Chair/Black/Black Tower Base	\$223.10
PALSOF		Palm Beach Sofa/White Vinyl	\$975.00	CCBTYL		Chelsea Chair/Goldenrod Yellow/Black Tower Base	\$223.10
STECHA		Sterling Chair/Gray Fabric	\$991.20	CCBTGY		Chelsea Chair/Gray/Black Tower Base	\$223.10
STESOF		Sterling Sofa/Gray Fabric	\$1,443.70	CCBTOR		Chelsea Chair/Orange/Black Tower Base	\$223.10
VALCHA		Valencia Chair/Spice Orange Velvet	\$441.20	CCSCGY		Chelsea Chair/Gray/Black Swivel Base w/ Casters	\$223.10
VALSOF		Valencia Loveseat/Coffee Brown Velvet	\$654.30	CCSCAZ		Chelsea Chair/Azure Blue/Black Swivel Base w/ Casters	\$223.10
VALCGN		Valencia Chair/Green Fabric	\$441.20	ССЅСВК		Chelsea Chair/Black/Black Swivel Base w/ Casters	\$223.10
VALCOT		Valencia Chair/Oat Fabric	\$441.20	CCSCYL		Chelsea Chair/Goldenrod Yellow/Black Swivel w/ Casters	\$223.10
VALVOT		Valencia Loveseat/Oat Fabric	\$654.30	CCSCOR		Chelsea Chair/Orange/Black Swivel Base w/ Casters	\$223.10
POWERED S	EATIN	G		CCSCWL		Chelsea Chair/Walnut-Look/Black Swivel Base w/ Casters	\$223.10
NPLCHP		Naples Chair/Powered/Black Vinyl	\$872.40	XCHR		Christopher Chair/White Vinyl/Chrome	\$144.90
NPLCHR		Naples Chair/Non-Powered/Black Vinyl	\$805.70	DUET		Duet Stack Chair/Black/Chrome	\$91.20
NPLLOP		Naples Loveseat/ Powered/Black Vinyl	\$1,207.70	LMCHR		Laguna Chair/Maple/Chrome	\$197.00
NPLLOV		Naples Loveseat/Non-Powered/Black Vinyl	\$968.50	LUCHCL		Lucent Chair/Frosted Acrylic/Chrome	\$257.20
NPLSOP		Naples Sofa/Powered/Black Vinyl	\$1,401.40	MALGRY		Malba Chair/Gray/Chrome	\$151.50
NPLSOF		Naples Sofa/Non-Powered/Black Vinyl	\$1,152.30	MALGRN		Malba Chair/Green/Chrome	\$151.50
TCHGRY		Tech Tablet Chair/Gray Vinyl/White Metal Tablet/Chrome	\$533.90	MARCWH		Marina Chair/White Vinyl/Brushed Metal	\$211.60
ТСНР		Tech Chair/No Tablet/Gray Vinyl/Chrome Base	\$546.90	MARCBR		Marina Chair/Brown Fabric/Brushed Metal	\$211.60
ACCENT CH	AIRS			MARCBK		Marina Chair/Black Vinyl/Brushed Metal	\$211.60
АТНСНА	-111.9	Atherton Chair/ Brown Leather/Black Metal	\$743.90	MARCBE		Marina Chair/Ocean Blue Fabric/Brushed Metal	\$211.60
BOWCHA		Bowery Chair/Ochre Fabric	\$696.60	MARCRD		Marina Chair/Red Fabric/Brushed Metal	\$211.60
BNMCSW		Brooklyn Meeting Chair/Swivel/White Vinyl/Black Base	\$421.60	SC10		Razor Armless Chair/White	\$105.90
BNMCSB		Brooklyn Meeting Chair/Swivel/Black Vinyl/Black Base	\$385.80	RSTDIN		Rustique Chair w/ Arms/Gunmetal	\$200.30
BNMCOW		Brooklyn Meeting Chair/White Vinyl/Oak-Look Base	\$421.60	CS4		Syntax Chair/Black/Chrome	\$276.70
BNMCOB		Brooklyn Meeting Chair/Black Vinyl/Oak-Look Base	\$385.80			Zenith Chair/White/Chrome	\$223.10
RNMCOB		Brookiyn Meeting Chair/Black Vinyl/Oak-Look Base	\$385.80	ZENCHR		Zenith Chair/White/Chrome	Ş2

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## View **<u>CUSTOM FURNITURE BROCHURE</u>** for product illustrations.

OTTOMAN	S			OTTOMAN	S (CON	TINUED)	
CODE	QTY	ITEM DESCRIPTION	PRICE	CODE	_	ITEM DESCRIPTION	PRICE
BVLYBK		Beverly Bench/Black Vinyl	\$538.80	VIB12		Vibe Cube/Silver Vinyl	\$185.60
BVLYBN		Beverly Bench/Brown Fabric	\$538.80	VIB13		Vibe Cube/Purple Vinyl	\$185.60
BVLYGR		Beverly Bench/Gray Fabric	\$538.80	VIB14		Vibe Cube/Citrus Green Vinyl	\$185.60
BVLYLN		Beverly Bench/Linen Fabric	\$538.80	VIB15		Vibe Cube/Taupe Vinyl	\$185.60
BVLYOB		Beverly Bench/Ocean Blue Fabric	\$538.80	VIB16		Vibe Cube/Spice Orange Vinyl	\$185.60
BVLYRD		Beverly Bench/Red Fabric	\$538.80	VIB17		Vibe Cube/Desert Rose Vinyl	\$185.60
BVLYWH		Beverly Bench/White Vinyl	\$538.80	VIB21		Vibe Cube/Caramel Vinyl	\$185.60
BVSMBK		Beverly Small Bench/Black Vinyl	\$385.80	VIB22		Vibe Cube/Navy Vinyl	\$185.60
BVSMBN		Beverly Small Bench/Brown Fabric	\$385.80	END01B		Endless/Curved/Black Vinyl/Chrome	\$576.20
BVSMGY		Beverly Small Bench/Gray Fabric	\$385.80	END01W		Endless/Curved/White Vinyl/Chrome	\$576.20
BVSMLV		Beverly Small Bench/Lavender Fabric	\$385.80	END02B		Endless/Square/Black Vinyl/Chrome	\$493.20
BVSMLN		Beverly Small Bench/Linen Fabric	\$385.80	END02W		Endless/Square/White Vinyl/Chrome	\$493.20
BVSMBL		Beverly Small Bench/Ocean Blue Fabric	\$385.80	REGBEN		Regis Bench/Brushed Metal	\$395.60
BVSMGN		Beverly Small Bench/Olive Green Fabric	\$385.80	BAR SEATIN	NG		
BVSMOR		Beverly Small Bench/Orange Fabric	\$385.80	BSS		Banana/Black/Chrome	\$327.20
BVSMRD		Beverly Small Bench/Red Fabric	\$385.80	BST		Banana/White/Chrome	\$327.20
BVSMWH		Beverly Small Bench/White Vinyl	\$385.80	BLDBBK		Blade/Black	\$185.60
BVSMYL		Beverly Small Bench/Yellow Fabric	\$385.80	BLDBRD		Blade/Red	\$185.60
MAR001		Marche Swivel/White Vinyl	\$247.40	BLDBSB		Blade/Sky Blue	\$185.60
MAR002		Marche Swivel/Gray Fabric	\$247.40	CBSBWL		Chelsea/Walnut-Look/Black Tower Base	\$223.10
MAR003		Marche Swivel/Linen Fabric	\$247.40	CBSBAZ		Chelsea/Azure Blue/Black Tower Base	\$223.10
MAR004		Marche Swivel/Raspberry Fabric	\$247.40	CBSBBK		Chelsea/Black/Black Tower Base	\$223.10
MAR005		Marche Swivel/Red Fabric	\$247.40	CBSBYL		Chelsea/Goldenrod Yellow/BlackTower Base	\$223.10
MAR006		Marche Swivel/Rose Quartz Fabric	\$247.40	CBSBGY		Chelsea/Gray/BlackTower Base	\$223.10
MAR007		Marche Swivel/Plum Fabric	\$247.40	CBSBOR		Chelsea/Orange/BlackTower Base	\$223.10
MAR008		Marche Swivel/Meadow Green Fabric	\$247.40	XBAR		Christopher/White Vinyl	\$247.40
MAR009		Marche Swivel/Pear Yellow Fabric	\$247.40	KABSWH		Kamden Barstool/White Vinyl/Chrome	\$410.20
MAR010		Marche Swivel/Blue Fabric	\$247.40	LMBAR		Laguna/Maple/Chrome	\$247.40
MAR011		Marche Swivel/Orange Velvet	\$247.40	ROLLWH		Lift/White Vinyl/Chrome	\$291.40
MAR012		Marche Swivel/Forest Green Vinyl	\$247.40	ROLLBL		Lift/Black Vinyl/Chrome	\$291.40
MAR013		Marche Swivel/Teal Velvet Fabric	\$247.40	ROLLGY		Lift/Gray Vinyl/Chrome	\$291.40
MAR014		Marche Swivel/Distressed Brown Vinyl	\$247.40	ROLLRD		Lift/Red Vinyl/Chrome	\$291.40
MAR015		Marche Swivel/Black Vinyl	\$247.40	LUBSCL		Lucent Barstool/Frosted Acrylic/Chrome	\$371.10
MAR016		Marche Swivel/Ivory Faux Sheep Fur	\$247.40	MARBWH		Marina/White Vinyl/Brushed Metal	\$385.80
MAR020		Marche Swivel/Oliver Faux Sheep Fur	\$247.40	MARBBK		Marina/Black Vinyl/Brushed Metal	\$385.80
MAR021		Marche Swivel/Terracotta Faux Fur	\$247.40	MARBBR		Marina/Brown Fabric/Brushed Metal	\$385.80
VIB01		Vibe Cube/Green Vinyl	\$185.60	MARBBE		Marina/Ocean Blue Fabric/Brushed Metal	\$385.80
VIB02		Vibe Cube/Blue Vinyl	\$185.60	MARBRD		Marina/Red Fabric/Brushed Metal	\$385.80
VIB04		Vibe Cube/Red Vinyl	\$185.60	RSTSTL		Rustique/Gunmetal	\$180.80
VIB05		Vibe Cube/Bright Yellow Vinyl	\$185.60	BS001		Shark/White/Chrome	\$424.90
VIB08		Vibe Cube/Orange Vinyl	\$185.60	BSR		Syntax/Black/Chrome	\$299.50
VIB09		Vibe Cube/White Vinyl	\$185.60	ZENBAR		Zenith/White/Chrome	\$223.10
VIB10		Vibe Cube/Black Vinyl	\$185.60	BS002		Zoey/White/Chrome	\$389.10
VIB11		Vibe Cube/Steel Blue Vinyl	\$185.60				

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## View **<u>CUSTOM FURNITURE BROCHURE</u>** for product illustrations.

BAR TABLE	S			CAFE TABLE	ES (COI	NTINUED)	
CODE	QTY	ITEM DESCRIPTION	PRICE	CODE	QTY	ITEM DESCRIPTION	PRICE
30WHHB		30" Round/White Top/Hydraulic Base	\$411.90	30GSHC		30" Round/Green Top/Hydraulic Base	\$446.00
30WDHB		30" Round/Barnwood Top/Hydraulic Base	\$446.00	30MTHC		30" Round/Maple Top/Hydraulic Base	\$411.90
ЗОВКНВ		30" Round/Black Top/Hydraulic Base	\$446.00	30OSHC		30" Round/Orange Top/Hydraulic Base	\$446.00
30BEHB		30" Round/Blue Top/Hydraulic Base	\$446.00	30BRHC		30" Round/Red Top/Hydraulic Base	\$411.90
30AGHB		30" Round/Brushed Gunmetal Top/Hydraulic Base	\$446.00	30MAHC		30" Round/Gray Acajou Top/Hydraulic Base	\$400.40
30YSHB		30" Round/Brushed Yellow Top/Hydraulic Base	\$446.00	30WH29		30" Round/White Top/Black Base	\$278.40
30GRHB		30" Round/Graphite Nebula Top/Hydraulic Base	\$411.90	30WDBC		30" Round/Barnwood Top/Black Base	\$330.50
30GSHB		30" Round/Green Top/Hydraulic Base	\$446.00	30BKSC		30" Round/Black Top/Black Base	\$330.50
30MTHB		30" Round/Maple Top/Hydraulic Base	\$411.90	30BEBC		30" Round/Blue Top/Black Base	\$330.50
30OSHB		30" Round/Orange Top/Hydraulic Base	\$446.00	30AGBC		30" Round/Brushed Gunmetal Top/Black Base	\$330.50
30BRHB		30" Round/Red Top/Hydraulic Base	\$411.90	30YSBC		30" Round/Brushed Yellow Top/Black Base	\$330.50
30MAHB		30" Round/Gray Acajou Top/Hydraulic Base	\$400.40	ZTJ		30" Round/Graphite Nebula Top/Black Base	\$278.40
30WH42		30" Round/White Top/Standard Black Base	\$319.00	30GSBC		30" Round/Green Top/Black Base	\$330.50
30WDBB		30" Round/Barnwood Top/Standard Black Base	\$364.60	ZTK		30" Round/Maple Top/Black Base	\$278.40
30BKSB		30" Round/Black Top/Standard Black Base	\$364.60	30OSBC		30" Round/Orange Top/Black Base	\$330.50
30BEBB		30" Round/Blue Top/Standard Black Base	\$364.40	ZTB		30" Round/Red Top/Black Base	\$278.40
30AGBB		30" Round/Brushed Gunmetal Top/Standard Black Base	\$364.60	ZTA		30" Round/Gray Acajou Top/Black Base	\$309.30
30YBBB		30" Round/Brushed Yellow Top/Standard Black Base	\$364.60	P30CWH		30" Round Café Table/Powered/White Top (29"h)	\$813.80
VTJ		30" Round/Graphite Nebula Top/Standard Black Base	\$319.00	36WTHC		36" Round/White Top/Hydraulic Base	\$450.90
30GSBB		30" Round/Green Top/Standard Black Base	\$364.60	36BKHC		36" Round/Black Top/Hydraulic Base	\$450.90
VTK		30" Round/Maple Top/Standard Black Base	\$319.00	36GRHC		36" Round/Graphite Nebula Top/Hydraulic Base	\$450.90
30OSBB		30" Round/Orange Top/Standard Black Base	\$364.60	36MTHC		36" Round/Maple Top/Hydraulic Base	\$450.90
VTB		30" Round/Red Top/Standard Black Base	\$319.00	ZTQ		36" Round/White Top/Black Base	\$306.00
VTA		30" Round/Gray Acajou Top/Standard Black Base	\$330.50	36BKSC		36" Round/Black Top/Black Base	\$306.00
P30BWH		30" Round Bar Table/Powered/White Top/Black Base	\$813.80	ZTN		36" Round/Graphite Nebula Top/Black Base	\$306.00
36WTHB		36" Round/White Top/Hydraulic Base	\$450.90	ZTP		36" Round/Maple Top/Black Base	\$306.00
Збвкнв		36" Round/Black Top/Hydraulic Base	\$450.90	COMMUNA	AL TAB	LES	
36GRHB		36" Round/Graphite Nebula Top/Hydraulic Base	\$450.90	VNTBNP		Ventura Bar Table/Black Top/Silver	\$914.70
36MTHB		36" Round/Maple Top/Hydraulic Base	\$450.90	VNTWNP		Ventura Bar Table/White Top/Silver	\$914.70
VTW		36" Round/White Top/Black Base	\$332.10	VNTMNP		Ventura Bar Table/Maple Top/Silver	\$914.70
36BKSB		36" Round/Black Top/Black Base	\$332.10	VNTBLK		Ventura Powered Bar Table/Black Top/Silver	\$1,057.90
VTN		36" Round/Graphite Nebula Top/Black Base	\$332.10	VNTWHT		Ventura Powered Bar Table/White Top/Silver	\$1,057.90
VTP		36" Round/Maple Top/Black Base	\$332.10	VNTBWW		Ventura Bar Table/White Top/w/ Grommet Holes/Silver	\$914.70
RSTSQT		Rustique Square Metal Bar Table/Gunmetal	\$366.30	VNTBMW		Ventura Bar Table/Maple Top/w/Grommet Holes/Silver	\$914.70
CAFÉ TABL	ES			VNTCBN		Ventura Café Table/Black Top/Silver	\$745.40
30WHHC		30" Round/White Top/Hydraulic Base	\$411.90	VNTCWN		Ventura Café Table/White Top/Silver	\$745.40
30WDHC	1	30" Round/Barnwood Top/Hydraulic Base	\$446.00	VNTCMN	1	Ventura Café Table/Maple Top/Silver	\$745.40
ЗОВКНС	1	30" Round/Black Top/Hydraulic Base	\$446.00	VNTCBK	1	Ventura Powered Café Table/Black Top/Silver	\$844.70
30BEHC	1	30" Round/Blue Top/Hydraulic Base	\$446.00	VNTCWH	1	Ventura Powered CaféTable/White Top/Silver	\$844.70
30AGHC		30" Round/Brushed Gunmetal Top/Hydraulic Base	\$446.00	VNTCWW		Ventura Café Table/White Top /w/Grommet Holes/Silver	\$745.40
30YSHC		30" Round/Brushed Yellow Top/Hydraulic Base	\$446.00	VNTCMW		Ventura Café Table/Maple Top/w/Grommet Holes/Silver	\$745.40
30GRHC		30" Round/Graphite Nebula Top/Hydraulic Base	\$411.90	L			l .

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## View **<u>CUSTOM FURNITURE BROCHURE</u>** for product illustrations.

POWERED PRODUCT					ACCENT TABLES (CONTINUED)			
CODE	QTY	ITEM DESCRIPTION	PRICE	CODE	QTY	ITEM DESCRIPTION	PRICE	
ADCTBP		Adelaide Cocktail Table/Powered/Black Top/Silver	\$517.60	ALC100		Alondra Cocktail Table/Glass Top/Chrome	\$447.70	
ADCTBK		Adelaide Cocktail Table/Non-Powered/Black Top/Silver	\$374.40	ALE200		Alondra End Table/Brandy Maple Top/Chrome	\$320.70	
ADCTWP		Adelaide Cocktail Table/Powered/White Top/Silver	\$517.60	ALE100		Alondra End Table/Glass Top/Chrome	\$320.70	
ADCTWH		Adelaide Cocktail Table/Non-Powered/White Top/Silver	\$374.40	C1FWB		Geo Cocktail Table/Brandy Maple Top/Black Base	\$392.30	
VNTBLK		Ventura Bar Table/Powered/Black Top/Silver	\$1,057.90	C1C		Geo Cocktail Table/Glass Top/Chrome Base	\$341.80	
VNTWHT		Ventura Bar Table/Powered/White Top/Silver	\$1,057.90	E1FWB		Geo End Table/Brandy Maple Top/Black Base	\$340.20	
VNTCBK		Ventura Café Table/Powered/Black Top/Silver	\$884.70	E1C		Geo End Table/Glass Top/Chrome Base	\$319.00	
VNTCWH		Ventura Cafe Table/Powered/White Top/Silver	\$884.70	MESCTW		Mesa Cocktail Table/Barnwood Top/Bronze	\$284.90	
VILHUB		Village Charging Hub/Cream	\$346.70	MESCTB		Mesa Cocktail Table/Black Top/Bronze	\$284.90	
CUBPOW		Wireless Charging Table/White/AC Outlets	\$631.50	MESCTG		Mesa Cocktail Table/Glass Top/Bronze	\$284.90	
P30BWH		30" Round Bar Table/Powered/White Top/Black(42"h)	\$813.80	MESETW		Mesa End Table/Barnwood Top/Bronze	\$187.30	
P30CWH		30" Round Cafe Table/Powered/White Top/Black Base	\$813.80	MESETB		Mesa End Table/Black Top/Bronze	\$187.30	
C10PWR		10' Table/Powered/White Top/Silver (29"h)	\$895.20	MESETG		Mesa End Table/Glass Top/Bronze	\$187.30	
CONF10		10' Table/Non-Powered/White Top/Silver (29"h)	\$571.40	REGBEN		Bench/Table/Brushed Metal	\$395.60	
BKC10P		10' Table/Powered/Black Top/Silver (29"h)	\$1,479.50	REGOTT		Regis End Table/Brushed Metal	\$291.40	
BKC10N		10' Table/Non-Powered/Black Top/Silver (29"h)	\$1,282.50	C1E		Silverado Cocktail Table/Glass Top/Chrome	\$359.80	
C8PWR		8' Table/Powered/White Top/Silver (29"h)	\$895.20	E1E		Silverado End Table/Glass Top/Chrome	\$341.80	
CONF8		8' Table/Non-Powered/White Top/Silver (29"h)	\$571.40	SIDE TABLE	S			
BKCT8P		8' Table/Powered/Black Top/Silver (29"h)	\$1,479.50	AURA		Aura Round Table/White Metal	\$200.30	
BKCT8N		8' Table/Non-Powered/Black Top/Silver (29"h)	\$1,282.50	SEDBWH		Sedona Side Table/White Top/Bronze	\$188.80	
C5PWR		5' Table/Powered/White Top/Silver (29"h)	\$462.30	SEDBWD		Sedona SideTable/Barnwood Top/Bronze	\$188.80	
CONF5		5' Table/Non-Powered/White Top/Silver (29"h)	\$390.60	SEDBBK		Sedona Side Table/Black Top/Bronze	\$188.80	
BKCT5P		5' Table/Powered/Black Top/Silver(29"h)	\$769.90	TAOBWH		Taos Side Table/White Top/Bronze	\$188.80	
BKCT5N		5' Table/Non-Powered/Black Top/Silver(29"h)	\$641.30	TAOBWD		Taos Side Table/Barnwood Table/Bronze	\$188.80	
ACCENT TA	ABLES			ТАОВВК		Taos Side Table/Black Top/Bronze	\$188.80	
ADCTWH		Adelaide Cocktail Table/Non-Powered/White Top/Silver	\$374.40	TMBTBL		Timber Table/Wood	\$236.10	
ADCTWP		Adelaide Cocktail Table/Powered/White Top/Silver	\$517.60	OFFICE & S	TORAG	E ESSENTIALS		
ADCTBK		Adelaide Cocktail Table/Non-Powered/Black Top/Silver	\$374.40	JD8		Madison Desk 60"l x 30"d x 29"h/Gray Acajou Top	\$809.00	
ADCTBP		Adelaide Cocktail Table/Powered/Black Top/Silver	\$517.60	TECH		Tech Desk/Powered/Black Metal/Laminate w Elec Unit	\$623.40	
ADCTGL	1	Adelaide Cocktail Table/Glass Top/Silver	\$374.40	ТЕСНЗВ		Tech Desk/Powered/w 3 Drawer Cabinet/Black Metal/Laminate	\$768.20	
ADETWH	1	Adelaide End Table/White Top/Silver	\$359.80	TECH3		3 Drawer File Cabinet on Castors/Black Top/Black Metal	\$205.10	
ADETBK		Adelaide End Table/Black Top/Silver	\$359.80	BC8		Madison Bookcase 36"l x 12"d x 72" h/Gray Acajou	\$584.40	
ADETGL		Adelaide End Table/Glass Top/Silver	\$359.80	PSHCCS		Posh Shelving/Chrome	\$688.50	
ALC200	1	Alondra Cocktail Table/Brandy Maple Top/Chrome	\$447.70	DIVFWB	1	Divider Freestanding Whiteboard/39″l x 1.5″d x 72″h	\$579.40	

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EMAIL ADDRESS:	TELEPHONE NUMBER:



### View **<u>CUSTOM FURNITURE BROCHURE</u>** for product illustrations.

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

EXECUTIVE	CONF	ERENCE TABLES		EXECUTIVE	SEATI	NG	
CODE	QTY	ITEM DESCRIPTION	PRICE	CODE	<u>QTY</u>	ITEM DESCRIPTION	PRICE
42ATO		Atomic 42" Round x 30"h/Glass Top/Chrome	\$424.90	ACEHBC		Ace High Back Chair/White Vinyl/Chrome	\$512.80
36ATO		Atomic 36" Round x 30"h/Glass Top/Chrome	\$450.90	ACHBCB		Ace High Back Chair/Black/Chrome	\$512.80
CF2		GEO Rectangular/Glass Top/Black	\$533.90	ACEMBC		Ace Mid Back Chair/White Vinyl/Chrome	\$324.00
CE2		GEO Rectangular/Glass Top/Chrome	\$554.80	ACMBCB		Ace Mid Back Chair/Black/Chrome	\$324.00
CE1		GEO Rounded Square Table/Glass Top/Chrome	\$380.90	CUPCHA		Cupertino Mid Back Chair/Black Vinyl/Chrome	\$405.30
CF1		GEO Rounded Square Table/Glass Top/Black	\$359.80	GENCHA		Genesis Chair/Black	\$353.30
WD3		Work/48"l x 24"d x 30"h/White Top/White	\$457.40	PROGB		Pro Exective Guest Chair/Black Vinyl/Chrome	\$356.50
CB8		Madison/42" Round x 29"h/Gray Acajou Top/Black	\$488.30	TASKST		Task Stool/Black Fabric/Black	\$211.60
CONF42		42" Round x 29"h/White Top/Black	\$488.30	COUNTERS	AND	PEDESTALS	
42BKCT		42" Round x 29"h/Black Top/Black	\$488.30	MTBLPI		Midtown bar/Lighted w/Plug-In/Taupe Glass Top/Pewter	\$2,161.40
BKC10P		10' Table/Powered/Black Top/Silver (29"h)	\$1,479.50	MTBUUL		Midtown Bar/Taupe Glass Top/Pewter/Unlighted	\$2,024.70
BKC10N		10' Table/Non-Powered/Black Top/Silver (29"h)	\$1,282.50	MTCLPI		Midtown Powered Counter/Taupe Glass Top/Lighted/Pewter	\$2,161.40
C10PWR		10' Table/Powered/White Top/Silver (29"h)	\$895.20	MTCPUL		Midtown Powered Counter/Taupe Glass Top/Unlighted/Pewter	\$2,034.40
CONF10		10' Table/Non-Powered/White Top/Silver (29"h)	\$571.40	PDL36B		Powered Locking Pedestal/Black(36"h)	\$657.60
BKCT8P		8' Table/Powered/Black Top/Silver(29"h)	\$1,479.50	PDL36W		Powered Locking Pedestal/White (36"h)	\$657.60
BKCT8N		8' Table/Non-Powered/Black Top/Silver(29"h)	\$1,282.50	PDL42B		Powered Locking Pedestal/Black (42"h)	\$786.20
C8PWR		8' Table/Powered/White Top/Silver(29"h)	\$895.20	PDL42W		Powered Locking Pedestal/White (42"h)	\$786.20
CONF8		8' Table/Non-Powered/White Top/Silver(29"h)	\$571.40	ESSENTIAL	ACCES	SORIES	
BKCT5P		5' Table/Powered/Black Top/Silver(29"h)	\$769.90	DIVBAR		Clear Divider Bar/Counter/48" - 70"l x 12"d x 31.5"h	\$231.20
BKCT5N		5' Table/Non-Powered/Black Top/Silver(29"h)	\$641.30	DIVFRE		Clear Divider Freestanding/Silver/Clear/39"l x 1.5"d x 72"h	\$463.90
C5PWR		5' Table/Powered/White Top/Silver(29"h)	\$462.30	DIVFCR		Clear Divider Freestanding Corner/Silver/Clear/39"l x 39"d x 72"h	\$931.00
CONF5		5' Table/Non-Powered/White Top/Silver(29"h)	\$390.60	DIVFWL		Clear Divider Freestanding Wall/Silver/Clear/40"l x 1.5"d x 72"h	\$463.90
			I	DIVFST		Clear Divider Sofa/Table/34"l x 11"d x 47-74"h	\$416.70
				MIRWHT		Miramar Divider White Wall/Molded Plastic 63"l x 23"d x 83"h	\$594.10
				LIGHTING	AND G	REENERY	
				LA15		Mason Floor Lamp/Brushed Silver	\$293.00
				LA14	1	Mason Table Lamp/Brushed Silver	\$198.60

HDG7FT

HDG4FT

Boxwood Hedge 7'/Green/Black

Boxwood Hedge 4'/Green/Black

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

Discount Deadline: February 21, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Items canceled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Custom Furniture Total: \$ \_\_\_\_\_\_ Add 30% after February 21, 2025 \$ \_\_\_\_\_\_ 6.50% Tax: \$ \_\_\_\_\_\_ Delivery Fee: \$ <u>\_50.00</u> TOTAL: \$ \_\_\_\_\_\_

COMPANY NAME:	BOOTH NUMBER:
STREET ADDRESS:	<u>CITY, STATE:</u>
	ZIP CODE:
EMAIL ADDRESS:	TELEPHONE NUMBER:

\$1,048.20

\$638.00



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	
1 - 6'L x 2'D x 30"H blue draped display table 2 - Molded chairs 1 - Wastebasket 1 - 10' x 10' blue standard carpet	OPTION 1 Cost: \$572.75
NO SUBSTITUTIONS	Total 6.50% Tax TOTAL
EXHIBITOR ECONOMY PACKAGE OPTION 2 / 10 x 10 BOOTHS ONLY	
1 - 6'L x 2'D x 42"H blue draped display table 2 - Molded chairs 1 - Wastebasket NO Carpet Included**	OPTION 2 Cost: \$375.00
** All booths must have floor coverings.	
NO SUBSTITUTIONS	Total 6.50% Tax TOTAL

This form must be completed and returned by **February 21, 2025.** 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
Street Address		City
State Zip Code	Country	
Contact Name	Email Address	
Telephone Number	Fax Number	

## RENTAL UNIT RA-001



### What's Included:

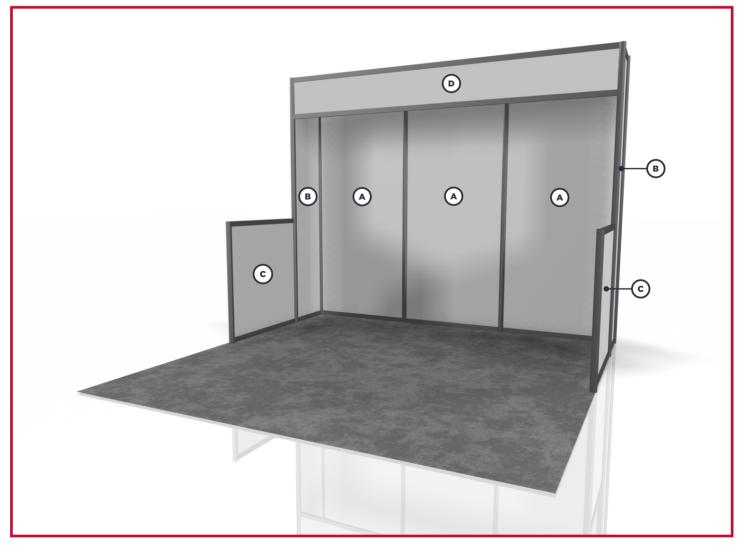
- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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: \$3,175.00



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



## RENTAL UNIT RA-002



### What's Included:

- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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: \$3,492.50



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



## RENTAL UNIT RB-001



### What's Included:

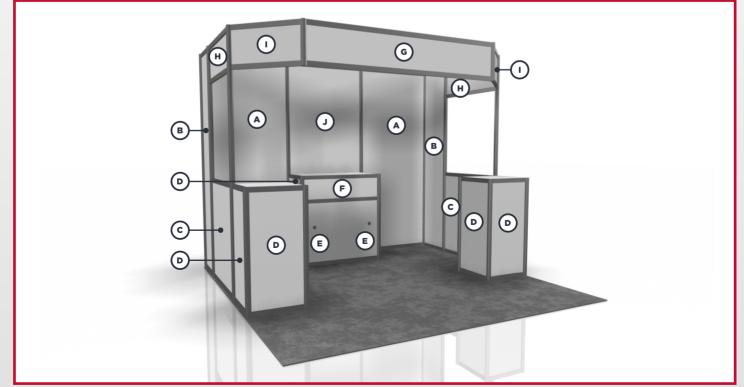
- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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: **\$3,800.00**



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



## RENTAL UNIT RB-002

Discount:



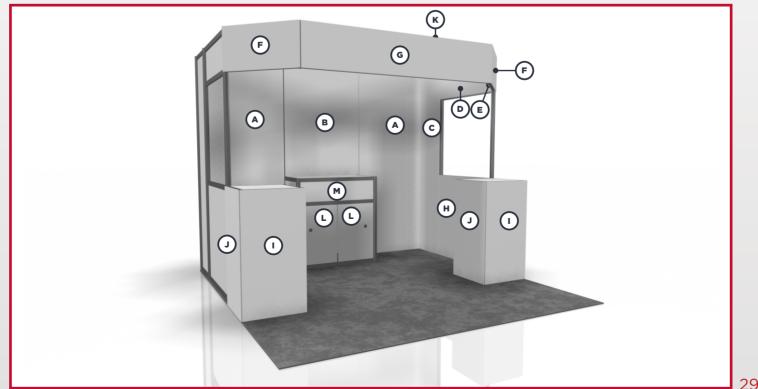
### What's Included:

- 10' x 10' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an add

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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.

Standard:

vith graphics available at itional cost		\$4,180.	00 \$6,2	70.00
Quantity	Panel	Sides	Width	Height
2	А	Single-Sided	39"	96"
1	В	Single-Sided	39.375"	54"
2	с	Single-Sided	19.5"	96"
2	(D) Inside Header	Single-Sided	39"	15"
2	(E) Inside Header	Single-Sided	27"	15"
2	(F) Header	Single-Sided	28.25"	15"
1	(G) Header	Single-Sided	80.625"	15"
2	н	Single-Sided	39.375"	42"
4	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	М	Single-Sided	38.125"	10.25"



## RENTAL UNIT RC-001



#### What's Included:

- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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: \$7,125.00



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



## RENTAL UNIT RC-002



### What's Included:

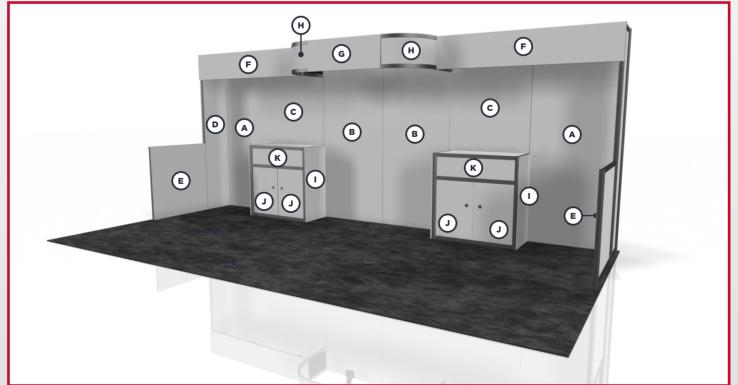
- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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.



Standard: **\$11,756.25** 

Quantity	Panel	Sides	Width	Height
2	А	Single-Sided	39"	96"
2	В	Single-Sided	39.375"	96"
2	с	Single-Sided	39.375"	54"
2	D	Single-Sided	19.5"	96"
2	Е	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	к	Single-Sided	38.125"	10.25"



## RENTAL UNIT RD-001



### What's Included:

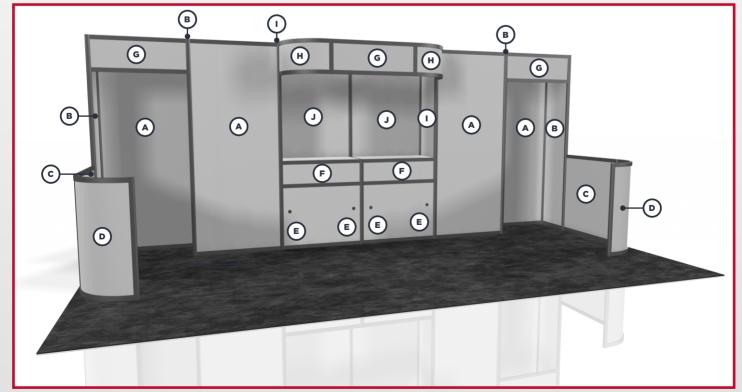
- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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: **\$8,175.00**



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



## RENTAL UNIT RD-002



### What's Included:

- 10' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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: **\$8,992.50**



Quantity	Panel	Sides	Width	Height
2	А	Single-Sided	38.5"	96"
2	В	Single-Sided	41.125"	96"
2	с	Single-Sided	39.125"	54"
4	D	Single-Sided	18.5"	92.875"
2	E	Single-Sided	18.5"	52.75"
4	F	Single-Sided	41.125"	42"
2	G	Single-Sided	29.75"	38.875"
2	(H) Header	Single-Sided	39.375"	15"
1	(I) Header	Single-Sided	41.25"	15"
2	(J)Header	Single-Sided	29.75"	11.875"
4	(K) Doors	Single-Sided	20"	27"
2	L	Single-Sided	38.125"	10.25"



## RENTAL UNIT **RE-001**



### What's Included:

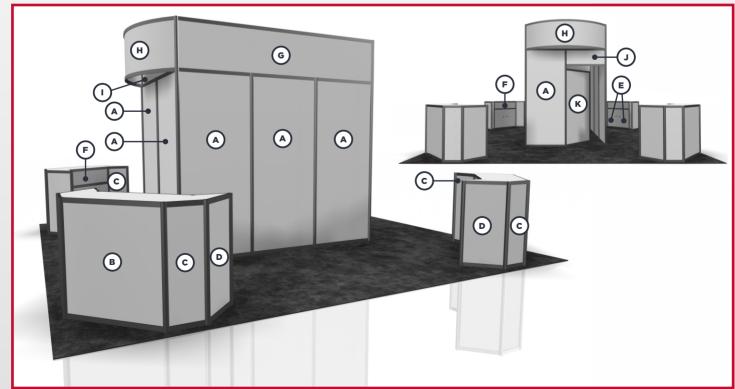
- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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
9	А	Single-Sided	38.125"	92.875"
4	В	Single-Sided	38.125"	38.875"
16	с	Single-Sided	12.625"	38.875"
8	D	Single-Sided	18.5"	38.875"
8	(E) Doors	Single-Sided	20"	27"
4	F	Single-Sided	38.125"	10.25"
2	(G) Header	Single-Sided	116.875"	22.875"
2	(H) Header	Single-Sided	86.25"	22.875"
2	I	Single-Sided	77.625"	22.875"
1	J	Single-Sided	38.125"	14"
1	(K) Door	Single-Sided	32"	73.5"



## RENTAL UNIT **RE-002**



### What's Included:

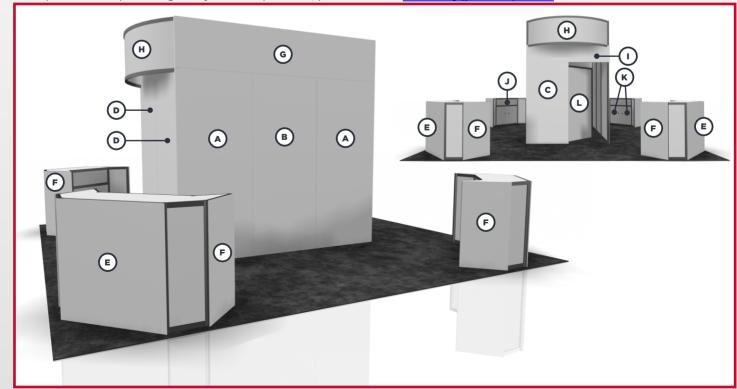
- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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	А	Single-Sided	40.5"	96"
2	В	Single-Sided	39.375"	96"
1	с	Single-Sided	41.375"	120"
2	D	Single-Sided	40.5"	120"
4	E	Single-Sided	41.125"	42"
8	F	Single-Sided	21.5"	42"
2	(G) Header	Single-Sided	119.875"	24"
2	(H)Header	Single-Sided	86.25"	22.875"
1	I	Single-Sided	39.5"	42"
4	J	Single-Sided	38.125"	14"
8	(K) Doors	Single-Sided	20"	27"
1	(L) Door	Single-Sided	32"	73.5"



## RENTAL UNIT **RF-001**



### What's Included:

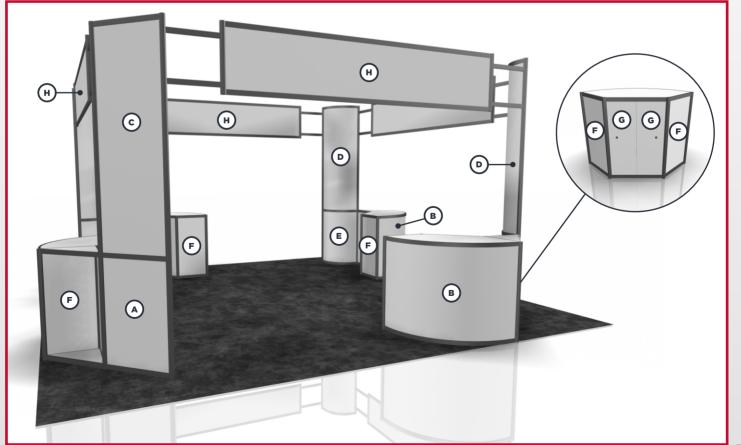
- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% 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: **\$13,550.00**



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



# RENTAL UNIT **RF-002**



## What's Included:

- 20' x 20' (standard carpet)
- Daily vacuuming
- Labor (build, install & dismantle)
- All panels are a blank color panel with graphics available at an additional cost

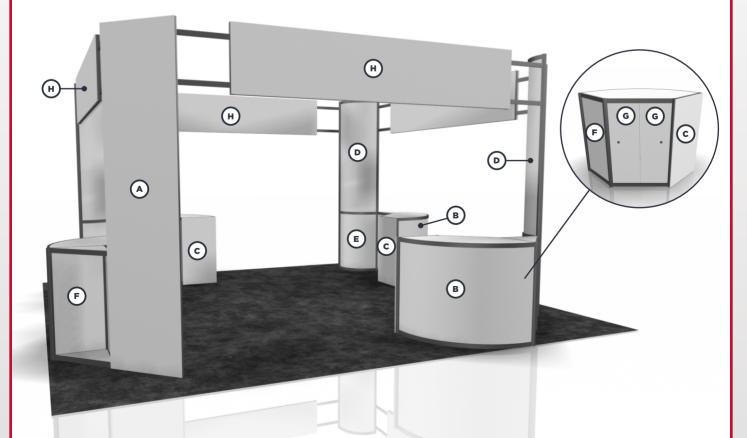
ORDER EARLY Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit 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: **\$14,905.00**



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

**Graphic Panels:** Graphics for panels are available at an additional cost and should be ordered through <u>mmcelroy@arataexpo.com</u>. **File Specifications:** Submitted artwork requires **1/2" bleed** (<u>do not</u> include crop marks). To ensure visibility of important elements, leave 1" of clear space around panel edges. If you have questions, please contact <u>mmcelroy@arataexpo.com</u> for assistance.

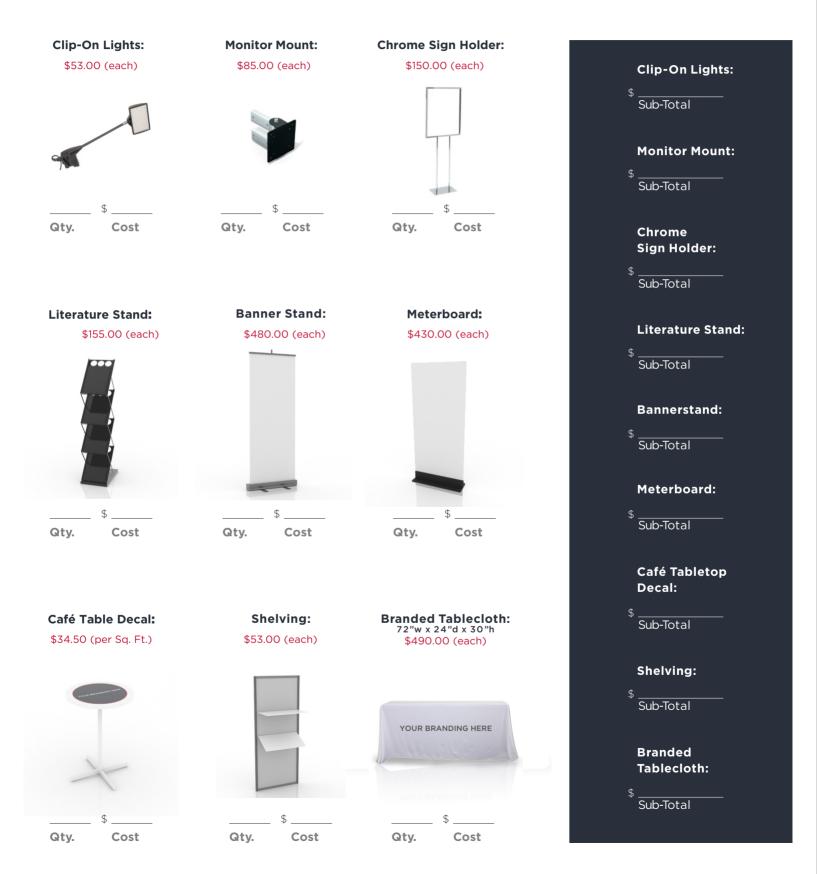


# Exhibit Order



# Accessories:

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

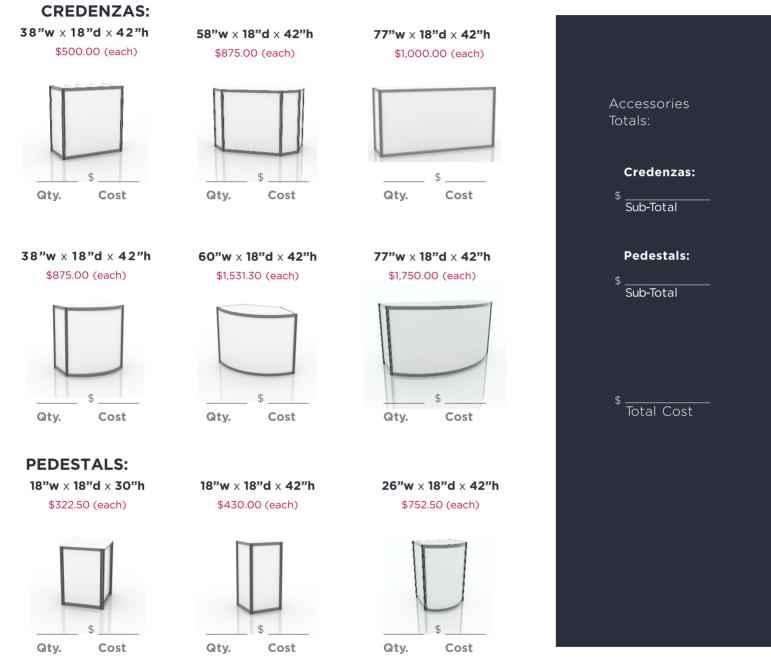


# Exhibit Order



# **Accessories:**

Use accessories to increase flexibility, function and add customized features to your exhibit space. Graphics are available at an additional cost. Contact <u>mmcelroy@arataexpo.com</u> for more information.



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

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

**ORDER EARLY** Discount Deadline: February 14, 2025. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 6.50% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items canceled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on printed graphics or custom accessories.

# Exhibit Order



Booth #		Booth S	Size □10'×	10' □10	'x20' □20'	x20'	□Cust	
ntols Ontio							Fill Custom Order Forn	n Booth n
entals Optio								
Package Selection		□RB-001 □RC □RB-002 □RC						
Carpet Color	□Red □	Black 🗆 Blue	□Purple	□Grey	□Burgund	ly □⊺	Teal	□Hunter Greer
Blank Sintra Color	🗆 Black 🗆	White □Grey	□Red	□Blue	□Light Blu	ue □(	Green	□Purple
Header	□ Digital P	Print 🗆 Bold I	Black Lette	ſS				
		The display he	eader will be k	olded blac	k letters.			
Digital Graphics No					spelling) С ПН Г			
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### Corporate Headquarters

15928 Tournament Drive Gaithersburg, MD 20877 **301.921.0800** 

#### Florida Office

2501 Investors Row, Ste. 1000 Orlando, FL 32837 **407.422.3636** 



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	DIGITAL SHOWCARD SIGNS						
QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE				
	7" x 11"	\$80.00	\$160.00				
	7" x 44"	\$85.00	\$170.00				
	11" x 14"	\$99.00	\$198.00				
	14" x 22"	\$105.00	\$210.00				
	22" x 28"	\$150.00	\$300.00				
	28" x 44"	\$190.00	\$380.00				
	Easel back	\$12.75	\$25.50				

Horizontal

Special Instructions/Copy:

Vertical

LARG	LARGE FORMAT GRAPHICS CALCULATION						
QTY	LENGTH	WIDTH	SQUARE FEET	MATERIAL			

#### LARGE FORMAT GRAPHICS MATERIAL

Material	Discount Price/Sq. Ft.	Standard Price/Sq. Ft.
Sintra	\$34.00	\$68.00
Foam core	\$34.00	\$68.00
Masonite	\$32.50	\$65.00
Gator Foam	\$40.00	\$80.00
Plexi	\$60.00	\$120.00

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

Discount Deadline: February 14, 2025. 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	
6.50% Tax_	
TOTAL	

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

# File Prep



# **Accepted Files:**

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

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

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

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

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

You can upload your files to any free clould storage service (ie Dropbox, WeTransfer, etc.). Please send your link to Jay Cornell (jcornell@arataexpo.com).

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



Arata Expositions, Inc.

## **Corporate Headquarters**

15928 Tournament Drive Gaithersburg, MD20877

301.921.0800

## Florida Office

2501 Investors Row, Ste. 1000 Orlando, FL 32837

## 407.422.3636

# EUTSE 2025 • ORLANDO, FL STANDARD SIGN REQUEST



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



## **STANDARD BOOTH EQUIPMENT**

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

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

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

44"	
COMPANY NAME	BOOTH NUMBER (s)

NOTE: This form must be completed and returned before February 21, 2025. Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.

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

# EUTSE 2025 • ORLANDO, FL 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.

		Vacuuming of I	pooth and empty	ing of	f wastebaskets.			
Pre Show Cleaning	X	=	sq. ft.	Х	<b>Discount Price</b> \$0.69 per sq. ft.	<b>Standard Price</b> \$0.96 per sq. ft.	= \$	Extended Price
Daily Booth Cleaning **	X	=	sq. ft.	Х	\$1.38 per sq. ft.	\$1.93 per sq. ft.	= \$	
		** Daily Boo	th Cleaning inc	ludes	s Pre-Show Cleani	ng		
	The c	quare footage i	s hased on the (	overa	Ill size of the space	e occupied.		
RTER SERVI	CE	ebaskets once ev	very two hours, s		hours only. Rates a		h size.	
	CE	ebaskets once ev				Ire based on boot		
Воо	CE Emptying of waste	ebaskets once ev Cost p	very two hours, s ber Day	show	hours only. Rates a	re based on boot	d Price	
Boo Up	CE Emptying of waste	ebaskets once ev Cost p Discount Price	very two hours, s ber Day Standard Price	show x	hours only. Rates a Number of Show Days	re based on boot Extended	l Price	
Воо Up 501	CE Emptying of waste th Size to 500 sq. ft.	ebaskets once ev Cost p Discount Price \$140.00	very two hours, s ber Day Standard Price \$196.00	show x x	hours only. Rates a Number of Show Days	re based on boot <b>Extended</b> _ = \$	d Price	
Boo Up 501 100	CE Emptying of waste th Size to 500 sq. ft. to 1000 sq. ft.	ebaskets once ev Cost p Discount Price \$140.00 \$150.00	very two hours, s per Day Standard Price \$196.00 \$210.00	show x x x x	hours only. Rates a Number of Show Days	re based on boot <b>Extended</b> = \$ = \$	l Price	_

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.

6.50% Tax	
TOTAL	

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





### 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. Unloading and/or reloading at the dock of all contracted carriers will be handled by Arata Expositions, Inc.

#### **BOOTH CLEANING:**

An exhibitor may clean and wipe down products and display merchandise as well as other parts of your exhibit. Exhibitor Appointed Contractors are not permitted to vacuum or utilize floor cleaning equipment on the show floor. AEI has exclusive jurisdiction for all booth vacuuming and porter service.

#### **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.





## **OPERATION OF ALL MECHANICAL LIFTS**

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

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

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



# EUTSE 2025 • ORLANDO, FL



As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All exhibitors must provide a charge authorization form with orders. Absolutely no credits will be issued after show closing. **ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO FEBRUARY 21, 2025.** 

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE		
STRAIGHT TIME:Monday-Friday 8:00am-4:30pmOVERTIME:Monday-Friday 4:30pm-8:00am; All Day Saturday and Sunday	\$119.00 PER MAN PER HOU \$235.00 PER MAN PER HOUF			
fee (per person) if labor is not cance DATE TIME NO. OF PEOPLE APPROX. Ho	= @ \$ = @ \$ AEI Supervision (30 AEI Supervision (30 ill (\$45.00 Total Estimated Lab	ATE TOTAL ESTIMATED COST		
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:				
	nly at the start of the working day. You will be cha seled 24 hours prior to the requested start time.	arged a one hour minimum labor		
X       X          X       X         X       X <th>splay without :al bill (\$45.00 Total Estimated Lat AN EXHIBITOR</th> <th> = \$</th>	splay without :al bill (\$45.00 Total Estimated Lat 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:				
Company Name	B	ooth Number		
Street Address	C	ity		
State Zip Code	Country			
Contact Name	Empil Addross			
Contact Name	Email Address			
Telephone Number	Fax Number			



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: CratesCartonsCases	_Other (please specify)
SET UP INFORMATION	
Display Carpet: Shipped with exhibit:Rented from A	EI:Color:Size:
Electrical Placement: Electrical under carpet:Boot	h 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:
5,	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

# EUTSE 2025 • ORLANDO, FL



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				
Descr	iption	Straight Time	Over-Time	
5,000 lb. forklift	& crew	\$385.00	\$630.00	
4 stage forklift &	crew	\$520.00	\$830.00	
Additional rigger	s per man	\$119.00	\$235.00	
Cage (per hour)		\$65.00	\$65.00	
STRAIGHT TIME:	Monday-Friday 8:00am-4:30pm			
OVERTIME:	Monday-Friday4:30pm-8:00am & All day Saturday and Sunday			

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

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

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

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

#### **GENIE LIFTS ARE PROHIBITED.**

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

#### **ORDER: (Equipment and crew)**

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

<b>INSTALLATION REQUEST</b>	<b>DISMANTLE REQUEST</b>
(Dates and time are not guaranteed)	(Dates and time are not guaranteed)
DateTime	DateTime
5,000 lb. forklift crew with cage	5,000 lb. forklift crew with cage
4 stage 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 canceled 24 hours prior to start time, a one hour charge per crew, "No Show Charge", will be applicable.

#### FORKLIFT ORDERS RECEIVED AFTER FEBRUARY 21, 2025 WILL BE ASSESSED A 40% SURCHARGE. FORKLIFT LABOR WILL NOT BE AVAILABLE UNTIL ONE HOUR AFTER SHOW CLOSE.

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



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.

	RETURN TO:
DEADLINE:	Arata Expositions, Inc.
	15928 Tournament Drive
Friday, February 7, 2025	Gaithersburg, MD 20877
	Fax: 301.990.1717
	Email: <u>mmcelroy@arataexpo.com</u>

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 FLORIDA, 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., Everything Under The Sun 2025 and the Orange County Convention Center as additional insured.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Arata Expositions, Inc. The Exhibitor Appointed Contractor must coordinate all their 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 EMAIL OR FAX THIS FORM ALONG WITH YOUR CERTIFICATE OF INSURANCE TO ARATA EXPOSITIONS, INC. WE ALSO REQUIRE A CERTIFICATE OF INSURANCE FROM YOUR APPOINTED CONTRACTOR. DO NOT SEND CERTIFICATES OF INSURANCE OR THIS FORM TO SHOW MANAGEMENT.

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



# EUTSE 2025 • ORLANDO, FL

CERTIFICATI BELOW. TH REPRESENT	CATE IS IS DOES NO S CERTIFIC ATIVE OR PF	SUED AS A		ΓIF	ICATE OF LIAE	BILITY INS	URANC	E		E (MM/DD/YYYY) 5/11/2018
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the terms and certificate ho	If the certit				RTIFICATE HOLDER.	E A CONTRACT I	BEIWEEN	HE ISSUING INSURER	(5), P	UTHORIZED
	conditions	of the policy	, certa	ain p	ITIONAL INSURED, the p olicies may require an en					
						NAME: Janet Ru		- 1 <u>0</u> 5 5530 (20)		
The Jacobs Co 164 Columbia Columbia, MD 2	<b>Gateway Driv</b>	ve			-	PHONE (A/C, No, Ext): 410-91 E-MAIL ADDRESS: JRusso(	0-8315 @jacobsco		410-	381-2105
						INS	URER(S) AFFOR	RDING COVERAGE		NAIC #
	4. <b>F</b>					INSURER A : Continenta				28258
	ta Expositio				-	INSURER B : Massachus				22306
	ithersburg, I				t i i i i i i i i i i i i i i i i i i i	INSURER C : Hanove				36064
					E E E E E E E E E E E E E E E E E E E	INSURER D : Hanover In	surance Compa	ny		22292
						INSURER E :				
COVERAGES		CE			NUMBER:	INSURER F :	8	REVISION NUMBER:		
	RTIEV THAT				ANCE LISTED BELOW HAV	E REEN ISSUED TO				
INDICATED. I CERTIFICATE	OTWITHSTAM	NDING ANY F	PERT	EMEN	IT, TERM OR CONDITION OF THE INSURANCE AFFORDE	DF ANY CONTRACT	OR OTHER I	DOCUMENT WITH RESPE	CT TC	WHICH THIS
	PE OF INSURA	NCE	ADDL		POLICY NUMBER	POLICY EFF (MM/DO/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	rs	
	CIAL GENERAL	LIABILITY						EACH OCCURRENCE	s	1,000,00
CL	IMS-MADE X	OCCUR			ZDQA298289-03	05/01/2018	05/01/2019	DAMAGE TO RENTED PREMISES (Ea occurrence)	s	1,000,00
			.					MED EXP (Any one person)	\$	10,00
X Per Loct	on Aggre							PERSONAL & ADV INJURY	\$	1,000,00
GEN'L AGGR	GATE LIMIT APP	LIES PER:						GENERAL AGGREGATE	\$	3,000,00
POLICY	PRO- JECT	LOC						PRODUCTS - COMP/OP AGG	s	2,000,00
OTHER:								Emp Ben.	\$	1,000,00
AUTOMOBILE	LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,00
C X ANY AU	0				AZQA865901 01	05/01/2018	05/01/2019	BODILY INJURY (Per person)	s	
ALL OW AUTOS	ED S	CHEDULED						BODILY INJURY (Per accident)	\$	
X HIRED A	JTOS X A	UTOS ION-OWNED UTOS				•		PROPERTY DAMAGE (Per accident)	\$	
									\$	
	LA LIAB X	OCCUR						EACH OCCURRENCE	s	5,000,00
D EXCESS	LIAB	CLAIMS-MAD			UHQA298291-03	05/01/2018	05/01/2019	AGGREGATE	s	5,000,00
	RETENTION	\$	0						\$	
WORKERS CO AND EMPLOY						00000000		X PER OTH- STATUTE ER		
A ANY PROPRIE	OR/PARTNER/E	XECUTIVE	N/A		82-889154-0103	05/01/2018	05/01/2019	E.L. EACH ACCIDENT	\$	1,000,00
(Mandatory in	(H)		J					E.L. DISEASE - EA EMPLOYEE	\$	1,000,00
DESCRIPTION	under OF OPERATION	S below						E.L. DISEASE - POLICY LIMIT	\$	1,000,00
D Leased/ Re	nted				IHQA308002 03		05/01/2019			1,000,00
C Hired Auto Phy	Dam				AZQA865901 01	05/01/2018	05/01/2019	1,000 Ded		50,00
		CATIONS / VEHIC	CLES (A	CORD	101, Additional Remarks Schedule					

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD



## **HELPFUL HINTS**

- 1. <u>Ship prepaid</u> collect shipments will not be accepted at either the warehouse or show site.
- If you ship by way of your own truck or car, it is important to <u>have a delivery ticket prepared indicating</u> <u>the piece count and weight</u>. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
- <u>Consolidate</u> as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.
- 4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.
- 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.

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
02/28/2025	80 Lbs.	200 Lbs. Min.	\$110.00	\$220.00
02/28/2025	50 Lbs.	200 Lbs. Min.	\$110.00	\$220.00
02/28/2025	70 Lbs.	200 Lbs. Min.	\$110.00	\$220.00

#### THE EXPENSIVE WAY!

200 Lbs. Total

Material Handling Charges \$660.00

### THE COST-EFFECTIVE WAY!

Date Received	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
02/28/2025	200 Lbs.	200 Lbs. Min.	\$110.00	\$220.00
	200 Lbs. Total	Materi	al Handling Charges	\$220.00





# LIMITS OF LIABILITY

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





## LIMITS OF LIABILITY

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



# MARBLE, STONE & PAVER FEES

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.

## MARBLE, STONE & PAVER HANDLING FEES

Arata Expositions, Inc. and the Everything Under The Sun Expo 2025 would like to extend the following rate schedule to allow you to feel comfortable bringing your best material to exhibit at the show.

The rate for this year will again be based on the square footage of your booth space. Instead of pricing your material by the total weight, we will charge by the total amount of square footage of exhibit space you occupy at a rate of \$7.00 per square foot. This price includes the unloading, delivery, and removal of your skidded material. There will be no additional surcharges, such as uncrated or overtime.

This rate will not be applied to any exhibition material other than tile, marble, stone, or pavers. All material that does not fall into this category will be billed at the published material handling rates for the show.

If you should have any questions regarding your shipment and how it will be billed, please do not hesitate to contact Arata Expositions, Inc.

Please complete this form and return it to us by February 21, 2025 if you plan on using this service.

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



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	\$360.00	
Vehicle/Trailers 25 feet to 75 feet	\$695.00	
Heavy Machinery, Trailers above 75 feet	\$2500.00	
Additional charges may apply if the use of additional equipment or labor is required.		

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

## SCHEDULING:

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

## **FLOORING:**

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

### **MATERIAL HANDLING:**

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

### **VEHICLE RULES:**

Display vehicles must have battery cables disconnected; fuel tanks must be taped shut or have locking gas cap and may contain no more than 1/8 tank of fuel. Ignition keys must be removed and delivered to event security.

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



# **POV UNLOAD REGULATIONS**

## **POV RULES AND REGULATIONS**

- One full-time exhibitor may hand carry thier own material from POVs in one trip without the use of material handling equipment. You are not permitted to use pallet jacks or motorized equipment of any type.
- POVs will proceed to the loading docks during the published move in/out times. You will be directed to the appropriate location for unloading. Drivers must not leave the vehicle at any time. Two people should accompany each POV.
- POV must be completely unloaded within 30 minutes of arrival at the loading dock. Two people should accompany each POV. Drivers must not leave the vehicle at any time.
- Exhibitors moving items must use the doors and routes designated by event management.
- Individuals moving these items must be full time employees of the exhibiting company and must carry identification with them to verify this fact.
- POVs are defined as vehicles used to transport people (cars, 1/2 ton pick up trucks, vans).
- A \$25.00 fee will be added to your invoice for each shipment received without certified weight tickets.

M	OVE IN SCHEDULE	
Wednesday, March 12, 2025	1:00pm - 5:00pm	Islands Only
Thursday, March 13, 2025	8:00am - 5:00pm	

	MOVE OUT SCHEDULE
Saturday, March 15, 2025	2:30pm - 8:30pm





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

### **CART LOAD SERVICES**

Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to small passenger vehicles such as cars, small mini vans or SUV's. If you arrive with a truck, van, or trailer filled with exhibit material you will not qualify for this service and will be required to utilize material handling services.

Arata Expositions, Inc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Charges for these services are \$150.00 round trip.

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

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

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

No AEI equipment is allowed to be used by exhibitors.

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

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

MOVE IN SCHEDULE				
Wednesday, March 12, 2025	1:00pm - 5:00pm	Islands Only		
Thursday, March 13, 2025	8:00am - 5:00pm			



## MOVE OUT SCHEDULE

Saturday, March 15, 2025

2:30pm - 8:30pm

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



To:       Exhibiting Company and booth number         For:       Everything Under The Sun Expo 2025         c/o:       Arata Expositions, Inc.         2501 Investors Row       C	
Suite 1000 Orlando, FL 32837 Receiving deadline for advanced freight is February 28, 2025. We will continue receiving freight at the advance warehouse through March 6, 2025. Freight received from March 3, 2025 through March 6, 2025 will incur a late surcharge. **** Warehouse will be closed on Monday, February 17, 2025 Receiving hours are 8:00am - 4:00pm Monday-Friday	<ul> <li>nents should be PREPAID, addressed as follows:</li> <li>To: Exhibiting Company and booth number</li> <li>pr: Everything Under The Sun Expo 2025</li> <li>do: Arata Expositions, Inc.</li> <li>do: Orange County Convention Center</li> <li>9800 International Drive</li> <li>West Hall E</li> <li>Orlando, FL 32819</li> </ul>

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES, OVERSIZED CRATES AND/OR FLATBED SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Friday, February 28, 2025. Any material received at the warehouse after this date and time will be subject to a late surcharge and may incur additional delivery fees.

Warehouse freight will be delivered based upon the move-in schedule.

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.** 

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. One full-time exhibitor may hand carry their own material from POV's (privately owned vehicles) in one trip without the use of 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.

#### 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.

All carriers must check in no later than 7:30pm on Saturday, March 15, 2025.

If your designated carrier fails to pick up or refuses to accept your shipment by Saturday, March 15, 2025 by 8:30pm, your freight will be shipped by one of the official show carriers. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling. Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Arata Expositions, Inc. cannot be responsible for classifying shipments for delivery time or damage or loss to property.





## **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.



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 round trip, per shipment basis.

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

**OVERTIME SURCHARGE:** Overtime is 4:30pm - 8:00am weekdays, 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	\$110.00 per CWT
Special Handling Shipment	\$143.00 per CWT
Carpet and/or Padding Only Shipment	\$165.00 per CWT

SITE SHIPMENTS

Crated Shipment	\$116.50 per CWT
Special Handling Shipment	\$151.45 per CWT
Uncrated/Pad Wrapped Shipment	\$174.75 per CWT
Carpet and/or Padding Only Shipment	\$174.75 per CWT

OVERTIME SURCHARGE

Crated Shipment	\$29.13 per CWT
Special Handling Shipment	\$37.86 per CWT
Uncrated/Pad Wrapped Shipment	\$43.69 per CWT
Carpet and/or Padding Only Shipment	\$43.69 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER FEBRUARY 28, 2025.					
Crated Shipment	\$27.50 per CWT	Special Handling Shipment	\$35.75 per CWT	Carpet and/orPadding Only Shipment	\$41.25 per CWT

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

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

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

# EUTSE 2025 • ORLANDO, FL



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

## SPECIAL HANDLING DEFINITIONS

#### Ground Unloading/Loading:

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

#### **Stacked Shipments:**

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

#### Constricted Space Unloading/Loading:

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

#### Designated Piece Unloading/Loading:

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

#### Mixed Loads:

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

#### Crated vs. Uncrated:

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

#### **Multiple Shipments:**

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

#### Alternate Delivery Location:

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

#### Carpet /Padding Only Shipments:

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

#### Improper Paperwork / No Documentation:

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

#### Improper Weight:

Shipments that come in and are re-weighed showing the documentation was incorrect will be charged the special handling rate 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. Absolutely, no credits will be issued after show closing.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR							
RATE CLASSIFICATION	<b>WEIGHT</b> (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	сwт	x	PRICE PER CWT	=	TOTAL COST ESTIMATE	
Example: Warehouse Crated	250 lbs (300) Divided by 100 =	3	x	\$110.00	=	\$330.00	
Warehouse Crated			Х	\$110.00	=		
Warehouse Special Handling			Х	\$143.00	=		
Warehouse Carpet/Padding Only			Х	\$165.00	=		

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	<b>WEIGHT</b> (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	сwт	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	x	\$116.50	=	\$349.50
Showsite Crated			Х	\$116.50	=	
Showsite Special Handling			Х	\$151.45	=	
Showsite Uncrated/Pad-Wrapped			Х	\$174.75	=	
Showsite Carpet/Padding Only			Х	\$174.75	=	

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

#### MATERIAL HANDLING DEFINITIONS

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

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that requires additional handling. Refer to the Special Handling Definitions outlined in the manual. **CARPET/PADDING ONLY:** Shipments that consist of carpet and/or padding only.

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

Total Warehouse Shipments \$\_

- Total Show Site Shipments \$.
- Material Handling Total \$\_\_\_
- \$\_\_\_\_\_

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



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		PREP	Collect	
Approximate Number of Contai	ners	Approximate	e Weight of Shipment	
Description				
FOR SPLIT SHIPMENTS, USE	SPACE BELOW			
Ship To (Company Name)				
Street Address		City	State	Zip
Carrier		PREP	Collect	
Approximate Number of Contai	ners	Approximate	• Weight of Shipment	
Description				
Company Name			Booth Num	ıber
Street Address			City	
State	Zip Code	Country		
Contact Name		Email Address		
Telephone Number		Fax Number		
				property by any other authorized carrier and to NOT REPLACE A BILL OF LADING. THE BILL

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AUTHORIZED SIGNATURE

\_Title\_\_\_\_



# **T3 LOGISTICS, LLC**

# **OFFICIAL SHOW CARRIER**

# **SERVICES OFFERED**

Next Day	Same Day/Expedite Services
Second Day	Van Line Services
Deferred (3.5 days)	Customs Clearance & Brokerage
International Services	Warehousing Solutions

# For rates and scheduling, please contact us by the following:

Email: operations@t3logistics.com Phone: 1.866.920.4228

# Around The Clock Service.





# **T3 LOGISTICS, LLC**

## **OFFICIAL SHOW CARRIER**

Schedule your shipment using any of these options:

#### Email: <a>operations@t3logistics.com</a>

Phone: 1.866.920.4228 Fax: 1.410.799.0118

## **QUOTE/SHIPMENT REQUEST**

Shipper Contact	:
Phone:	
Fax:	
Email:	

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

Pieces	Description of Articles, Special Marks and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance (Amount Required)
	Crates			
	Cartons	1		
	Fiber Cases/Trunks			
	Skids (please provide piece count per skid)			
	Carpet			
4	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 are paid thereon. Please contact your T3 Logistics account manager to discuss the benefits of purchasing additional insurance.

#### SERVICE REQUESTED

# Check One:

#### Check All that Apply:

Liftgate Pickup/Delivery

Inside Pickup/Delivery

Second Day
Deferred (3-5 days)
Ground

Residential Pickup/Delivery Appointment Pickup/Delivery



#### FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

**BOOTH NUMBER** 

Everything Under The Sun Expo 2025 c/o: Arata Expositions, Inc. 2501 Investors Row Suite 1000 Orlando, FL 32837

# **HOLD FOR STORAGE**

SHIP TO ARRIVE BY FEBRUARY 28, 2025

**EXHIBIT MATERIAL, DO NOT DELAY** 

#### FOR ADVANCE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

**BOOTH NUMBER** 

Everything Under The Sun Expo 2025 c/o: Arata Expositions, Inc. 2501 Investors Row Suite 1000 Orlando, FL 32837

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# HOLD FOR STORAGE

SHIP TO ARRIVE BY FEBRUARY 28, 2025

# EXHIBIT MATERIAL, DO NOT DELAY

### FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

**BOOTH NUMBER** 

Everything Under The Sun Expo 2025 c/o: Arata Expositions, Inc. c/o: Orange County Convention Center 9800 International Drive West Hall E Orlando, FL 32819

# SHOW SITE DELIVERY

**EXHIBIT MATERIAL, DO NOT DELAY** 

FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

**BOOTH NUMBER** 

Everything Under The Sun Expo 2025 c/o: Arata Expositions, Inc. c/o: Orange County Convention Center 9800 International Drive West Hall E Orlando, FL 32819

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# **EXHIBIT MATERIAL, DO NOT DELAY**

## FOR SHOW SITE SHIPMENTS ONLY

NAME OF EXHIBITING COMPANY

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Everything Under The Sun Expo 2025 c/o: Arata Expositions, Inc. c/o: Orange County Convention Center 9800 International Drive West Hall E Orlando, FL 32819

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NAME OF EXHIBITING COMPANY

**BOOTH NUMBER** 

Everything Under The Sun Expo 2025 c/o: Arata Expositions, Inc. c/o: Orange County Convention Center 9800 International Drive West Hall E Orlando, FL 32819

# **SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY** 





# **Exhibitor Liability Insurance Program**

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

This insurance must be in force during the lease dates of the event, March 12-15, 2025 naming Florida Swimming Pool Association (2555 Porter Lake Dr., Suite 106 Sarasota, FL 34240) as the certificate holder. The following must be named as additional insured: Florida Swimming Pool Association and Orange County Convention Center West Hall E.

Florida Swimming Pool Association has requested that Rainprotection serve as their insurance management company. Inaddition to being able to provide vendors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance

# **Rainprotection Insurance Program**

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

#### Benefits of using this program:

- No Deductible unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will
  have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you Once purchased, they automatically receive a copy.

# Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase Liability Insurance for \$109 (Plus any applicable taxes) https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=pDp6BxPLhbg\$

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: Sales@rainprotection.net



# CERTIFICATE OF LIABILITY INSURANCE

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<mark>25</mark>	<mark>Florida Swimming Pool Association</mark> 2555 Porter Lake Dr., Suite 106 Sarasota, FL 34240						SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
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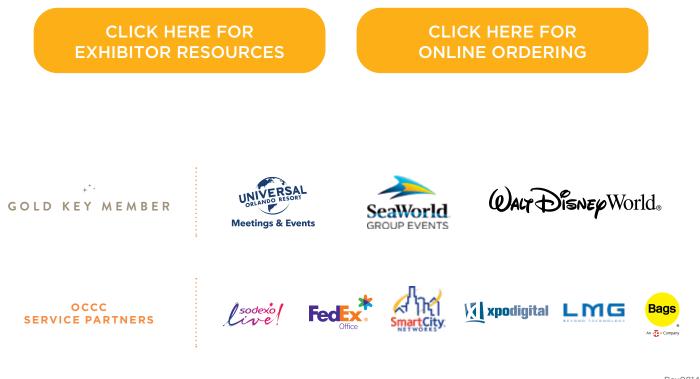
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The Orange County Convention Center (OCCC) is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas and cable TV services to exhibitors. Please **click here** to read through all of the **OCCC's Conditions & Guidelines** as you must agree to these terms before placing your order. To place an order, you may access the **Exhibitor Services Online Ordering portal**.

Show Name	
Incentive Deadline Date	
Base Rates Start On/After	
On-Site Rates Start On/After	
OCCC Exhibitor Services Coordinator	
Direct Phone	
Contact Email	

For assistance, email **Exhibitor.Services@occc.net** or call the OCCC Exhibitor Services Team at **800-345-9898** or **407-685-9824**.





Melcome The center of hospitality

**Orange County Convention Center** 

rlando



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Plumbing	0
Gases	1
Miscellaneous 1	1
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Online Documents
Multi-Level & Covered Booth Application
Cooking & Open Flame Form
Balloon & Lighter-Than-Air Agreement



## ORDERING INFORMATION

Please visit our website, **www.occc.net/exhibitor**, for the complete conditions and guidelines while exhibiting at the Orange County Convention Center (OCCC).

All initial utilities and aerial rigging orders must be submitted online. All manually processed orders will be charged a \$40 Processing Fee. Order updates or revisions must be submitted via email to **exhibitor.services@occc.net**.

Equipment and service rates are subject to applicable Florida State sales tax, Communication Services tax and Public Service tax. If you are taxexempt, please email us at **exhibitor.services@ occc.net** for further information. All rates, equipment and services are subject to change without notice.

Our offices are available to assist with any questions you may have, Monday through Friday 8 a.m. - 5 p.m., via phone or email.

Phone: 407-685-9824 or 800-345-9898

Email: exhibitor.services@occc.net

### ELECTRICAL

Utility service purchases include initial labor, placement and 24-hour power. The cost of each outlet ordered is a one-time charge for the entire event. There is an additional labor charge if utility services need to be moved after the initial installation.

### RIGGING

OCCC aerial rigging services do not assemble exhibitor signs or structures. Before structures are hung by the OCCC team, they must be fully assembled. This can be done by the exhibitor or an appointed contractor.

To reserve aerial rigging services, you must order the Initial Rigging Labor Deposit. This deposit includes a three-person aerial rigging team, for 1 hour up and 1 hour down. There will be additional rigging charges for any miscellaneous equipment and/or additional labor used in the installation of your sign/banner or structure. If you need to rent rigging equipment (based on availability), please reach out to the OCCC Aerial Rigging Team directly via email at **OCCC-Rigging@ocfl.net**.



All rates include applicable state, PST, and CST taxes.

120V ELECTRIC	Unit	Incentive Rate	Base Rate	On-site Rate
120V 5A Single Outlet – Floor	EA	\$ 164.74	\$ 265.07	\$ 377.78
120V 5A Single Outlet - Ceiling Drop	EA	\$ 348.23	\$ 448.56	\$ 561.27
120V 10A Single Outlet – Floor	EA	\$ 197.69	\$ 317.36	\$ 453.92
120V 10A Single Outlet - Ceiling Drop	EA	\$ 381.17	\$ 500.84	\$ 637.40
120V 15A Single Outlet – Floor	EA	\$ 222.41	\$ 357.67	\$ 509.85
120V 15A Single Outlet – Ceiling Drop	EA	\$ 405.90	\$ 541.15	\$ 693.34
120V 20A Single Outlet – Floor	EA	\$ 248.43	\$ 390.20	\$ 565.98
120V 20A Single Outlet – Ceiling Drop	EA	\$ 431.92	\$ 573.69	\$ 749.47

120V ELECTRICAL ACCESSORIES	Unit	Incentive Rate	Base Rate	On-site Rate
Six Outlet Power Strip	EA	\$ 29.12	\$ 33.27	\$ 43.79
Extension Cord Rental – 25ft	EA	\$ 29.12	\$ 33.27	\$ 43.79
Extension Cord Rental – 50ft	EA	\$ 58.20	\$ 66.52	\$ 87.31
Extension Cord Rental – 100ft	EA	\$ 116.40	\$ 133.03	\$ 174.61
GFCI Outlet	EA	\$ 31.44	\$ 35.91	\$ 47.14

### All outlets 208V and higher require a connection plug rental.

208V ELECTRIC	Unit	Incentive Rate	Base Rate	On-site Rate
208V 20A Single Phase - Ceiling Drop	EA	\$ 486.97	\$ 671.54	\$ 880.85
208V 20A Single Phase - Floor	EA	\$ 303.48	\$ 488.05	\$ 697.37
208V 20A Three Phase - Ceiling Drop	EA	\$ 649.24	\$ 931.65	\$ 1,253.70
208V 20A Three Phase - Floor	EA	\$ 465.75	\$ 748.16	\$ 1,070.21
208V 30A Single Phase - Ceiling Drop	EA	\$ 584.82	\$ 825.12	\$ 1,100.11
208V 30A Single Phase - Floor	EA	\$ 401.33	\$ 641.63	\$ 916.62
208V 30A Three Phase - Ceiling Drop	EA	\$ 851.14	\$ 1,254.92	\$ 1,714.48
208V 30A Three Phase - Floor	EA	\$ 667.65	\$ 1,071.44	\$ 1,530.99
208V 40A Single Phase - Ceiling Drop	EA	\$ 677.71	\$ 970.06	\$ 1,306.95
208V 40A Single Phase - Floor	EA	\$ 494.23	\$ 786.57	\$ 1,123.47
208V 40A Three Phase - Ceiling Drop	EA	\$ 1,033.20	\$ 1,544.79	\$ 2,128.19
208V 40A Three Phase - Floor	EA	\$ 849.71	\$ 1,361.30	\$ 1,944.70
208V 50A Single Phase - Ceiling Drop	EA	\$ 797.87	\$ 1,167.00	\$ 1,589.38
208V 50A Single Phase - Floor	EA	\$ 614.38	\$ 983.51	\$ 1,405.90
208V 50A Three Phase - Ceiling Drop	EA	\$ 1,193.00	\$ 1,802.42	\$ 2,611.26
208V 50A Three Phase - Floor	EA	\$ 1,009.52	\$ 1,618.93	\$ 2,427.78
208V 60A Single Phase - Ceiling Drop	EA	\$ 922.98	\$ 1,349.09	\$ 1,849.51
208V 60A Single Phase - Floor	EA	\$ 739.49	\$ 1,165.60	\$ 1,666.02
208V 60A Three Phase - Ceiling Drop	EA	\$ 1,455.61	\$ 2,223.56	\$ 3,098.06
208V 60A Three Phase - Floor	EA	\$ 1,272.12	\$ 2,040.08	\$ 2,914.57
208V 80A Single Phase - Ceiling Drop	EA	\$ 1,100.11		\$ 2,278.60
208V 80A Single Phase - Floor	EA	\$ 916.62		
208V 80A Three Phase - Ceiling Drop	EA	\$ 1,802.01	\$ 2,772.88	\$ 3,880.60
208V 80A Three Phase - Floor	EA	\$ 1,618.52	\$ 2,589.40	\$ 3,697.11



All outlets 208V and higher require a connection plug rental.

208V ELECTRIC continued	Unit	Incentive Rate	Base Rate	On-site Rate
208V 100A Single Phase - Ceiling Drop	EA	\$ 1,356.09	\$ 2,058.01	\$ 2,862.55
208V 100A Single Phase - Floor	EA	\$ 1,172.61	\$ 1,874.52	\$ 2,679.07
208V 100A Three Phase - Ceiling Drop	EA	\$ 2,206.65	\$ 3,421.70	\$ 4,809.13
208V 100A Three Phase - Floor	EA	\$ 2,023.16	\$ 3,238.21	\$ 4,625.64
208V 150A Single Phase - Ceiling Drop	EA	\$ 1,673.42	\$ 2,566.44	\$ 3,757.89
208V 150A Three Phase - Ceiling Drop	EA	\$ 2,756.38	\$ 4,298.21	\$ 6,355.56
208V 200A Single Phase - Ceiling Drop	EA	\$ 2,171.24	\$ 3,365.07	\$ 4,955.86
208V 200A Three Phase - Ceiling Drop	EA	\$ 3,612.79	\$ 5,671.32	\$ 8,415.24
208V 400A Single Phase - Ceiling Drop	EA	\$ 4,157.81	\$ 6,543.12	\$ 9,722.93
208V 400A Three Phase - Ceiling Drop	EA	\$ 8,130.96	\$ 12,901.56	\$ 19,261.39

All outlets 208V and higher require a connection plug rental.

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480V ELECTRIC	Unit	Incentive Rate	Base Rate	On-site Rate
480V 20A Single Phase - Ceiling Drop	EA	\$ 791.69	\$ 1,159.57	\$ 1,578.22
480V 20A Three Phase - Ceiling Drop	EA	\$ 1,119.94	\$ 1,682.28	\$ 2,325.15
480V 30A Single Phase - Ceiling Drop	EA	\$ 983.68	\$ 1,465.50	\$ 2,014.24
480V 30A Three Phase - Ceiling Drop	EA	\$ 1,556.93	\$ 2,322.66	\$ 3,240.50
480V 40A Single Phase - Ceiling Drop	EA	\$ 1,167.00	\$ 1,756.60	\$ 2,430.42
480V 40A Three Phase - Ceiling Drop	EA	\$ 1,882.93	\$ 2,901.10	\$ 4,065.45
480V 50A Single Phase - Ceiling Drop	EA	\$ 1,411.00	\$ 2,149.25	\$ 2,992.78
480V 50A Three Phase - Ceiling Drop	EA	\$ 2,306.56	\$ 3,579.90	\$ 5,036.68
480V 60A Single Phase - Ceiling Drop	EA	\$ 1,659.98	\$ 2,548.10	\$ 3,561.32
480V 60A Three Phase - Ceiling Drop	EA	\$ 2,726.46	\$ 4,258.67	\$ 6,006.44
480V 80A Single Phase - Ceiling Drop	EA	\$ 2,109.62	\$ 3,265.28	\$ 4,585.68
480V 80A Three Phase - Ceiling Drop	EA	\$ 3,579.90	\$ 5,624.93	\$ 7,957.32
480V 100A Single Phase - Ceiling Drop	EA	\$ 2,644.71	\$ 4,122.42	\$ 5,810.73
480V 100A Three Phase - Ceiling Drop	EA	\$ 4,432.10	\$ 6,981.26	\$ 9,894.58
480V 150A Single Phase - Ceiling Drop	EA	\$ 3,311.11	\$ 5,186.42	\$ 7,687.88
480V 150A Three Phase - Ceiling Drop	EA	\$ 5,584.04	\$ 8,825.60	\$ 13,146.66
480V 200A Single Phase - Ceiling Drop	EA	\$ 4,356.53	\$ 6,861.08	\$ 10,199.90
480V 200A Three Phase - Ceiling Drop	EA	\$ 7,385.05	\$ 11,707.97	\$ 17,470.21
480V 400A Single Phase - Ceiling Drop	EA	\$ 8,130.95	\$ 12,901.56	\$ 19,260.61
480V 400A Three Phase - Ceiling Drop	EA	\$ 16,078.43	\$ 25,616.10	\$ 38,332.41

All outlets 208V and higher require a connection plug rental.

INTERNATIONAL POWER - 380V ELECTRIC	Unit	Incentive Rate	Base Rate	On-site Rate
380V 20A Single Phase - Ceiling Drop	EA	\$ 763.20	\$ 1,112.49	\$ 1,511.34
380V 20A Three Phase - Ceiling Drop	EA	\$ 1,076.55	\$ 1,610.42	\$ 2,223.56
380V 30A Single Phase - Ceiling Drop	EA	\$ 946.53	\$ 1,406.05	\$ 1,928.77
380V 30A Three Phase - Ceiling Drop	EA	\$ 1,455.61	\$ 2,223.56	\$ 3,098.06
380V 40A Single Phase - Ceiling Drop	EA	\$ 1,167.00	\$ 1,756.60	\$ 2,430.42
380V 40A Three Phase - Ceiling Drop	EA	\$ 1,882.93	\$ 2,901.10	\$ 4,065.45
380V 50A Single Phase - Ceiling Drop	EA	\$ 1,411.00	\$ 2,149.25	\$ 2,992.78
380V 50A Three Phase - Ceiling Drop	EA	\$ 2,306.56	\$ 3,579.90	\$ 5,036.56
380V 60A Single Phase - Ceiling Drop	EA	\$ 1,659.98	\$ 2,548.10	\$ 3,561.32
380V 60A Three Phase - Ceiling Drop	EA	\$ 2,726.46	\$ 4,258.67	\$ 6,006.44
380V 80A Single Phase - Ceiling Drop	EA	\$ 2,109.62	\$ 3,655.47	\$ 4,585.68
380V 80A Three Phase - Ceiling Drop	EA	\$ 3,579.90	\$ 5,624.93	\$ 7,957.32
380V 100A Single Phase - Ceiling Drop	EA	\$ 2,644.71	\$ 4,122.42	\$ 5,810.73
380V 100A Three Phase - Ceiling Drop	EA	\$ 4,432.10	\$ 6,981.26	\$ 9,894.58
380V 150A Single Phase - Ceiling Drop	EA	\$ 3,311.11	\$ 5,186.42	\$ 7,687.88
380V 150A Three Phase - Ceiling Drop	EA	\$ 5,584.04	\$ 8,825.60	\$ 13,146.66
380V 200A Single Phase - Ceiling Drop	EA	\$ 4,356.53	\$ 6,861.08	\$ 10,199.90
380V 200A Three Phase - Ceiling Drop	EA	\$ 7,385.05	\$ 11,707.97	\$ 17,470.21
380V 400A Single Phase - Ceiling Drop	EA	\$ 8,528.32	\$ 13,537.46	\$ 20,214.47
380V 400A Three Phase - Ceiling Drop	EA	\$ 16,873.18	\$ 26,887.73	\$ 40,239.84

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208V/480V/380V ELECTRICAL ACCESSORIES	Unit	Incentive Rate	Base Rate	On-site Rate
European Multi Strip	EA	\$ 58.59	\$ 70.29	\$ 87.87
Connection Plug Rental - 20A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 30A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 60A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 100A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 200A*	EA	\$ 197.75	\$ 237.30	\$ 283.12
Connection Plug Rental - 400A*	EA	\$ 219.10	\$ 262.92	\$ 313.46

\*Required for all 208V/480V/380V outlets

PLUMBING	Unit	Incentive Rate	Base Rate	On-site Rate
Water Connection*	EA	\$ 261.89	\$ 422.32	\$ 633.49
Drain Connection*	EA	\$ 214.70	\$ 342.12	\$ 513.16
Water Fill & Drain - 1-500 Gallons*	EA	\$ 319.70	\$ 515.52	\$ 773.27
Water Fill & Drain - Additional 100 Gallons*	EA	\$ 46.00	\$ 80.22	\$ 120.32
Single Utility Sink*	EA	\$ 292.57	\$ 442.39	\$ 663.58
Single Utility Sink with Hot Water Heater*	EA	\$ 414.06	\$ 619.33	\$ 929.00
Triple Kitchen Sink with Hot Water Heater & Disposal*	EA	\$ 907.17	\$ 1,323.60	\$ 1,985.39
Water Heater - 30 Gallon*	EA	\$ 398.75	\$ 598.09	\$ 897.13
Water Heater - 80 Gallon, Quick Recovery Type*	EA	\$ 1,061.63	\$ 1,273.95	\$ 1,591.80
Water Heater - 120 Gallon, Quick Recovery Type*	EA	\$ 1,588.04	\$ 1,905.65	\$ 2,382.06
Air Service Connection*†	EA	\$ 350.54	\$ 478.13	\$ 717.19

\*Labor, Placement & (1) Connection Included, Only Available from Floor † 1/2 FPT Service Outlet, 90 PSI Max. (If greater PSI is needed, please contact us)



GASES	Unit	Incentive Rate	Base Rate	On-site Rate
LP (Liquid Propane) Gas- 5lb Tank	EA	\$ 85.46	\$ 104.07	\$ 156.09
Natural Gas Connection, 1 - 50,000 BTUs Hook- Up *†	EA	\$ 536.20	\$ 606.74	\$ 712.56
Natural Gas - Additional 50,000 BTU's Hook-Up *†	EA	\$ 169.30	\$ 206.11	\$ 309.17

\*Labor, Placement & (1) Connection Included

<sup>+</sup> Only Available in West Hall B and the N/S Building. Order must be placed (21) days prior to the First Move-In Day.

MISCELLANEOUS	Unit	Incentive Rate	Base Rate	On-site Rate
Fire Extinguisher Rental	EA	\$ 41.58	\$ 49.89	\$ 62.37
Balloon Retrieval Labor	EA	\$ 105.00	\$ 105.00	\$ 157.50
HD Cable TV Service*	EA	\$ 319.51	\$ 319.51	\$ 527.62
HD Cable TV Tuner - Required for HD Service	EA	\$ 106.51	\$ 106.51	\$ 106.51

\*Labor, Installation & Removal Included

AERIAL RIGGING SERVICES	Unit	Incentive Rate	Base Rate	On-site Rate
Rigging Labor Initial Deposit - Rigging Team of 3, 1 Hour In & Out	EA	\$ 702.90	\$ 1,023.84	\$ 1,535.70
Aerial Par Can Light *	EA	\$ 319.08	\$ 538.45	\$ 807.66
Overhead Lights Out, Per Pod ‡	EA	\$ 55.00	\$ 75.00	\$ 112.50

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\*Installation, Removal, Electricity & (1) Focus Included *‡Requires Show Management Approval* 

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AERIAL RIGGING ADDITIONAL LABOR AND EQUIPMENT	Unit	Incentive Rate	Base Rate	On-site Rate
Additional Rigging Labor- Per Rigger, Per Hour	HR	\$ 117.15	\$ 170.64	\$ 255.95
Holiday or Overtime (After 8 Hours) Labor- Per Rigger, Per Hour	HR	\$ 175.74	\$ 255.95	\$ 383.93
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
CM Lodestar Chain Hoist, Electric, 1 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
CM Lodestar Chain Hoist, Electric, 2 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
Rotating Motor, 100lb Capacity*	EA	\$ 251.66	\$ 323.58	\$ 485.35
Rotating Motor, 200lb Capacity*	EA	\$ 251.66	\$ 323.58	\$ 485.35
Rotating Motor, 500lb Capacity*	EA	\$ 478.12	\$ 645.45	\$ 968.18
Airwall Hanger	EA/Per Week	\$ 25.13	\$ 37.71	\$ 56.55
All Thread	EA/Per Week	\$ 3.60	\$ 5.40	\$ 8.08
Batten or Water Pipe - Per Foot	EA/Per Week	\$ 3.60	\$ 5.40	\$ 8.08

\*Electricity Included

For rigging equipment availability and rentals, please email **OCCC-Rigging@OCFL.net**.

AERIAL RIGGING ADDITIONAL LABOR AND EQUIPMENT continued	Unit	Incentive Rate	Base Rate	On-site Rate
Clamp - Beam	EA/Per Week	\$ 53.86	\$ 80.78	\$ 121.16
Clamp - Misc.	EA/Per Week	\$ 7.19	\$ 10.78	\$ 16.17
Deck Chain	EA/Per Week	\$ 11.98	\$ 17.96	\$ 26.93
Miscellaneous Hardware	EA/Per Week	\$ 7.19	\$ 10.78	\$ 16.17
Nylon Sling or GAC Flex	EA/Per Week	\$ 17.96	\$ 23.94	\$ 35.91
Raw Wire - Per Foot	EA/Per Week	\$ 1.09	\$ 1.62	\$ 2.44
Rope	EA/Per Week	\$ 14.37	\$ 21.54	\$ 32.31
Sheave	EA/Per Week	\$ 25.13	\$ 37.71	\$ 56.55
Steel Point	EA/Per Week	\$ 11.98	\$ 17.96	\$ 26.93
Strand Vice	EA/Per Week	\$ 25.13	\$ 37.71	\$ 56.55
Truss Protector	EA/Per Week	\$ 1.20	\$ 1.27	\$ 1.81
Thomas Aluminum Truss, 12" x 12" x 2' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 2.5' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 3' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 4' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 5' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 8' - Black or Silver	EA	\$ 87.28	\$ 130.92	\$ 196.39
Thomas Aluminum Truss, 12" x 12" x 10' - Black or Silver	EA	\$ 94.00	\$ 140.98	\$ 211.49
Thomas Aluminum Truss, 12″ Corner Block - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12″ Grapple - Black or Silver	EA	\$ 48.27	\$ 72.39	\$ 108.58
Thomas Aluminum Truss, 12″ Hinge Plate - Black or Silver	EA	\$ 87.28	\$ 130.92	\$ 196.39

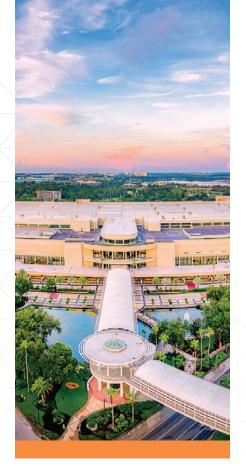
AERIAL RIGGING ADDITIONAL LABOR AND EQUIPMENT continued	Unit	Incentive Rate	Base Rate	On-site Rate
Thomas Aluminum Truss, 20.5" x 20.5" x 2' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 3' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 4' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 5' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 6' - Black or Silver	EA	\$ 80.57	\$ 120.84	\$ 181.25
Thomas Aluminum Truss, 20.5" x 20.5" x 8' - Black or Silver	EA	\$ 94.00	\$ 140.98	\$ 211.49
Thomas Aluminum Truss, 20.5" x 20.5" x 10' - Black or Silver	EA	\$ 114.14	\$ 171.19	\$ 256.79
Thomas Aluminum Truss, 20.5″ Corner Block - Black or Silver	EA	\$ 107.43	\$ 161.12	\$ 241.69
Thomas Aluminum Truss, 20.5″ Grapple - Black or Silver	EA	\$ 48.27	\$ 72.39	\$ 108.58
Thomas Aluminum Truss, 20.5″ Hinge Plate - Black or Silver	EA	\$ 107.43	\$ 161.12	\$ 241.69





At the OCCC we pride ourselves on being *The Center of Hospitality*. We are dedicated to exceeding your expectations and providing you with high-quality facilities and services to ensure the success of your event. For more information about our facilities, please call us toll-free at **1-800-345-9845** or visit our website at **www.occc.net**.

Thank You!



The Center of Hospitality, where it's all about your experience.

West Concourse

9800 International Drive Orlando, FL 32819

North Concourse 9400 Universal Boulevard Orlando, FL 32819

South Concourse 9899 International Drive Orlando, FL 32819

Toll-Free: 800-345-9845 Phone: 407-685-9800 Fax: 407-685-9876

www.occc.net





### **TRADE SHOW ORDER FORM**

AAV offers a full range of cutting edge AV and related equipment

### Your partner in the AV business!

#### **Order Form Instructions:**

Video Equipment

Please fill out the tradeshow order form and submit it to orders@americanaudiovisual.com

Pricing

Once submitted, a formal quote and a credit card authorization form will be sent to you. If you would like to confirm, please sign the quote and send it back to the specified account manager.

If you require equipment or creative services not listed, we would be happy to provide a customized quote!

Quantity

rideo Equipment	1110118	Quantity	
24" HD LCD Monitor	\$45		Event Name:
40" HD LED/LCD TV	\$175		Hotel/Location:
55" HD LED/LCD TV	\$325		Booth #:
70" HD LED/LCD TV	\$450		
TV Floor Stand	\$125		Event Dates:
Computer Equipment			Event Dates:
computer Equipment			Equipment Set Up Date/Time:
Laptop	\$175		Equipment Removal Date/Time:
USB Media Player	\$45		
HDMI Cable	\$35		Company Name:
Computer Adapter	\$35		Billing Address:

City:

### **Audio Equipment**

Audio Interface	\$45	
6 Channel Mixer w/EQ	\$75	
Wireless Microphone	\$125	
8" Powered Speaker	\$95	

### Miscellaneous

A-Frame Easel	\$25	
AV Cart w/Black Skirt	\$45	
Edison & Power Strip Setup	\$25	

### **Additional Requirements:**

Ordered by:	
Phone Number:	
E-mail Address:	

State:

Zip Code:

**On-Site Contact:** 

**Phone Number:** 

**Payment:** All pricing will include the appropriate County Sales tax as well as a delivery/pickup fee that will be 10% total of the rental (\$75 minimum).

Payment Terms: All rentals will be paid in advance 1 week prior to the event.

**Terms & Conditions:** All prices are per day charges. When contracting AV equipment, renter agrees to return all equipment in good condition. Any loss or damage will be paid by the renter. Equipment and technical staff will be on-site a minimum of one hour prior to show.



### Maximize Your ROI with an Intuitive Lead Retrieval Solution



March 14th - 15th, 2025 Orlando, FL

Through the simple scan of a badge, A2Z Events' Lead Retrieval capabilities drive more closed business by making communication and follow up easier than ever.



© Personify Inc

Joogle Play

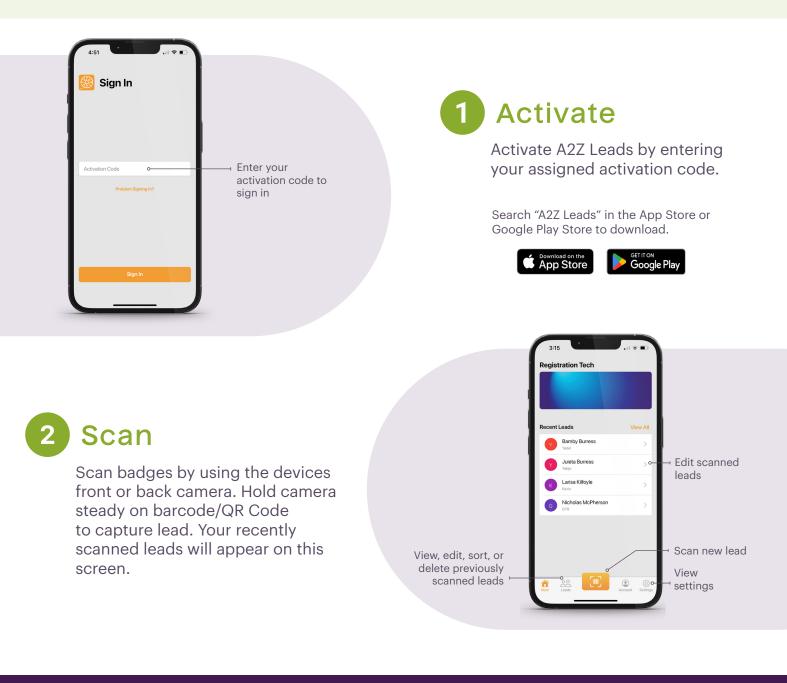
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## Registration Tech

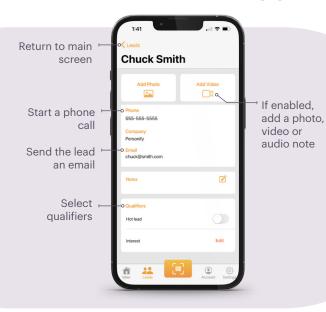
### Lead Retrieval App Instructions

Are you ready to start streamlining your lead retrieval capabilities with Registration Tech? Download the A2Z Leads app today to get started!





### Lead Retrieval App Instructions



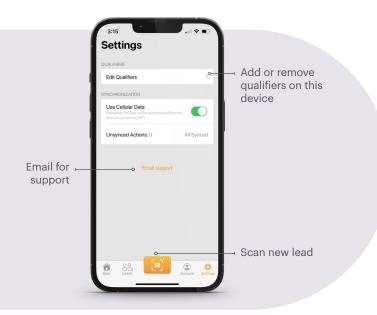
### 3 Qualify

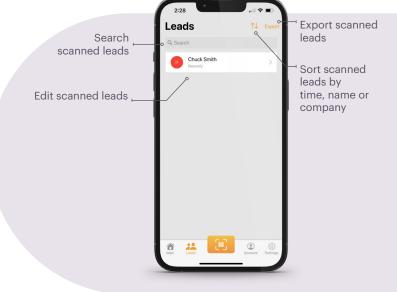
Once a badge/QR Code is scanned, you may add qualifiers, photos and notes to the lead. Plus, instantly start a phone call or email the lead with one click.

### 4 View Leads

Access all your leads by selecting the leads icon at the bottom of the screen.

View, search, sort and remove scanned leads. Clicking on a lead will take you to a detailed view where you can select qualifiers and add notes (see step 3).





Settings

Access settings by selecting gear icon at the bottom of the screen.

Edit qualifiers and email support.

Learn More. Ask Us. Get Started.





## EXHIBITOR ORDERING GUIDE

## YOUR ROADMAP TO A SUCCESSFUL EVENT



### A 和名<mark>SmartCity</mark>

### Where TECHNOLOGY Meets HOSPITALITY

### EXPERTISE WE HAVE DESIGNED & INSTALLED MORE NETWORKS FOR MAJOR TRADESHOWS THAN ANY OTHER ORGANIZATION

### FIRST CLASS CUSTOMER SERVICE

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

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

### KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

### REDUNDANCY OF EQUIPMENT

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

### 24/7 NETWORK MONITORING

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





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



### Is the exclusive provider of the following services:





## Need just a **BASIC** CONNECTION?

## Our **PREMIUM INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Premium Internet	\$1,095	\$1,395	\$1,674
Additional Device	\$150	\$185	\$222
Upgrade to Public IP Address	\$199	\$299	\$358
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

### \* NOT FOR STREAMING. \*\* ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

### **Premium Internet Includes:**

- Connection speeds vary based on a shared 10 Mbps connection, intended for light usage.
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required.





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



# What if it's MISSION CRITICAL?

## Our DEDICATED WIRED SERVICES are the FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD or HD or UHD		INCENTIVE*	BASE	ON-SITE	
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

### \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

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

### **Dedicated Services Include:**

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





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

## NEED WIRELESS CONNECTIVITY?

## Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS**

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

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

### \*<u>NOT</u> FOR STREAMING. \*\*ORDER **21** DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

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

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





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



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

## WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

## Our PREMIUM HOTSPOT combines HIGH BANDWIDTH WIRELESS

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

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

### \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

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

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





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

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

## NEED TELEPHONE OR CONFERENCE SERVICES?

## Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for

Single Line, Multi Line, and Conference calls.

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

### \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

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

### **Telephone Service Information:**

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





Order online at: orders.smartcitynetworks.com

or call 888.446.6911

### Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



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

#### **DO YOU OFFER INCENTIVE RATES?**

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

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

### HOW MUCH BANDWIDTH DO I NEED?

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

### WHAT DOES SD, HD, AND UHD STAND FOR?

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

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



### Our Promise ★ 🛧 🛧 🛧

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

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

