EXHIBITOR MANUAL

AIAA SciTech Forum
7–11 January 2019
Manchester Grand Hyatt San Diego
San Diego, CA

IMPORTANT: If this manual has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY
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**IMPORTANT:** If this manual has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.
Dear Exhibitor,

On behalf of AIAA, we would like to say thank you for your participation in and support of the AIAA Science and Technology Forum. This event would not be a success without the support of organizations like yours and we at AIAA would like you to know how much we appreciate your support.

This exhibitor service manual contains all the information your organization will need regarding the logistics of this event. Please take special note of the list of deadlines.

Your booth confirmation letter has been sent via email. The letter contains your password to the AIAA Exhibitor Portal. Please fill out the company description by using the Exhibitor Portal and email your company logo to my attention by 29 November 2018. It is important to check your descriptions for accuracy and email your company logo in .eps or .ai format particularly if there have been changes from the last time you exhibited. The AIAA Exhibitor Portal also contains the link for exhibit badges. If you have any questions on using this system, please feel free to contact Paul doCarmo at pauld@aiaa.org.

A block of rooms has been reserved at the Hyatt Manchester Grand. You can book your room on line through our website at www.aiaa-scitech.org. The link is located under “Plan your Trip”.

We have several networking events scheduled in the Exposition Hall during the Forum. All networking coffee breaks and the Tuesday Networking Reception and Wednesday Luncheon are located in the hall (AIAA will provide two tickets to each event additional tickets are available for purchase). Your exhibitor badge allows access to event held in the Exposition Hall. In addition, an Exhibitor Lounge is provided for your use during the event, drinks are available. You are allowed 4 exhibit badges per 10X10 booth space.

AIAA strives to make our events the very best they can be. To that end, once the event has concluded we will be distributing an event survey to all exhibiting organizations. We ask that you please take a few moments to complete the survey and provide us with your feedback. Your constructive criticism is welcome and encouraged.

If we can be of assistance in preparing for this event, while onsite, or after the event has concluded, please feel free to contact us. Once again, thank you for supporting this event and we will see you on the show floor!

Regards,

Jean
Jean Riley
Senior Event Planner
jeanr@aiaa.org
703-264-7553

Chris
Chris Semon
Exhibit Sales Manager
chriss@aiaa.org
703-264-7510
AIAA RULES AND REGULATIONS
SciTech 2019

NON OFFICIAL CONTRACTOR

If an exhibitor requires a service-contracting firm other than the designated contractor to install, dismantle, or work on their booth, notification must be provided to Arata by 7 December 2018. If credentials are not on file, contractors may be prohibited from entering the show floor. **AIAA will not supply information to display houses who are “bidding” for your business. The exhibitor must make any request for information required in writing to Arata.**

An exhibitor may employ the services of an exhibitor-appointed contractor to install and dismantle the display, providing the exhibitor and the independent installation and dismantling contractor comply with the following requirements:

The exhibitor-appointed contractor must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE ARATA HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL AND SENT TO THE EXHIBITOR.**

1) The exhibitor must notify ARATA of the intention to use an independent contractor by 7 December 2018, furnishing the name, address, and telephone number of the firm as well as the name(s) of the onsite appointed contractor(s).

2) The exhibitor-appointed contract must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE THE NON OFFICIAL CONTRACTOR HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL.**

3) The nonofficial contractor must have all licenses, permits, or bonding required by the federal, state, county or municipal governments, and the exposition hall management prior to commencing work, and shall provide Arata with evidence of compliance.

4) **The nonofficial contractor must have purchased, and have in effect, insurance, and have provided Arata with a copy of a valid insurance certificate within 30 days of the event. AIAA must be named as additional insured.** This insurance must be maintained in a financially sound insurance company admitted and licensed to provide insurance in the state where the exhibitor-appointed contractor is domiciled for the following coverage:
   
   a. An active worker's compensation insurance policy covering all permanent employees and all temporary labor hired to perform work on this event.
   
   b. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than $1,000,000.00 each occurrence.
   
   c. Automobile liability insurance of not less than $500,000.00 for bodily injury and property damage, each occurrence.

5) The nonofficial contractor must follow the scheduled work times or pay any additional cost incurred because of extended hours.

6) The nonofficial contractor must furnish Arata with a list of employees, who will be working on the exposition floor, and see that they have and wear at all times the temporary set-up and tear-down badges that will be provided by AIAA.

7) The nonofficial contractor **must not** solicit business on the show floor.

8) The nonofficial contractor must confine their operation to the exhibit area of their client(s). No service desk, storage areas, or other work facilities will be located elsewhere at the exhibition site.

9) The nonofficial contractor must comply with labor agreements and practices, and must not commit or allow to be committed by persons in their employment, any acts that could lead to work stoppages, strikes, or labor problems.
10) The exposition floor, aisles, loading docks, service, and storage areas will be under the control of AIAA's official service contractor. The nonofficial contractor must coordinate activities with the official service contractor. Appeals of the decisions of the show manager will be made to AIAA, who will render the final and binding determinations.

11) Violation of above stated rules will lead to expulsion from the exhibit hall.

**GENERAL RULES**

**International Traffic in Arms Regulations**
AIAA exhibitors are reminded that their exhibits at the conference could be controlled by the International Traffic in Arms Regulations (ITAR). U.S. Organizations are responsible for ensuring that technical data they display via their exhibits in open forums to non-U.S. Nationals in attendance should be compliant with the ITAR export restrictions. U.S. Nationals are likewise responsible for ensuring that they do not discuss ITAR export-restricted information with non-U.S. Nationals in attendance.

**Booth Staffing**
Exhibitors agree to abide by the installation and dismantling times set by AIAA and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show manager may be subject to penalties applied at the discretion of AIAA. The penalties can range from loss of priority status to exclusion from any and all AIAA events.

**Operating Area**
AIAA reserves the right to impose limitation on noise levels and any other method of operation, which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth.

**Carpet/ Floor Covering**
Floor covering is required for all exhibits at all AIAA events. The Exhibit hall at the Hyatt Manchester Grand is carpeted.

**Children**
For safety reasons, no persons under the age of 18 are allowed in the exhibit hall without parental supervision at any time.

**Shoes**
For your own safety, no open toe shoes or sandals of any kind are permitted in the exhibit hall during move-in or move-out.
DISPLAY RULES

In-line Booths

In-line booths are generally arranged in succession and exposed to an aisle on one side. In-line booths are sometimes referred to as “Linear Booths”.

Size
The standard In-line booth size in the US is 10’x10’ (3.05m x 3.05m) although there are exceptions where the depth of the booth will vary and the space offered is 9’x10’, 8’x10’ and in some extreme cases even 5’x10’. These variations are usually as a result of trying to maximize a small space.

Rules Applying to In-line Booths
Without concern for the number of In-line Booths used (i.e. 10x20, 10x40), booth displays should be set up in such a way so as to not obstruct the sight lines of other booths. The maximum height of 8 feet is allowed in the rear ½ of the space, and a maximum height of 4 feet in the front ½ of the space to the aisle. Note: when three or more In-line booths are utilized in combination of a single space, the 4 foot height limitation only applies to that portion of the booth within 10’ of an adjoining booth. In other words for any In-line booth space longer than 30’, the 4 foot restriction is only applied to the 10’ booth sections on the left and right extremes of the space.

Variations to In-line Booths
There are two variations to In-line booths and they are the Corner Booth and the Perimeter Booth. A Corner Booth is defined as an In-line booth that is exposed to aisles on two sides. All rules that apply to standard In-line booths apply to Corner Booths without exception. A Perimeter Booth is an In-line Booth that backs to a wall or otherwise has no other booths behind it. A Perimeter Booth may deviate from standard In-line Booth rules only to the extent that the maximum back wall height may go as high as 12’.

Hanging Signs
Hanging signs of any type are not permitted for In-line booths in any configuration.

End-cap Booths

An End-cap booth is defined as two In-line booths that are exposed to aisles on three sides.

Rules Applying to End-cap Booths
While some events do allow the use of End-cap booths, the rules that are generally applied in order to maintain sight-lines tend to be quite confusing and are extremely limiting to the point where the usable space is only 50% of the total. To eliminate the issues that come with them, End-cap booths are not permitted.
Peninsula Booths

A Peninsula Booth is composed of at least 4 contiguous booths and is exposed to aisles on three sides. There are two variations to the Peninsula Booth; a) one which backs up to In-line booths and b) one which backs up to another Peninsula Booth and are sometimes referred to as a “Split-Island Booth”.

Size

Peninsula Booths are generally 20’x 20’ or larger but can vary in one dimension depending on the standard booth established for the event, i.e. if the standard In-line booth is 8’x10’ then a Peninsula Booth would be 16’ x 20’ or larger.

Rules Applying to Peninsula Booths

In-line - When a Peninsula Booth backs to two In-line booths, back wall height is restricted to 4 feet within 5 feet of each aisle to allow for reasonable sight-lines for the adjacent In-line booths. The maximum height is 12’ including signage for all other parts of the space.

Split-island – When a Peninsula Booth shares a common back wall with another Peninsula Booth, the entire cubic content of the space may be used without any back wall sight-line restrictions up to a maximum height of 12’.

HANGING SIGNS

Hanging signs are permitted to a maximum height of 12’ (to the top of the sign) and should be set back at least 10’ from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

Island Booths

An Island booth is any size booth that is exposed to aisles on all sides.

Size

Island Booths are generally 20’x20’ or larger.

Rules Applying to Island Booths

The entire cubic content of the space may be used up to the maximum height of 12’.

Hanging Signs

Hanging signs are permitted to a maximum height of 12’ (to the top of the sign) and should be set back at least 10’ from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.
**OTHER THINGS TO CONSIDER**

**More on Hanging Signs**
PLEASE NOTE: Hanging points for signs may differ from actual ceiling heights and may depend on the weight of the sign. This information must be requested of the general service contractor/decorator BEFORE asking for approval by show management. As a general rule, AIAA allows the top of the hanging sign to be no more than 12 feet from the floor when being hung over an island or peninsula booth. This is a *general rule* and varies depending on ceiling height and other factors. Please get the appropriate approvals before designing your display and hanging signs!!

**Structural Integrity**
Displays should be designed, constructed and erected in such a way that will withstand normal contact caused by neighboring exhibitors, hall laborors or vibration caused by equipment such as forklifts and boom lifts. Exhibit structures should also be able to tolerate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

**Multi-story Exhibits**
A Multi-story Exhibit is a display where the structure is in excess of 12 feet, and includes double and triple-decker booths. Some venues require prior approval of multi-story exhibits by the facility and/or applicable local government authorities because it is deemed to be a “structure” for building purposes. A building permit based on an application and drawings prepared and submitted by a licensed architect or engineer may need to be obtained. It is the exhibitor’s responsibility to make sure that they are in compliance with local building regulations and as this can be a lengthy process to start early on to ensure that all time constraints are met.

**Towers**
A tower is a freestanding exhibit component. Towers taller than 8 feet should have drawings available for inspection. As with multi-story exhibits local regulations in many facilities strictly govern the use of towers. A building permit may be required.

**Americans with Disabilities Act (ADA)**
All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA). Information regarding ADA compliance is available online from the US Department of Justice at www.usdoj.gov/crt/ada/infoline.htm

**Code of Ethics and Anti-Harassment Policy**
AIAA strives to promote a safe and professional environment and as such exhibitor personnel, agents, and representatives will be subject to and abide by the AIAA Code of Ethics and Anti-Harassment Policy.
**Flammable and Toxic Materials**

All materials used in the construction of displays should be made of fire retardant materials and be certified as flame retardant. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. It is the exhibitor’s responsibility to dispose of any waste products they generate during the event in accordance with guidelines established by the US EPA and local authorities.

**Electrical**

Every exhibit facility has different electrical requirements and many require exhibitors to obtain all electrical connections (extension cords, power strips etc.) from them. In addition to reviewing the buildings requirements, it is suggested that these minimum guidelines be followed:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage”.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage”.
- Using cords normally made for use in homes are not recommended and are often prohibited. Cube taps are also not recommended and frequently no permitted.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

**Lighting**

The following guidelines should be considered when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Potentially harmful lighting elements, such as ultraviolet lighting or lasers, must comply with facility rules and must be approved in writing by AIAA.
- Lighting effects should be tasteful and not interfere with other exhibitors or otherwise detract from the general atmosphere of the event.
Dear Exhibitor:

It is indeed a pleasure to provide the enclosed information for your exhibit participation in the 2019 AIAA SciTech FORUM scheduled for 7 - 11 January, 2019 at the Manchester Grand Hyatt San Diego in San Diego, California.

We have been selected by AIAA to function in the capacity of Official Decorator and Service Contractor for the exhibits. The service order forms that follow are provided to assist in your preparation for this program.

Please review each form, ORDERING IN ADVANCE, those items and services you require. As the Official Decorator, it is strongly urged that all orders for equipment and services be handled through Arata Expositions, Inc. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

Each 10’ x 10’ booth will receive an 8’ high back wall draped in grey/white/white/grey. The 3’ high side rail drape will be grey. A one-line 7” x 44” identification sign will be provided indicating the name of the exhibiting company and booth number.

ALL PAYMENTS FOR SERVICES AND/OR RENTALS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD IN ADVANCE OF SHOW OPENING. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, WIRE TRANSFER, OR COMPANY CHECK. PLEASE DO NOT FORGET TO INCLUDE THE 7.75% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the 2019 AIAA SciTech FORUM. If you find that you need additional information at any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures
### SHOW FACTS

**2019 AIAA SCITECH FORUM**

<table>
<thead>
<tr>
<th>7 - 11 January, 2019</th>
<th>Grand Hall</th>
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<tbody>
<tr>
<td>Manchester Grand Hyatt San Diego</td>
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#### SHOW SCHEDULE

**SET UP TIMES**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Monday</td>
<td>7 January</td>
<td>0800 - 1700</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8 January</td>
<td>0800 - 1100</td>
</tr>
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</table>

**SHOW HOURS**

<table>
<thead>
<tr>
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<th>Date</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>8 January</td>
<td>1300 - 1630</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1815 - 2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Reception)</td>
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<tr>
<td></td>
<td></td>
<td>*ticket required</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9 January</td>
<td>0845 - 1600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:30 - 1400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Box Lunch with Exhibitors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*ticket required</td>
</tr>
<tr>
<td>Thursday</td>
<td>10 January</td>
<td>0845 - 1600</td>
</tr>
</tbody>
</table>

**MOVE OUT TIMES**

<table>
<thead>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>10 January</td>
<td>1600 - 2000</td>
</tr>
</tbody>
</table>

### BOOTH EQUIPMENT:

Each 10’ x 10’ booth will receive an 8’ high back wall draped in grey/white/white/grey. The 3’ high side rail drape will be grey. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

### BOOTH CARPET:

The Exhibit Hall at the Manchester Grand Hyatt San Diego is carpeted.

### ADVANCE WAREHOUSE ADDRESS

(Shipments should arrive on or between 30 November – 28 December, 2018)

Warehouse shipments will not be received on 24 December, 25 December and 1 January

<table>
<thead>
<tr>
<th>To:</th>
<th>(Name of Exhibitor and Booth Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For:</td>
<td>2019 AIAA SCITECH FORUM</td>
</tr>
<tr>
<td>c/o:</td>
<td>Arata Expositions, Inc.</td>
</tr>
<tr>
<td>c/o:</td>
<td>YRC</td>
</tr>
<tr>
<td></td>
<td>9525 Padgett St.</td>
</tr>
<tr>
<td></td>
<td>San Diego, CA 92126</td>
</tr>
</tbody>
</table>

### DIRECT SHOWSITE SHIPMENTS***

(7 January, 2019 Only)

To: (Name of Exhibitor and Booth Number)

For: 2019 AIAA SCITECH FORUM

c/o: Arata Expositions, Inc.
c/o: Manchester Grand Hyatt San Diego

c/o: Grand Hall

1 Market Place
San Diego, CA 92101
Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. Please review the following hints that will help you maximize your time and money spent on this exhibition:

PRIOR TO THE SHOW

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

SHOWSITE

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

OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the show site. It is the Customer’s responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer’s booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than the time indicated in the Shipping section of this service kit or your freight will be re-routed on the designated show carrier.
Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. **Orders without payment will not be processed.** All companies must provide a credit card authorization form with orders. Make checks payable to Arata Expositions, Inc. **Orders with payment received after the Deadline Date will be charged standard prices.**

### FORMS TO ARATA EXPOSITIONS, INC.

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

  Arata Expositions, Inc.
  2501 Investors Row, Suite 1000
  Orlando, Florida 32837
  Phone (407) 422-3636
  Fax (407) 856-7444
  mmcelroy@arataexpo.com

### FORMS TO THE OTHER OFFICIAL SUPPLIERS

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

### ORDERS AFTER THE DEADLINE

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

### SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.
Arata Expositions, Inc. recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Arata Expositions, Inc. requires settlement of ALL invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. 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 credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

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

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

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

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

There will be a fee of $50.00 for any returned check. If the exhibitor is tax exempt, exhibitor must supply a certificate for the state in which the services are to be used.

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

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

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

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

AEI will not be liable for any damages to the exhibitor/client that result 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.

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.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Email Address</td>
<td>Contact Name</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
</tbody>
</table>
All companies must provide a credit card authorization 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

Booth Number(s) ______________________

Company Name __________________________________________________________

Street Address _______________________________________________________________________

City ___________________________ State __________ Zip __________

Ordered by __________________________ Date __________ Telephone __________________

Fax __________________________ E-Mail __________________

CREDIT CARD AUTHORIZATION

American Express [ ] MasterCard [ ] Visa [ ]

Account # __________________________ Expiration Date [ ] [ ]

Cardholder’s Name (Print) __________________________________________________________

Cardholder’s Signature __________________________________________________________

Cardholder’s Billing Address:

Street Address _______________________________________________________________________

City ___________________________ State __________ Zip __________

Telephone __________________________ E-Mail __________________
Name of Organization

Authorized by

Title

Date

E-Mail

Signature

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

---

**THIRD PARTY**

Third Party Company Name

Address

City    State    Zip

Phone    Fax

E-Mail Address

Exhibitor Signature

Print Name

**CREDIT CARD CHARGE AUTHORIZATION**

Cardholders Name

Address

City    State    Zip

- American Express
- Visa
- MasterCard

**EXHIBITING COMPANY**

Exhibiting Company

Address

City    State    Zip

Phone    Fax

E-Mail Address

Exhibitor Signature

Print Name

**CREDIT CARD CHARGE AUTHORIZATION**

Cardholders Name

Address

City    State    Zip

- American Express
- Visa

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

- All Services
- Furniture, Carpet and Accessories
- Labor
- Other (Please Specify)

Cardholders Signature

---

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

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

Cardholders Signature

---

**THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC., BY THE DEADLINE DATE OF 21 DECEMBER, 2018.**
As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

### COST CALCULATION WORKSHEET

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Furniture .................................................. _____________________</td>
</tr>
<tr>
<td>2.</td>
<td>Display Tables.................................................. _____________________</td>
</tr>
<tr>
<td>3.</td>
<td>Plush Carpet/Standard Carpet ............................ _____________________</td>
</tr>
<tr>
<td>4.</td>
<td>Custom Furniture .................................................. _____________________</td>
</tr>
<tr>
<td>5.</td>
<td>Rental Units.................................................. _____________________</td>
</tr>
<tr>
<td>6.</td>
<td>Cleaning .................................................. _____________________</td>
</tr>
<tr>
<td>7.</td>
<td>Signs .................................................. _____________________</td>
</tr>
<tr>
<td>8.</td>
<td>Add 7.75%Tax .................................................. _____________________</td>
</tr>
<tr>
<td>9.</td>
<td><strong>TOTAL LINES 1 - 8</strong> .................................. _____________________</td>
</tr>
<tr>
<td>10.</td>
<td>Labor Installation .................................................. _____________________</td>
</tr>
<tr>
<td>11.</td>
<td>Labor Dismantle .................................................. _____________________</td>
</tr>
<tr>
<td>12.</td>
<td>Material Handling Estimate. ............................. _____________________</td>
</tr>
<tr>
<td>13.</td>
<td><strong>BALANCE DUE</strong> .................................. _____________________</td>
</tr>
<tr>
<td>14.</td>
<td><strong>TOTAL LINES 9 - 14</strong> .................................. _____________________</td>
</tr>
</tbody>
</table>

*Your order will not be processed without a credit card on file.*
Arata Expositions, Inc. is committed to safety and values it throughout our organization and demonstrates it in the work we perform. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an Arata Expositions employee. By reporting unsafe or hazardous conditions and following the safety guidelines below you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES:

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

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

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

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

- burgundy
- red
- black
- grey
- blue
- purple
- teal
- hunter green

---

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

orlando, fl
2501 investors row, suite 1000
orlando, fl 32837
p|407.422.3636
f|407.856.7444
All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. If your rental carpet is damaged, you will be charged the full replacement cost which is equal to the rental charge.

### STANDARD LINEAR BOOTH CARPET

<table>
<thead>
<tr>
<th>Check Size</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Carpet</td>
<td>$210.00</td>
<td>$294.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet</td>
<td>$420.00</td>
<td>$588.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet</td>
<td>$630.00</td>
<td>$882.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet</td>
<td>$840.00</td>
<td>$1,176.00</td>
<td>$</td>
</tr>
</tbody>
</table>

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

### STANDARD SPECIAL CUT BOOTH CARPET

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

**BOOTH SIZE**

\[
\text{Total sq. ft.} = \text{Booth Size} \\
\text{Discount Price} \times \text{Price per sq. ft.} = \text{Total Price}
\]

### STANDARD CARPET COLORS

- Black
- Grey
- Red
- Blue
- Hunter Green
- Burgundy
- Purple
- Teal

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

### CARPET PADDING

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Padding</td>
<td>$2.10 per sq. ft.</td>
<td>$2.94 per sq. ft.</td>
<td>$</td>
</tr>
<tr>
<td>Double Padding</td>
<td>$4.20 per sq. ft.</td>
<td>$5.88 per sq. ft.</td>
<td>$</td>
</tr>
</tbody>
</table>

### VISQUEEN

\[
\text{Discount Price} \times \text{Price per sq. ft.} = \text{Total Price}
\]

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All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.
CUSTOM PLUSH CARPET
Create a unique and inviting booth environment with any of our enticing color selections available in plush booth carpet.

- burgundy
- red
- ice
- silver cloud
- new blue
- navy
- black
- charcoal
- beige
- emerald

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

### PLUSH CARPET

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

### BOOTH SIZE

<table>
<thead>
<tr>
<th>Total sq. ft</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ x _______ = _______ sq. ft.</td>
<td>$6.85 per sq. ft.</td>
<td>$9.59 per sq. ft.</td>
<td>= $______</td>
</tr>
</tbody>
</table>

### PLUSH CARPET COLORS

(CHECK COLOR BELOW)

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

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

**Purchase only @ $8.35 per sq. ft discount or $11.65 standard price.

### CARPET PADDING

<table>
<thead>
<tr>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Padding _______ x _______ = _______ sq. ft. x $2.10 per sq. ft.</td>
<td>$2.94 per sq. ft.</td>
<td>= $______</td>
</tr>
<tr>
<td>Double Padding _______ x _______ = _______ sq. ft. x $4.20 per sq. ft.</td>
<td>$5.88 per sq. ft.</td>
<td>= $______</td>
</tr>
</tbody>
</table>

Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

### Plush Booth Carpet Total

<table>
<thead>
<tr>
<th>7.75% Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plush Booth Carpet Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.75% Tax</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Email Address</td>
<td>Contact Name</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
</tbody>
</table>
ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC. NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.

### BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Show Cleaning</td>
<td>$0.69 per sq. ft.</td>
<td>$0.90 per sq. ft.</td>
<td></td>
</tr>
<tr>
<td>Daily Booth Cleaning</td>
<td>$2.07 per sq. ft.</td>
<td>$2.69 per sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

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

### PORTER SERVICE

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

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

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

### Discount Deadline: 21 December, 2018 (Received By)

Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Absolutely no credits will be issued after show closing. All rates are subject to change if necessitated by increased labor and material costs.

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning Total</td>
<td></td>
</tr>
<tr>
<td>7.75% Tax</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Company Name

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax
STANDARD BOOTH FURNISHINGS

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

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

**Washington, D.C.**
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P | 407.422.3636
F | 407.856.7444
CHAIRS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arm Chair</td>
<td>$145.00</td>
<td>$203.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Side Chair</td>
<td>$135.00</td>
<td>$189.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Counter Stool</td>
<td>$160.00</td>
<td>$224.00</td>
<td>$</td>
</tr>
</tbody>
</table>

ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastebasket</td>
<td>$32.00</td>
<td>$44.80</td>
<td>$</td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$185.00</td>
<td>$259.00</td>
<td>$</td>
</tr>
<tr>
<td>Bag Holder</td>
<td>$125.00</td>
<td>$175.00</td>
<td>$</td>
</tr>
<tr>
<td>Easel (Tripod)</td>
<td>$75.00</td>
<td>$105.00</td>
<td>$</td>
</tr>
<tr>
<td>Chrome Sign Holder (22” x 28”)</td>
<td>$125.00</td>
<td>$175.00</td>
<td>$</td>
</tr>
<tr>
<td>Fishbowl</td>
<td>$40.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
<tr>
<td>Poster board, 4’ x 8’, Vertical</td>
<td>$200.00</td>
<td>$280.00</td>
<td>$</td>
</tr>
<tr>
<td>Poster board, 4’ x 8’, Horizontal</td>
<td>$200.00</td>
<td>$280.00</td>
<td>$</td>
</tr>
<tr>
<td>Tensa Barriers</td>
<td>$80.00</td>
<td>$112.00</td>
<td>$</td>
</tr>
<tr>
<td>Credenza (18”d x 36”w x 42”h) white grey black</td>
<td>$425.00</td>
<td>$637.50</td>
<td>$</td>
</tr>
<tr>
<td>Pedestal (18”d x 18”w x 42”h) white grey black</td>
<td>$350.00</td>
<td>$525.00</td>
<td>$</td>
</tr>
</tbody>
</table>

SPECIAL DRAPERY/SKIRTING

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ High (per lin. foot) ($55 min)</td>
<td>$30.00</td>
<td>$42.00</td>
<td>$</td>
</tr>
<tr>
<td>3’ High (per lin. foot) ($55 min)</td>
<td>$20.00</td>
<td>$28.00</td>
<td>$</td>
</tr>
<tr>
<td>Special Skirting (per lin. foot)</td>
<td>$10.00</td>
<td>$14.00</td>
<td>$</td>
</tr>
<tr>
<td>8’ High End Cap / Close Off</td>
<td>$65.00</td>
<td>$91.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**CHECK COLOR BELOW**

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

Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Standing on rental furniture is prohibited. Arata Expositions, Inc. cannot be responsible for injuries or falls caused by improper use.
Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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### Display Tables 30” High

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ x 4’ x 30”</td>
<td></td>
<td>$155.00</td>
<td>$217.00</td>
<td>$</td>
</tr>
<tr>
<td>2’ x 6’ x 30”</td>
<td></td>
<td>$185.00</td>
<td>$259.00</td>
<td>$</td>
</tr>
<tr>
<td>2’ x 8’ x 30”</td>
<td></td>
<td>$215.00</td>
<td>$301.00</td>
<td>$</td>
</tr>
<tr>
<td>4th Side Drapes for 30” Tables</td>
<td></td>
<td>$65.00</td>
<td>$91.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Display Tables 42” High

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ x 4’ x 42”</td>
<td></td>
<td>$185.00</td>
<td>$259.00</td>
<td>$</td>
</tr>
<tr>
<td>2’ x 6’ x 42”</td>
<td></td>
<td>$215.00</td>
<td>$301.00</td>
<td>$</td>
</tr>
<tr>
<td>2’ x 8’ x 42”</td>
<td></td>
<td>$245.00</td>
<td>$343.00</td>
<td>$</td>
</tr>
<tr>
<td>4th Side Drapes for 42” Tables</td>
<td></td>
<td>$85.00</td>
<td>$119.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Draped Display Tables

- **Draped Display Tables 30” High**
- **Draped Display Tables 42” High**

### Undraped Display Tables 30” High

- **2’ x 4’ x 30”**
  - EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT
  - Discount Price: $90.00
  - Standard Price: $126.00
  - Extended Price: $126.00

- **2’ x 6’ x 30”**
  - Discount Price: $105.00
  - Standard Price: $147.00
  - Extended Price: $147.00

- **2’ x 8’ x 30”**
  - Discount Price: $120.00
  - Standard Price: $168.00
  - Extended Price: $168.00

### Undraped Display Tables 42” High

- **2’ x 4’ x 42”**
  - EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT
  - Discount Price: $105.00
  - Standard Price: $147.00
  - Extended Price: $147.00

- **2’ x 6’ x 42”**
  - Discount Price: $120.00
  - Standard Price: $168.00
  - Extended Price: $168.00

- **2’ x 8’ x 42”**
  - Discount Price: $135.00
  - Standard Price: $189.00
  - Extended Price: $189.00

### Display Table Risers 12” High

- **4 ft. Riser (white vinyl)**
  - Discount Price: $75.00
  - Standard Price: $105.00
  - Extended Price: $105.00

- **6 ft. Riser (white vinyl)**
  - Discount Price: $90.00
  - Standard Price: $126.00
  - Extended Price: $126.00

Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

Powered Seating

Denotes Powered Products

ROMA

CHRPWR Chair, Powered
(white vinyl) 37"L x 31"D x 33"H

ROMA

SFAPWR Sofa, Powered
(white vinyl) 78"L x 31"D x 33"H
Powered Tables

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

**Sydney Powered Cocktail Tables**

- **D) C1WP**
  - White, brushed steel
  - 48" L 26" D 18" H

- **E) C1YP**
  - Black, brushed steel
  - 48" L 26" D 18" H

**Charging Adapters**

- **F) ADAPTW** (white)
- **G) ADAPTB** (black)

Charging adapters are available to rent for all powered products.
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

- BNQLT7 Center Cone w/Electrical Charging Outlet (white vinyl) 38"RND 51"H
- BNQ417 Full Banquette w/Electrical Charging Outlet (white vinyl) 72"RND 51"H
- BNQR17 Ottoman Ring (4 ottoman seats) (white vinyl) 72"RND 18"H
- BNQ7 Quarter Curve Ottoman (white vinyl) 53"L 22"D 18"H
- WHT12 Half Bench Ottoman (white vinyl) 39"L 22"D 18"H
Powered Pedestals

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

(A) PDL36W (white) 24"L 24"D 36"H
(B) PDL42W (white) 24"L 24"D 42"H
(C) PDL36B (black) 24"L 24"D 36"H
(D) PDL42B (black) 24"L 24"D 42"H

The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.

Charging Adapters
E) ADAPTW (white)
F) ADAPTB (black)
Charging adapters are available to rent for all powered products.

Powered Tech Desk

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H
B) TECH Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

Charging Adapter
D) ADAPTB (black)
Charging adapters are available to rent for all powered products.
Soft Seating
Create Engaging Booth Environments

HOPI
.gray linen
HOPCH, Chair
21" L 23" D 34" H
HOPLV, Loveseat
48" L 25" D 34" H

PEDESTAL
PDL42W
Powered Locking
(white)
24" L 24" D 42" H

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

MARCHE
MAR010 Swivel Ottoman
(blue fabric)
17" RND 18" H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate white top)
30" Round 29" H
Soft Seating Collections

NAPLES
A) NPLCHR Chair (black vinyl)
36”L 30.5”D 33.25”H
NPLCHP (Powered)
B) NPLSOF Sofa (black vinyl)
87”L 30.5”D 33.25”H
NPLSOP (Powered)
C) NPLLOV Loveseat (black vinyl)
62”L 30”D 33.25”H
NPLLOOP (Powered)

BAJA
A) BCHWHT Chair (white vinyl)
36”L 30.5”D 28”H
B) BLVWHT Loveseat (white vinyl)
61”L 30.5”D 28”H

FAIRFAX
A) FAIRSW Sofa (white vinyl, brushed metal)
62”L 26”D 30”H
B) FAIRCW Chair (white vinyl, brushed metal)
27”L 26”D 30”H
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17" H

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

MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H

MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H
Soft Seating Collections

ALLEGRO
A) CHR002 Chair
  (blue fabric)
  36"L 34.5"D 30"H
B) SFA002 Sofa
  (blue fabric)
  73"L 34.5"D 30"H

TANGIERS
A) TANSOF Sofa
  (beige textured)
  78"L 37"D 36"H
B) TANCHR Chair
  (beige textured)
  34"L 37"D 36"H
C) TANLOV Loveseat
  (beige textured)
  57.5"L 37"D 37"H

KEY LARGO
A) KEYCHR Chair
  (black fabric)
  35"L 35"D 34"H
B) KEYLOV Loveseat
  (black fabric)
  57"L 35"D 34"H
C) KEYSOF Sofa
  (black fabric)
  79"L 35"D 34"H

SOUTH BEACH
A) SO1 Sofa
  (platinum suede)
  69"L 29"D 33"H
B) OTS Ottoman
  (platinum suede)
  25"L 31"D 18"H
C) SO2
  Sofa Sectional 3pc.
  (platinum suede)
  152"L 40"D 33"H
Accent Chairs

KEY WEST
OCB Chair
(black)
31"L 31"D 31"H

MADDEN
MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H

SWANSON
SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H
Accent Chairs

A) BCW
Madrid Chair
(white vinyl)
30”L 30”D 31”H

B) OCH
Madrid Chair
(black vinyl)
30”L 30”D 31”H

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

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

E) MNCHCH
Munich Armless Chair
(gray fabric)
22.5”L 27”D 28.5”H

F) HOPCH, Chair
(gray linen)
21”L 25”D 34”H

Meeting & Stage Chairs

Meeting Chair
25.5”L 23.5”D 34”H

A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)
Group Seating

ZENITH
A) ZENCHR Chair (white, chrome) 18.25"L 22"D 32"H
B) 30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

LAGUNA
C) LMCHR Chair (maple, chrome) 18"L 19"D 34"H
D) 30WHHC Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

MALBA
MALGRY Chair (gray) 20"L 20"D 32"H
MALGRN Chair (green) 20"L 20"D 32"H
Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Ottomans

VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Marche Swivel Ottomans**

17" RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
Accent Tables

**ALONDRA**

Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

**GEO**

Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
**Styles & Shapes**

**SYDNEY**
(brushed steel)
- **Cocktail Tables**
  - 48”L 26”D 18”H
  - A) C1W (white)
  - C1WP (Powered)
  - B) C1Y (black)
  - C1YP (Powered)

**End Tables**
- 27”L 23”D 22”H
  - C) E1W (white)
  - D) E1Y (black)

**REGIS**
(brushed metal)
- **REGBEN Bench Table**
  - 47”L 15.5”D 16”H
- **REGOTT End Table**
  - 16”L 15.5”D 16.5”H

**SILVERADO**
(glass, chrome)
- **E1E End Table**
  - 24” Round 22”H
- **C1E Cocktail Table**
  - 36” Round 17”H

**OLIVER**
(walnut finish)
- **EOLI End Table**
  - 22” Round 22”H
- **COLI Cocktail Table**
  - 47”L 27”D 19”H

**RUSTIC**
(wood)
- **ETBL E-Table**
  - 21”L 15.5”D 27.5”H
- **TMBTBL Timber Table**
  - 16” Round 17”H

**M)** **AURA**
Aura Round Table
(white metal)
- 15” Round 22”H

**N)** **CUBTBL Edge LED Cube Table**
(plexi top, white plastic)
- 20”L 20”D 20”H
- A/C power only
Café Tables

A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30” RND 29” H

B) MALGRN Malba Chair
(green)
20”L 20”D 32” H

30” Round Café Tables
Standard Black Base
30” Round 29” H
A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base
30” Round 29” H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
(black, chrome)
23”L 19”D 32.25” H
Choose your base, black or chrome, then pick a color that suits your design.

**Café Tables**

- **Standard Black Base**
  - A) ZTG (silver textured)
  - B) ZTJ (graphite nebula)
  - C) ZTK (maple)
  - D) 30WH29 (white laminate)
  - E) ZTA (Madison/gray acajou)

- **36" Round 29"H**
  - F) ZTQ (white laminate)
  - G) ZTN (graphite nebula)
  - H) ZTP (maple)

**Café Tables**

- **Hydraulic Chrome Base**
  - I) 30SBHC (liquid steel blue)
  - J) 30GRHC (graphite nebula)
  - K) 30MTHC (maple)
  - L) 30BRHC (red)

- **36" Round 29"H**
  - M) 36WTHC (white laminate)
  - N) 36GRHC (graphite nebula)
  - O) 36MTHC (maple)

**Mix & Match**

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Bar Tables

A) 30WHHB
30” Round Bar Table
(white laminate top, chrome hydraulic base)
30”RND 45”H

B) APS12
Apex Barstools
(gunmetal)
13”L 21”D 33”H

C) 30SBHB
30” Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30”RND 45”H

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

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

F) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30”H
Choose your base, black or chrome, then pick a color that suits your design.

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30” Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30” RND 45”H
S) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
Barstools

LIFT BARSTOOLS
15” Round 23–33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLGY (gray vinyl)
Apex Barstools
21”L 21”D 33”H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools
15”L 16”D 30-34.75”H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21”L 22”D 41.75
G) BS002 (black, chrome)
H) BST (white, chrome)

Oslo Barstools
17”L 20”D 45”H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher
Barstool
(white vinyl, chrome)
19”L 15”D 41”H

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

M) BSR Syntax Barstool
(black, chrome)
23”L 19”D 43.25”H

N) RSTSTL Rustique
Barstool
(gunmetal)
13”L 13”D 30”H

O) ZENBAR Zenith Barstool
(white, chrome) 19”L 20”D 44”H
P) LMBAR Laguna Barstool
(maple, chrome) 18”L 20”D 47”H

Mix & Match
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.
Conference Tables

42” Round Conference Table
42” RND 29” H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

PWRUSB
Powered Conference Table Module
(black) 3”L 2.25”D 2”H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60”L 48”D 29”H
E) MADC08 8’ Table
96”L 60”D 29”H
F) MADC10 10’ Table
120”L 48”D 29”H
Styles & Shapes

Atomic Round Tables (glass, chrome)
A) 42ATO 42"RND 30"H
(Not shown)
36ATO 36"RND 30"H

Geo Rounded Square Tables
42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables
60"L 36"D 29"H
E) CF2 (glass, black)
D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table (gray laminate, black)
46"L 29"D 30"H

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

Conference Tables (graphite nebula)
I) CB3 8'
96"L 48"D 29"H
J) CB2 6'
72"L 42"D 29"H

Conference Tables (granite)
K) C508GR 8'
96"L 44"D 29"H
L) CT10GR 10'
120"L 46"D 29"H
M) CT06GR 6'
72"L 36"D 29"H

Mix & Match
N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.
Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

PROMID Pro Executive Mid White Chair
24"L 22"D 40"H Adjustable

PROGB Pro Executive Guest Chair
24"L 22"D 36"H

SY1 Altura Steno Chair
25"L 26"D 21"H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

### G30 Communal Café Tables
- **A:** G30DMS (solid)  
  **B:** G30DMW (grommets)  
  **C:** G30DWS (solid)  
  **D:** G30DWW (grommets)  
  **E:** G30DWP (silver frame, white top)

### Ventura Powered Bar Tables
- **A:** VNTPLBK (black top)  
  **B:** VNTPWH (white top)  

### Ventura Communal Bar Tables
- **A:** VNTPMNP (solid)  
  **B:** VNTBMW (grommets)  
  **C:** VNTBWW (grommets)  
  **D:** VNTBWS (solid)  
  **E:** VNTBNP (solid)

### G30 Powered Café Tables
- **A:** G30DWP (silver frame, white top)  

### Table Top Options
- Colors not available in all table options. Please check options listed to the right.

- **BLACK**  
- **WHITE**  
- **MAPLE**

**Denotes AC and USB charging outlets**

Charging adapters are available to rent for all Powered Table Products.

- **(ADAPTW)**

Charging adapters are available to rent for all Powered Table Products.
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
   (gray acajou) 60"L 20"D 29"H
C) PROMDB Pro Executive Mid Back Chair
   (black vinyl) 24"L 22"D 40"H Adjustable
D) PROEXE Pro Executive High Back Chair
   (white classic vinyl) 25"L 24"D 48"H Adjustable
TECH COLLECTION

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet
   (black metal, laminate)
   60"L 30"D 30"H
B) TECH Tech Desk, Powered
   (black metal, laminate)
   60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors
   (black metal, laminate)
   16"L 20"D 28"H

Denotes AC and USB charging outlets

Charging Adapters
D) ADAPTB (black)

LIGHTING & PRODUCT DISPLAY

ACCENT LAMPS
MASON LAMPS (brushed silver)
A) LA15 Floor Lamp
   18" Round 55"H
B) LA14 Table Lamp
   16" Round 26"H

SHELVING
C) PSHCCS Posh Shelving
   (Chrome, Acrylic)
   36"L 18"D 72"H
D) BC8 Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H

Charging adapters are available to rent for all powered products.
Show Essentials

A.

B.

C.

D.

MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100”L 100”D 45”H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67”L 22”D 45”H

C) R1R Large
(White, 14.0 cubic feet)
28”L 28”D 64”H

D) R1Q Small
(White, 4.0 cubic feet)
20”L 22”D 33”H

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

TABLET STANDS
A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES
C) TBBCHR Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H
trade shows

sales meetings

corporate events

conventions

excellence in expositions

arata expositions, inc.
arataexpo.com
<table>
<thead>
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VIB10 |  | Vibe Cube/Black Vinyl | 134.00
VIB07 |  | Vibe Cube Ottoman/Beige Vinyl | 134.00
VIB04 |  | Vibe Cube Ottoman/Red Vinyl | 134.00
VIB05 |  | Vibe Cube Ottoman/Yellow Vinyl | 134.00
VIB02 |  | Vibe Cube Ottoman/Blue Vinyl | 134.00
VIB08 |  | Vibe Cube Ottoman/Orange Vinyl | 134.00
VIB06 |  | Vibe Cube Ottoman/Gold/Bronze Vinyl | 134.00
VIB01 |  | Vibe Cube Ottoman/Green Vinyl | 134.00
VIB03 |  | Vibe Cube Ottoman/Pink Vinyl | 134.00
END02B |  | Endless Square Ottoman/Black | 368.00
END02W |  | Endless Square Ottoman/White | 368.00
END01B |  | Endless Curved Ottoman/Black | 428.00
END01W |  | Endless Curved Ottoman/White | 428.00
BNQ7 |  | Quarter Curve Ottoman/White Vinyl | 481.00
WHT12 |  | Half Bench/White Vinyl | 367.00

### POWERED BANQUETTES (CONTINUED)
BNQI7 |  | Ottoman Ring/White Vinyl/4 Seats | 1723.00
BNQ7 |  | Quarter Curve Ottoman/White Vinyl | 481.00
WHT12 |  | Half Bench/White Vinyl | 367.00

### EXECUTIVE SEATING
PROMDB |  | Pro Executive Mid Back Chair/Black Vinyl | 237.00
PROMID |  | Pro Executive Mid Back Chair/White Vinyl | 237.00
PROGB |  | Pro Executive Guest Chair/Black Vinyl | 267.00
PROEXB |  | Pro Executive High Back Chair/Black Vinyl | 381.00
PROEXE |  | Pro Executive High Back Chair/White Vinyl | 381.00
XC1 |  | Luxor Executive High Back/Black Vinyl | 413.00
XC2 |  | Luxor Executive Mid Back/Black Vinyl | 388.00

### ACCENT TABLES
ALC100 |  | Alondra Cocktail Table/Glass/Chrome | 326.00
ALC200 |  | Alondra Cocktail Table/Wood/Chrome | 326.00
ALE100 |  | Alondra End Table/Glass/Chrome | 235.00
ALE200 |  | Alondra End Table/Wood/Chrome | 235.00
C1C |  | Geo Rectangle Cocktail/Glass/Chrome | 254.00
C1FWB |  | Geo Rectangle Cocktail Table/Wood/Black | 286.00
E1C |  | Geo End Table/Glass/Chrome | 237.00
E1FWB |  | Geo End Table/Wood/Black | 248.00
C1W |  | Sydney Cocktail Table/White | 290.00
C1WP |  | Sydney Cocktail Table/White/Powered | 368.00
C1Y |  | Sydney Cocktail Table/Black | 290.00
C1YP |  | Sydney Cocktail Table/Black/Powered | 368.00
E1W |  | Sydney End Table/White | 260.00
E1Y |  | Sydney End Table/Black | 260.00
REGBEN |  | Regis Bench/Cocktail Table/Brushed Metal | 294.00
REGOTT |  | Regis End Table/Brushed Metal | 217.00
E1E |  | Silverado End Table | 254.00
C1E |  | Silverado Cocktail Table | 270.00
EOLI |  | Oliver End Table | 218.00

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

**2019 AIAA SCITECH FORUM**

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

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**ACCENT TABLES (CONTINUED)**

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<td>937.00</td>
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<tr>
<td>CE1</td>
<td></td>
<td>Geo Square Rounded Conference Table/Glass/Chrome</td>
<td>285.00</td>
</tr>
<tr>
<td>CF1</td>
<td></td>
<td>Geo Square Rounded Conference Table/Glass/Black</td>
<td>269.00</td>
</tr>
<tr>
<td>CF2</td>
<td></td>
<td>Geo Rectangle Conference Table/Glass/Black</td>
<td>396.00</td>
</tr>
<tr>
<td>CE2</td>
<td></td>
<td>Geo Rectangle Conference Table/Glass/Chrome</td>
<td>413.00</td>
</tr>
<tr>
<td>CB3</td>
<td></td>
<td>Conference Table/8' Graphite Nebula</td>
<td>538.00</td>
</tr>
<tr>
<td>CB2</td>
<td></td>
<td>Conference Table/6' Graphite Nebula</td>
<td>442.00</td>
</tr>
<tr>
<td>C508GR</td>
<td></td>
<td>8' Granite Conference Table</td>
<td>387.00</td>
</tr>
<tr>
<td>CT10GR</td>
<td></td>
<td>10' Granite Conference Table</td>
<td>582.00</td>
</tr>
<tr>
<td>CT06GR</td>
<td></td>
<td>6' Granite Conference Table</td>
<td>319.00</td>
</tr>
<tr>
<td>MERLIN</td>
<td></td>
<td>Merlin Multi Use Table/Gray Laminate/Black</td>
<td>354.00</td>
</tr>
<tr>
<td>WD3</td>
<td></td>
<td>Work Table/White Laminate/White</td>
<td>340.00</td>
</tr>
<tr>
<td>PWRUSB</td>
<td></td>
<td>Powered Conference Table Module/Black</td>
<td>77.00</td>
</tr>
</tbody>
</table>
All materials are on a rental basis and remain the property of Arata Expositions, Inc. The undersigned is responsible for these items and for their condition at close of show. As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders.

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>ITEM (DESCRIPTION)</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>G30BWP</td>
<td></td>
<td>Bar Table/White Top/Powered</td>
<td>804.00</td>
</tr>
<tr>
<td>G30DWP</td>
<td></td>
<td>Café Table/White Top/Powered</td>
<td>627.00</td>
</tr>
<tr>
<td>G30CWP</td>
<td></td>
<td>Cocktail Table/White Top/Powered</td>
<td>449.00</td>
</tr>
<tr>
<td>G30BMS</td>
<td></td>
<td>Bar Table/Maple Top (42&quot;h)</td>
<td>647.00</td>
</tr>
<tr>
<td>G30BMW</td>
<td></td>
<td>Bar Table/Maple Top/w Grommet Holes (42&quot;h)</td>
<td>647.00</td>
</tr>
<tr>
<td>G30DMS</td>
<td></td>
<td>Café Table/Maple Top (30&quot;h)</td>
<td>520.00</td>
</tr>
<tr>
<td>G30DMW</td>
<td></td>
<td>Café Table/Maple Top/w Grommet Holes (30&quot;h)</td>
<td>520.00</td>
</tr>
<tr>
<td>G30CMS</td>
<td></td>
<td>Cocktail Table/Maple Top (18&quot;h)</td>
<td>344.00</td>
</tr>
<tr>
<td>G30CMW</td>
<td></td>
<td>Cocktail Table/Maple Top/w Grommet Holes (18&quot;h)</td>
<td>344.00</td>
</tr>
<tr>
<td>G30BWS</td>
<td></td>
<td>Bar Table/White Top (42&quot;h)</td>
<td>647.00</td>
</tr>
<tr>
<td>G30BWW</td>
<td></td>
<td>Bar Table/White Top/w Grommet Holes (42&quot;h)</td>
<td>647.00</td>
</tr>
<tr>
<td>G30DWS</td>
<td></td>
<td>Café Table/White Top (30&quot;h)</td>
<td>520.00</td>
</tr>
<tr>
<td>G30DWW</td>
<td></td>
<td>Café Table/White Top/w Grommet Holes (30&quot;h)</td>
<td>520.00</td>
</tr>
<tr>
<td>G30CWS</td>
<td></td>
<td>Cocktail Table/White Top (18&quot;h)</td>
<td>344.00</td>
</tr>
<tr>
<td>G30CWW</td>
<td></td>
<td>Cocktail Table/White Top/w Grommet Holes (18&quot;h)</td>
<td>344.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>ITEM (DESCRIPTION)</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDL36W</td>
<td></td>
<td>Powered Locking Pedestal/White (36&quot;h)</td>
<td>490.00</td>
</tr>
<tr>
<td>PDL36B</td>
<td></td>
<td>Powered Locking Pedestal/Black (36&quot;h)</td>
<td>490.00</td>
</tr>
<tr>
<td>PDL42W</td>
<td></td>
<td>Powered Locking Pedestal/White (42&quot;h)</td>
<td>586.00</td>
</tr>
<tr>
<td>PDL42B</td>
<td></td>
<td>Powered Locking Pedestal/Black (42&quot;h)</td>
<td>586.00</td>
</tr>
<tr>
<td>ADAPTB</td>
<td></td>
<td>Charging Adapter (Black)</td>
<td>25.00</td>
</tr>
<tr>
<td>ADAPTW</td>
<td></td>
<td>Charging Adapter (White)</td>
<td>25.00</td>
</tr>
<tr>
<td>LA15</td>
<td></td>
<td>Mason Floor Lamp/Brushed Silver</td>
<td>218.00</td>
</tr>
<tr>
<td>LA14</td>
<td></td>
<td>Mason Table Lamp/Brushed Silver</td>
<td>148.00</td>
</tr>
<tr>
<td>TECH3B</td>
<td></td>
<td>Tech Desk/Black Metal/Powered/ 3 Drawer File Cabinet</td>
<td>572.00</td>
</tr>
<tr>
<td>TECH</td>
<td></td>
<td>Tech Desk/Black Metal/Powered/</td>
<td></td>
</tr>
<tr>
<td>TECH3</td>
<td></td>
<td>3 Drawer File Cabinet on Castors/Black Metal</td>
<td>153.00</td>
</tr>
</tbody>
</table>

Add 30% to orders not received by the discount deadline date.

Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability.

Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Standard price applies to orders received after the deadline. Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>ITEM (DESCRIPTION)</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JD8</td>
<td></td>
<td>Madison Executive Desk/Gray</td>
<td>592.00</td>
</tr>
<tr>
<td>CR8</td>
<td></td>
<td>Madison Credenza/Gray</td>
<td>501.00</td>
</tr>
<tr>
<td>BC8</td>
<td></td>
<td>Madison Bookcase/Gray</td>
<td>428.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>ITEM (DESCRIPTION)</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR1</td>
<td></td>
<td>Martini Bar</td>
<td>1381.00</td>
</tr>
<tr>
<td>BRC</td>
<td></td>
<td>Circle Martini Bar</td>
<td>3974.00</td>
</tr>
<tr>
<td>CUBL20</td>
<td></td>
<td>Edge LED Cube Ottoman/White Plastic</td>
<td>197.00</td>
</tr>
<tr>
<td>CUBTBL</td>
<td></td>
<td>Edge LED Cube Table/Plexi Top/White Plastic</td>
<td>196.00</td>
</tr>
<tr>
<td>TBSTND</td>
<td></td>
<td>Mobile Tablet Stand/Black/14&quot;x13&quot;x44.5&quot;</td>
<td>204.00</td>
</tr>
<tr>
<td>TBSTDW</td>
<td></td>
<td>Mobile Tablet Stand/White/14&quot;x13&quot;x44.5&quot;</td>
<td>204.00</td>
</tr>
<tr>
<td>TBBCHR</td>
<td></td>
<td>Brochure Holder/Black/8.625&quot;x1.1&quot;x11.325&quot;</td>
<td>63.00</td>
</tr>
<tr>
<td>TBSHLF</td>
<td></td>
<td>Charging Shelf/Black/14.85&quot;x7.17&quot;x1&quot;</td>
<td>63.00</td>
</tr>
<tr>
<td>TBPTR</td>
<td></td>
<td>Wireless Printer Holder/Black/3.3&quot;x1.9&quot;x5.28&quot;</td>
<td>63.00</td>
</tr>
</tbody>
</table>

Add 30% after 12/21/18
7.75% Tax
Delivery Fee 50.00
Total
Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories. ORDER EARLY.
Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories. ORDER EARLY
Discount Deadline: **21 December, 2018 (Received By)**. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Please add 7.75% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

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

CUSTOM RENTAL PACKAGES

Please Select Rental Package:

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

Select Standard Carpet Color:

- Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐
- Burgundy ☐ Purple ☐ Hunter Green ☐

Select Panel Color:

- Black ☐ White ☐

Please contact us for additional information and pricing on:

- Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐
- Other: _____________________________________________________________________________

RENTAL PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

<table>
<thead>
<tr>
<th>Accessory</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credenza</td>
<td></td>
<td>$425.00</td>
</tr>
<tr>
<td>Pedestal</td>
<td></td>
<td>$350.00</td>
</tr>
<tr>
<td>Shelves</td>
<td></td>
<td>$60.00</td>
</tr>
<tr>
<td>Clip-On Lights</td>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Add 50% to orders received after the deadline. Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

**Electrical requirements: Package rental price does not include electrical hook-up or labor to install clip-on-lights. Please order your electrical outlet for the rental exhibit and any other electrical requirements (including labor) directly from the electrical contractor. The electrical order form is included in this service manual.
As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders.

**CUSTOM SIGNS/SERVICES**

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

**DIGITAL SHOWCARD SIGNS**

(10 words or less)

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

Easel back $8.00

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

**FILE PREPARATION**

**FILE TYPES**

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEG’s are less desirable, but can be accepted if the resolution is 300 dpi or higher. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit InDesign files (.indd), Word (.doc), PowerPoint (.ppt), and GIF files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

**FONTS**

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

**PROOFING**

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

**FTP INSTRUCTIONS**

Using Internet Explorer or FTP Client:

- Type ftp://ftp.aratafiles.com
- User: Please contact Roberta Bourque (rbourque@arataexpo.com) for user name in order to access the FTP site.
- Password: Welcome22@

Please do not try to drag and drop a folder. Due to permissions you are only allowed to upload files. You may drag and drop multiple files at once but NO FOLDERS.

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

Discount Deadline: 21 December, 2018 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. An additional 100% of the published prices will be applied to all orders received after the deadline. Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

**Order Form**

<table>
<thead>
<tr>
<th>Special Signs Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add 100% after 12/21/18</td>
</tr>
<tr>
<td>7.75% Tax</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

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

Standard Booth Equipment with 8’ high draped background and 3’ high siderail, as shown in illustration, will be provided without charge. Equipment consists of aluminum frames supported by case metal bases plus drapery.

STANDARD BOOTH EQUIPMENT/SIGN DOES NOT APPLY TO ISLANDS

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

<table>
<thead>
<tr>
<th>44”</th>
<th>7”</th>
</tr>
</thead>
</table>

COMPANY NAME

BOOTH No.

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

NOTE: This form must be completed and returned before 21 December, 2018. Any forms received after this date will result in a $5.00 charge for each I.D. sign ordered.
FILE TYPES
Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application with a maximum resolution of 100dpi at 100% Full Scale. If submitting at 50% scale, maximum resolution would be 200dpi and 25% scale = 300dpi. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Files We Accept:
- PDF (preferred)
- TIFF w/ LZW Compression
- Illustrator
- CorelDraw
- EPS

Do not submit InDesign (.indd), Word (.doc), PowerPoint (ppt.), and GIF (.gif) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

FONTS
All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes so additions can be made to the provided art.

PROOFING
We will supply you with a digital proof of your graphics for approval. Direct any questions to: jcornell@arataexpo.com or at 407.422.3636.

ftp instructions

Using Internet Explorer or FTP Client:
- Type ftp://ftp.aratafiles.com
- User: Please contact Roberta Bourque (rbourque@arataexpo.com) for user name in order to access the FTP site.
- Pass: Welcome22@

All submitted files must be under 500MB.
Please notify us or your proper contact upon submission of files. We do not receive alerts as to when files have been uploaded to our ftp.
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, ETC., 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.

- The operation or use of all motorized or mechanical material handling equipment is not permitted by exhibitors or their designated contractors. This includes genie lifts, mechanical scooters and carts.

- Arata Expositions equipment is for use by Arata employees only. Please do not take it for your use.

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

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

Thank you for your cooperation.
Display Labor

As stated in our Payment Policy, discounted rates will apply to orders that are accompanied by payment and received by the discount deadline. Advance rate applies to orders received by 21 December, 2018. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

**RATES: (ONE HOUR MINIMUM PER MAN)**

<table>
<thead>
<tr>
<th>STRAIGHT TIME: 8:00AM TO 4:30PM WEEKDAYS</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$148.00 PER MAN PER HOUR</td>
<td>$192.40 PER MAN PER HOUR</td>
<td></td>
</tr>
<tr>
<td>OVERTIME: AFTER 4:30PM TO 12 MIDNIGHT AND ALL DAY SATURDAY</td>
<td>$259.00 PER MAN PER HOUR</td>
<td>$336.70 PER MAN PER HOUR</td>
</tr>
<tr>
<td>DOUBLE TIME: 12 MIDNIGHT TO 8:00AM AND HOLIDAYS</td>
<td>$296.00 PER MAN PER HOUR</td>
<td>$384.80 PER MAN PER HOUR</td>
</tr>
</tbody>
</table>

**INSTALLATION OF DISPLAY:**

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>NO. OF PEOPLE</th>
<th>APPROX. HOURS</th>
<th>TOTAL HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AEI Supervision (30%/$45.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Estimated Labor Costs</td>
</tr>
</tbody>
</table>

Request you to proceed, at earliest hour, to install our display without our supervision. AEI charge for this service is 30% of your total bill ($45.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

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

Supervisor’s Name: [ ]
Telephone Number: [ ]

**DISMANTLING OF DISPLAY:**

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>NO. OF PEOPLE</th>
<th>APPROX. HOURS</th>
<th>TOTAL HOURS</th>
<th>HOURLY RATE</th>
<th>TOTAL ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AEI Supervision (30%/$45.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Estimated Labor Costs</td>
</tr>
</tbody>
</table>

Request you to proceed, at earliest hour, to dismantle our display without our supervision. AEI charge for this service is 30% of your total bill ($45.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.

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

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

Supervisor’s Name: [ ]
Telephone Number: [ ]

Company Name: [ ]
Booth Number: [ ]

Street Address: [ ]

City: [ ] State: [ ] Zip Code: [ ] Country: [ ]

Email Address: [ ] Contact Name: [ ]

Telephone: [ ] Fax: [ ]
This form must be completed by all exhibitors wishing to use AEI supervised labor for the installation and dismantle of their exhibits.

### INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ___ Showsite ___ Date Shipped ____________ Date to arrive ____________

Carrier _______________________ Shipped from: City/State _________________________________________________

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

### SET UP INFORMATION

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

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

Special Electrical Instructions: ____________________________________________________________

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

Special set up or dismantle instructions: _______________________________________________________

Graphics: Shipped with display: ____ Shipped separately: ____ Carrier _________________ Date to arrive: ______

Special instructions for graphics: ______________________________________________________________

### OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to: _______________________________________________________

_____________________________________________________________________________________

Carrier: ☐ T3 Logistics ☐ Common Carrier  
☐ Van Line  
☐ Air Freight: ☐ Next Day ☐ 2nd Day ☐ Deferred

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

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

Hotel: _______________________ Hotel phone #: _______________________ Arrival date: ____________

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

DEADLINE:

Friday, 7 December, 2018

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received no later than 7 December, 2018. If notification is not received by the deadline date, Arata Expositions labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

In addition, a Certificate of Insurance, valid in the State of California 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., AIAA, and the Manchester Grand Hyatt San Diego as additional insured.

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

RETURN TO:

Arata Expositions, Inc.
2501 Investors Row, Suite 1000
Orlando, FL 32837
Fax: (407) 856-7444

Company Name         Booth Number
Exhibitor Contact (Please Print)     Exhibitor Authorized Signature
Email Address         Phone Number
Type of work being performed
Exhibitor Appointed Contractor/Display House     Contact Name
Email Address         Phone Number
To avoid confusion, remove all expired shipping labels before shipment.

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED, 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 1600 on Friday, 28 December, 2018. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered by 0800 on Monday, 7 January, 2019.

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

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

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

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

If your designated carrier fails to pick up or refuses to accept your shipment by 2000 Friday, 10 January, 2019 your freight will be shipped by T3 Logistics pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.

Arata Expositions, Inc. cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Arata Expositions, Inc. cannot be responsible for delivery time or damage or loss to property.
RATES ARE BASED per CWT (with a 200 pound minimum)

WAREHOUSE SHIPMENTS: This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock and reloading onto your carrier. Uncrated, 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.

<table>
<thead>
<tr>
<th>Shipment Type</th>
<th>Cost per CWT</th>
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<tbody>
<tr>
<td>Crated Shipment</td>
<td>116.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>151.45</td>
</tr>
<tr>
<td>Carpet and/or Padding Only Shipment</td>
<td>174.75</td>
</tr>
</tbody>
</table>

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

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<tr>
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<td>118.50</td>
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<tr>
<td>Special Handling Shipment</td>
<td>154.05</td>
</tr>
<tr>
<td>Uncrated/Pad Wrapped Shipment</td>
<td>177.75</td>
</tr>
<tr>
<td>Carpet and/or Padding Only Shipment</td>
<td>177.75</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Shipment Type</th>
<th>Cost per CWT</th>
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</thead>
<tbody>
<tr>
<td>Crated Shipment</td>
<td>29.75</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>35.55</td>
</tr>
<tr>
<td>Uncrated/Pad Wrapped Shipment</td>
<td>59.25</td>
</tr>
<tr>
<td>Carpet and/or Padding Only Shipment</td>
<td>59.25</td>
</tr>
</tbody>
</table>

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER DECEMBER 28, 2018

<table>
<thead>
<tr>
<th>Shipment Type</th>
<th>Cost per CWT</th>
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<tbody>
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<tr>
<td>Carpet and/or Padding Only Shipment</td>
<td>59.25</td>
</tr>
</tbody>
</table>

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

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

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

**Constricted Space Unloading/Loading:**
Trailer loaded “high and tight” shipments that are not easily accessible. Freight that is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by passed to reach the targeted freight.

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

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

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

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

**Alternate Delivery Location:**
Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

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

**Improper Paperwork / No Documentation:**
Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

**Improper Weight:**
Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.
## MATERIAL HANDLING RATE CALCULATION

**2019 AIAA SCITECH FORUM**

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

### MATERIAL HANDLING RATE CALCULATION

#### WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

<table>
<thead>
<tr>
<th>RATE CLASSIFICATION</th>
<th>WEIGHT (ROUNDED UP TO NEXT 100LBS)</th>
<th>CWT</th>
<th>PRICE PER CWT</th>
<th>= TOTAL COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Warehouse Crated</td>
<td>450 lbs (500) Divided by 100 = 5</td>
<td></td>
<td>$116.50</td>
<td>$582.50</td>
</tr>
<tr>
<td>Warehouse Crated</td>
<td></td>
<td></td>
<td>$116.50</td>
<td></td>
</tr>
<tr>
<td>Warehouse Special Handling</td>
<td></td>
<td></td>
<td>$151.45</td>
<td></td>
</tr>
<tr>
<td>Warehouse Carpet/Padding Only</td>
<td></td>
<td></td>
<td>$174.75</td>
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</table>

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

#### SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

<table>
<thead>
<tr>
<th>RATE CLASSIFICATION</th>
<th>WEIGHT (ROUNDED UP TO NEXT 100LBS)</th>
<th>CWT</th>
<th>PRICE PER CWT</th>
<th>= TOTAL COST ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Showsite Crated</td>
<td>450 lbs (500) Divided by 100 = 5</td>
<td></td>
<td>$118.50</td>
<td>$592.50</td>
</tr>
<tr>
<td>Show Site Crated</td>
<td></td>
<td></td>
<td>$118.50</td>
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</tr>
<tr>
<td>Show Site Special Handling</td>
<td></td>
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</table>

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

#### DESCRIPTIONS OF RATE CLASSIFICATIONS

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

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

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

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

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<thead>
<tr>
<th>Company Name</th>
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FOR ADVANCE SHIPMENTS ONLY

TO: ____________________________________________

NAME OF EXHIBITING COMPANY

BOOTH NO: ______________________________________

2019 AIAA SCITECH FORUM
  c/o: Arata Expositions, Inc.
  c/o: YRC
  9525 Padgett St.
  San Diego, CA  92126

HOLD FOR STORAGE
DELIVER PRIOR TO 28 DECEMBER, 2018

TO AVOID LATE FEES.

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: ____________________________________________

NAME OF EXHIBITING COMPANY

BOOTH NO: ______________________________________

2019 AIAA SCITECH FORUM
  c/o: Arata Expositions, Inc.
  c/o: YRC
  9525 Padgett St.
  San Diego, CA  92126

HOLD FOR STORAGE
DELIVER PRIOR TO 28 DECEMBER, 2018

TO AVOID LATE FEES.

EXHIBIT MATERIAL, DO NOT DELAY
INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Please return this form by:
21 December, 2018

Booth Number
Carrier
Approximate Arrival Date
Total Weight of Shipment

To enable our tracing delayed shipments, please mail duplicate bill of lading to:
Arata Expositions, Inc., 2501 Investors Row, Suite 1000 Orlando, FL 32837 phone (407) 422-3636

COLLECT SHIPMENTS WILL NOT BE RECEIVED.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to
Company Name
Street Address
City
State
Zip
Carrier
Approximate Number of Containers
Description

(for split shipments, use space below)

Ship to
Company Name
Street Address
City
State
Zip
Carrier
Total Number of Containers
Description

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

AUTHORIZED SIGNATURE __________________________ Title _____________ Date ________
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
   - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as “AEI”) warehouse or show site for which AEI is the Official General Contractor for the event; or
   - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI

2. **AEI’S RESPONSIBILITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI’s reasonable control.

3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI’s liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to $.30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.

4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING “EXPOSITION FLOATERS” TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREOFUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**

5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.
7. **INBOUND SHIPMENTS:** After the exhibit materials are placed in the booth, AEI will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor’s representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to the exhibitor’s booth at show site. We suggest exhibitors arrange for security services for their booth.

8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. AEI will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by AEI.

9. **EMPTY CONTAINER LABELS:** The exhibitor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and AEI assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

10. **CLASSIFYING SHIPMENTS:** AEI cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, AEI cannot be responsible for delivery time or damage or loss to property.

11. **OUTBOUND SHIPMENTS:** All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to AEI by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. AEI is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE:** Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor’s responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. AEI assumes no liability as a result of such rerouting or handling.

12. **PAYMENT OF SERVICES:** The exhibitor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the exhibitor’s freight or equipment, that the exhibitor will not withhold payment in any amount due to AEI for freight handling services or any other services provided by AEI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay AEI prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AEI or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.

13. **JURISDICTION:** This agreement shall be deemed to have been made in the State of Maryland, and that any and all performance thereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of Maryland, and the parties to this agreement consent that the Circuit Court for Montgomery County, Maryland shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.

14. **MISCELLANEOUS:** Exhibitor, as a material part of the consideration to AEI for material handling services, waives and releases all claims against AEI, its employees, agents, officers and directors, with respect to all matters for which AEI has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.
1. **Ship prepaid** – collect shipments will not be accepted at either the warehouse or show site.

2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.

3. **Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments.** To reduce material handling costs (Material Handling), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment. See the example below.

4. Please be sure to obtain and complete an AEI Bill of Lading. Bills of Lading will be made available at the AEI service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.

5. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. **AEI is not responsible for contacting outside carriers for pick-ups.**

6. **BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can be done by adding exposition floaters to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY AND PROPERTY INSURANCE IS IN EFFECT DURING TRANSIT, STORAGE AND WHILE AT CONVENTION SITE.**

### THE EXPENSIVE WAY!

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Actual Weight</th>
<th>Minimum Charge</th>
<th>$/100 Lbs.</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 December 2018</td>
<td>80 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$116.50</td>
<td>$233.00</td>
</tr>
<tr>
<td>28 December 2018</td>
<td>50 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$116.50</td>
<td>$233.00</td>
</tr>
<tr>
<td>28 December 2018</td>
<td>70 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$116.50</td>
<td>$233.00</td>
</tr>
<tr>
<td><strong>200 Lbs. Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$699.00</strong></td>
</tr>
</tbody>
</table>

### THE COST-EFFECTIVE WAY!

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Actual Weight</th>
<th>Minimum Charge</th>
<th>$/100 Lbs.</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 December 2018</td>
<td>200 Lbs.</td>
<td>200 Lbs. Min.</td>
<td>$116.50</td>
<td>$233.00</td>
</tr>
<tr>
<td><strong>200 Lbs. Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$233.00</strong></td>
</tr>
</tbody>
</table>
Official Carrier For:

2019 AIAA SCITECH FORUM

Services Offered

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

For rates and scheduling, please contact us at: operations@t3logistics.com or call 1-866-920-4228.
T3 Logistics, LLC
OFFICIAL SHOW CARRIER

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

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

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company:</td>
<td>Company:</td>
</tr>
<tr>
<td>Event Name:</td>
<td>Event Name:</td>
</tr>
<tr>
<td>Facility Name:</td>
<td>Facility Name:</td>
</tr>
<tr>
<td>Booth #:</td>
<td>Booth #:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>City, St., Zip</td>
<td>City, St., Zip</td>
</tr>
<tr>
<td>Contact:</td>
<td>Contact:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

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

Special Instructions:

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

TOTALS

Important Insurance Information

PLEASE READ NOW!

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

Service Requested

Check One:

Next Day
Second Day
3-5 Day Deferred
Van Line Service
Other:

☐ Request pre-printed address
☐ Labels and shipping form
☐ Schedule return shipment

Comments:
EXHIBIT ELECTRICAL PRICE GUIDE

OVERVIEW

• Electricity is turned on at a minimum 1 hour prior to show opening.
• For equipment located in different areas within your booth, extension cords and multi-outlet power-strips are available for rent.
• NO refunds will be applied to electrical services cancelled within 24 hours of installation.
• All 110v connections are inclusive of a minimum electrician labor call.
• All 208/220v connections will require a minimum electrician labor call.
• Electrical Services are installed in tandem with the managing Expo drayage company’s schedule.
• Power will be placed at the back of the booth unless otherwise specified.
• All Exhibit Electrical orders are subject to a 24% Service Charge.

ELECTRICAL PRICE LIST

110V - LOW VOLTAGE

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DAILY PRICE</th>
<th>QUANTITY</th>
<th>DAYS</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps – For Laptops &amp; Monitors</td>
<td>$85</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RENTALS

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DAILY PRICE</th>
<th>QUANTITY</th>
<th>DAYS</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cord</td>
<td>$15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Outlet Power Strip</td>
<td>$30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

220V HIGH VOLTAGE – PLEASE FILL IN EQUIPMENT SUMMARY AND SUBMIT FORM FOR QUOTE.

<table>
<thead>
<tr>
<th>BRAND</th>
<th>MODEL</th>
<th>VOLTAGE</th>
<th>WATTAGE</th>
<th>CONNECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

DELIVERY/INSTALLATION DATE
EXHIBIT EQUIPMENT RENTAL

OVERVIEW

• NO refunds will be applied to equipment rentals cancelled within 72 hours of installation.
• A single HDMI or VGA cable is complimentary with any monitor rental.
• Monitor USB compatibility varies between models. Please inquire in advance if you need USB support.
• Encore does not provide labor for mounting monitors to exhibit booth surfaces.
• All Exhibit Equipment Rental orders are subject to a 24% Service Charge.

VIDEO EQUIPMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY PRICE</th>
<th>QUANTITY</th>
<th>DAYS</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>80” HD Monitor - Includes Floor Stand</td>
<td>$800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70” HD Monitor - Includes Floor Stand</td>
<td>$700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55” HD Monitor - Includes Floor Stand</td>
<td>$550</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” HD Monitor - Includes Desktop Stand</td>
<td>$320</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” HD Monitor - Includes Desktop Stand</td>
<td>$200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDMI Cable</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VGA Cable</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USB Input - For Monitor Rental Only</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>$50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Laptop</td>
<td>$225</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC Laptop</td>
<td>$275</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AUDIO EQUIPMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DAILY PRICE</th>
<th>QUANTITY</th>
<th>DAYS</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>12” Powered Speaker</td>
<td>$130</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Handheld Microphone</td>
<td>$175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Lavaliere (Clip-On) Microphone</td>
<td>$175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop or Music Player Adapter</td>
<td>$55</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

DELIVERY/INSTALLATION DATE
EXHIBITOR INFORMATION

Show or Event Name: ________________________________________________ Booth Name & Number: ________________________________
On-Site Contact: ________________________________________________ Contact Number: ________________________________

REQUESTED BY

Requested By (Name): ________________________________________________ Number: ________________________________
Email: __________________________________________________________________________________________________

CREDIT CARD AUTHORIZATION

Name (as it appears on card): ____________________________________________________________________________________
Street Address: ________________________________________________________________________________________________
City: __________________________ State: ___________ Zip Code: ________________________________
Credit Card Number: ___________________________ Expiration Date: ________________________________
Credit Card Type: ___________________________ CCID Number: ________________________________
PRINT NAME: __________________________________________________ Date: ________________________________
AUTHORIZED SIGNATURE: ________________________________________________________________

Subtotal: ________________________________
Service Charge = add 24% of Subtotal: ________________________________
Orders within 14 days of installation add $150 rush fee: ________________________________
EXHIBIT ORDER TOTAL: ________________________________

Please FAX completed form to: (619)358-6776

Completed orders with payment must be received no later than 14 days prior to installation. Any late order, additions and changes will be billed an additional $150.00 rush fee.

For assistance, please call (619) 358-6758 to speak with one of our experts.
INSTRUCTIONS
*PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST*

1. **Fill out the accompanying forms completely:** Include contact (ordering and onsite), payment information and signatures on all forms.

2. **Include service drop location within your booth:** On the bottom of the next page (pg. 2) is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. *If wires need to run under carpet, please indicate on form.* If a diagram exists showing the location for the internet line, please include that in the fax/email to us. ***Charges may apply for service relocations after being set***

3. **Additional network devices (more than one):** Any additional devices beyond the first using network resources regardless of IP addressing scheme will be subject to an additional device fee. Please order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided. ***You will not be permitted to use access points, switches or hubs without paying for the additional devices***

4. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.

5. **Services not covered by this form:** Email requests for a customized solution to Marshal Gewarges at mgewarges@singledigits.com for additional services such as VLAN(s) or dedicated bandwidth.

6. **Using a credit card for payment:** Completely fill out the payment/credit card authorization form (pg. 3). Make sure signature is the same as the credit card holder's name. *Charges will appear as Manchester Grand Hyatt San Diego on credit card statement*

7. **Using a check for payment:** Mark Checks payable to “Manchester Grand Hyatt San Diego”. First, email or fax a copy of the check and the filled out order form (Email to mgewarges@singledigits.com or fax to (619-358-6989). Then mail original documents to Manchester Grand Hyatt San Diego, ATTN: Single Digits Inc., One Market Place, San Diego CA 92101. ***DO NOT MAKE CHECKS OUT TO SINGLE DIGITS INC DIRECTLY***

8. **Faxing or Emailing your order:** Please email completed orders to mgewarges@singledigits.com or fax to 619-358-6989. If emailing please include show name and show dates in subject line (e.g. Exhibitor for SHOW NAME xx/xx –xx/ xx/xx). Please be sure to include the following when placing your order.
   a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
   b. **A completely filled out payment form:** Check/CC info with signature and copy of check.
   c. **Make sure both the order and payment form are signed:** This will make sure there are no delays in your service request(s).

9. We will contact you within 3 business days of order via e-mail and supply you a service invoice for your records.

10. Questions? Contact Single Digits, Inc. – 619-358-6787 (PST) or email mgewarges@singledigits.com

-- PLEASE PRINT LEGIBLY --
**EXHIBITOR ETHERNET SERVICE ORDER FORM**  
Grand Hyatt San Diego

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Ordering Contact Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordering Contact:</td>
<td>Ordering Contact Phone:</td>
</tr>
<tr>
<td>On-Site Contact:</td>
<td>On-Site Cell Phone:</td>
</tr>
<tr>
<td>Company Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>ST:</td>
</tr>
<tr>
<td>Show Name:</td>
<td></td>
</tr>
</tbody>
</table>

**Wired connections connect at 10/100/1000 Mbps via standard RJ-45 Ethernet connection with a DHCP address. Bandwidth is 50 Mbps shared between all exhibitors. Dedicated bandwidth available upon request, please call for more details and pricing.**

**HIGH SPEED INTERNET SERVICE (PER BOOTH)**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Discount1</th>
<th>Standard</th>
<th># of days</th>
<th>Sub-total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Access – Comes with [1] single wired connection</td>
<td>$300.00 per day</td>
<td>$350.00 per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Access – Can connect up to 2 devices</td>
<td>$200.00 per day</td>
<td>$250.00 per day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**QTY**

<table>
<thead>
<tr>
<th>Additional Wired Connections (NOT charged per day)</th>
<th>Discount1</th>
<th>Standard</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Must order wired access above before selecting this option</td>
<td>$150.00 each</td>
<td>$200.00 each</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Wireless Connections (NOT charged per day)</th>
<th>Discount1</th>
<th>Standard</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Must order either wired or wireless access above before selecting this option</td>
<td>$50.00 each</td>
<td>$100.00 each</td>
<td></td>
</tr>
</tbody>
</table>

Please include grand total for all show dates only. No charge for set-up day/s.

Grand Total =

---

1. Order must be received with payment 15 days prior to first show date qualify for discount pricing.
2. Client must pay for each device connected to the network (wired or wireless) regardless of IP addressing scheme.  
   "To maintain network integrity, Single Digits, Inc. does not allow exhibitors to setup network equipment on our network without prior approval"
3. For wired internet, all Ethernet cables and Ethernet switches are included with your order. *Subject to $150 charge if switch is not returned or returned damaged.
4. For wireless internet, login instructions will be provided during setup.

---

**Booth Layout Diagram:**  
(Please label the booth diagram with adjacent booth numbers)
Mark (X) where each wired drop should be placed.

**IMPORTANT**  
If cables MUST run under carpet, please CIRCLE this Statement and notify your decorator

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form.

Authorized Signature: ___________________________ Date: ___________________________

Marshal Gewarges | Office 619-358-6787 | Fax 619-358-6989 | Email mgewarges@singledigits.com
PAYMENT INFORMATION

Company Check or Money Order
MAKE PAYABLE TO: MANCHESTER GRAND HYATT SAN DIEGO

MAIL TO: ONE MARKET PLACE, SAN DIEGO CA 92101
ATTN: SINGLE DIGITS, INC.

** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING MANCHESTER GRAND HYATT SAN DIEGO TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM**

CC Type:______________ Acct #: ___________________________________________ Exp Date: __________

Billing Address:___________________________________________ Billing Phone #:_______________________

City:________________________ State:________ Zip Code:______________________________

Name on CC:_____________________________________________________________________________________

Authorizing Signature:________________________________________________________  Date:_________________

**ONCE COMPLETED EMAIL TO mgewarges@singledigits.com or FAX TO 619-358-6989**
This is a private and secure direct fax to Single Digits, Inc.

Please be sure to include the following:

a. A completely filled out exhibitor form
   Including ordering/onsite contact info, set-up time and service location diagram.

b. A completely filled out payment form
   If paying by CC – all CC info required above with signature.
   If paying by check - include a copy of the mailed check in the email or fax.

c. Make sure both the order and payment form are signed
   This will make sure there are no delays in your service request(s).
1. Services. Hospitality Services' network management (the “Services”) may include connection to the Internet. In order to provide Internet connectivity, Hospitality Services shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Configuration by Hospitality Services. In the event that Hospitality Services configures any of Customer’s hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Hospitality Services be liable to Customer for any damage caused by such configuration, and Hospitality Services makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer’s hardware and/or software shall be undertaken by Customer at its sole risk and expense.

3. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Hospitality Services responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or in connection with the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Hospitality Services shall not be liable for any loss or damage resulting therefrom. Customer understands and accepts that because of the nature of Customer’s use of the Services are at Customer’s own risk. Hospitality Services does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

4. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Hospitality Services does not undertake to do so. Hospitality Services hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Hospitality Services is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Hospitality Services makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part beyond the ability of Hospitality Services to control or manage.

5. Limitation of Liability. Neither Hospitality Services nor its affiliates shall be liable to Customer or any third party on account of any claim; loss, lost revenues or profits, consequential, indirect, incidental or punitive damages; costs; court costs and attorneys’ fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or related in any way, including, without limitation, to this Agreement. To the extent damages are deemed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Hospitality Services relating to its obligations under this Agreement. Hospitality Services’ entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

6. Indemnification. Customer shall indemnify and hold harmless Hospitality Services, the owner and manager of the property where the Services are provided, as well as each such party’s officers directors, employees, agents and assigns, from and against any and all claims which may result from, arise out of, or in connection with, or the use of, or any third parties by virtue of Customer’s use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys’ fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Hospitality Services has no control over the content of information transmitted by Customer or its users and that Hospitality Services does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send and use. Customer shall indemnify and hold Hospitality Services, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

7. Service Interruptions, Modifications, and Instructions. Customer agrees that Hospitality Services may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Hospitality Services’ equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

8. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the “Panel”). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.


A. Force Majeure. Hospitality Services shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or interruptions of service with third parties, acts or omission of third parties, acts of God, or any other cause beyond Hospitality Services’ reasonable control.

B. No Waiver. The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. Binding Effect; Amendment. This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. Merger. This Agreement supersedes and merges all prior agreements, promises, representations, warranties, inducements and covenants and all understandings to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties’ complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. Third Party Beneficiaries/Parties in Interest. This Agreement has been and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. Relationship of the Parties. Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.