



Shaping the Future of Aerospace

Exhibitor Manual

AIAA Science and Technology Forum and
Exposition

5-9 January 2015
Gaylord Palms
Kissimmee, Florida

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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September 10, 2014

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 and Exposition**. 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 of the information your organization will need regarding the logistics of this event. Please take special note of the list of deadlines.

AIAA has launched a new web site. **The forms for Exhibitor Guide Listing and Exhibitor Badges are now online.** Please fill out those forms by the deadline listed on page 5 and submit. The form will be emailed directly to Jean Riley. **To be consistent we ask that you email your logo in .eps or .ai to Jean Riley to ensure we have the most updated version. Should we not receive your Exhibitor Guide Listing, we will use the information from the last guide in which your company appeared.**

A block of rooms has been reserved at the Gaylord Palms. You can book your room on line through our web site 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, the Networking Reception and Networking Luncheon will be located in the hall. Your exhibitor badge allows access to any event held in the Exposition Hall. You are allowed 4 exhibit badges per 10X10 booth. These badges do not allow access to the conference, but will allow access to any food function held in the Exposition Hall.

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,

Chris

Chris Grady
Exhibit Sales Manager
AIAA
chrisg@aiaa.org
703-264-7509

Jean

Jean Riley
Exhibit and Event Manager
AIAA
jeanr@aiaa.org
703-264-7553

IMPORTANT DEADLINES

SciTech 2015

Item	Deadline
Exhibit Guide Listing Form (on-line)	3 November 2014
Exhibit Booth Staff Badge Form (on-line)	5 December 2014
Decorator Non-Official Contractor	5 December 2014
Decorator Furniture Discount Deadline	19 December 2014
Decorator Freight Discount Deadline	19 December 2014

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 5 December 2014. 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 5 December 2014, 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 exposition hall at the Gaylord Palms is not carpeted.

Children

For safety reasons, no persons under the age of 18 are allowed in the exposition 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 exposition 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 16' 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 16'.

HANGING SIGNS

Hanging signs are permitted to a maximum height of 16' (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 16'.

Hanging Signs

Hanging signs are permitted to a maximum height of 16' (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 16 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 laborers 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

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 not 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.



4104 I.b. mcleod road
orlando, fl 32811
telephone (407) 422-3636
fax (407) 839-5929
www.arataexpo.com

Dear Exhibitor:

It is indeed a pleasure to provide the enclosed information for your exhibit participation in the AIAA SciTech 2015 scheduled for 6 - 8 January 2015 at the Gaylord Palms Resort in Kissimmee, Florida.

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 backwall draped in grey/white//white/grey. The 3' high siderail 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% SALES TAX TO THE TOTAL.

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

Sincerely,

Arata Expositions, Inc.

Enclosures



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929

SciTech 2015

SHOW FACTS

AIAA Sci Tech 2015
6– 8 January 2015
Gaylord Palms Resort

SHOW SCHEDULE

SET UP TIMES		
Sunday	4 January	0800 - 1700
Monday	5 January	0800 - 1700

SHOW HOURS		
Tuesday	6 January	0900 - 1230 (closed for lunch) 1400 - 1600 1830 - 2000 (reception)
Wednesday	7 January	0900 - 1600
Thursday	8 January	0900 - 1200

MOVE OUT TIMES		
Thursday	8 January	1200 - 2000

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.

HALL CARPET:

The exhibit hall is not carpeted. The aisle carpet will be Pepper Matrix.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive on or between
November 19- December 19, 2014)
Facility closed December 24,25,31 and January 1)

To: **(Name of Exhibitor and Booth Number)**
For: SciTech 2015
C/O: Arata Expositions, Inc.
4104 L.B. McLeod Road
Orlando, FL 32811

DIRECT SHOWSITE SHIPMENTS

January 3- 5, 2015 Only

To: **(Name of Exhibitor and Booth Number)**
For: SciTech 2015
c/o: Arata Expositions, Inc.
Gaylord Palms Resort
Halls C & D
3208 Gaylord Way
Kissimmee, FL 34746-4414



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

HELPFUL HINTS

SciTech 2015

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

PRIOR TO THE SHOW

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

SHOWSITE

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

OUTBOUND - MOVE OUT

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



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

HOW TO PLACE YOUR ORDER

SciTech 2015

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

FORMS TO ARATA EXPOSITIONS, INC.

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

Arata Expositions, Inc.
4104 L.B. McLeod Road
Orlando, Florida 32811
Phone (407) 422-3636
Fax (407) 839-5929

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.



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PAYMENT POLICY AGREEMENT

SciTech 2015

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

Arata Expositions, Inc. requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. Please contact our office for wire transfer information. A \$25.00 fee will be added to all wire transfers. All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

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

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

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

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

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

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

It is the responsibility of the exhibitor to advise the Arata Expositions, Inc. Service Desk immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE SHOW. Any credit card refunds must be resolved within 30 days.** If an exhibitor needs to change any charges from one credit card to another, a 3% service fee will be charged for the credit and a 3% service fee for the new charge.

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

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

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

Street Address

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

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

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



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CHARGE AUTHORIZATION SciTech 2015

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

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 _____

(This form must be signed and accompanied by your order)



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THIRD PARTY PAYMENT

SciTech 2015

Booth Number(s) _____

Name of Organization _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

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

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

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

Exhibitor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Exhibitor Signature _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

☐ American Express ☐ Visa

☐ MasterCard EXPIRATION DATE: ____/____/____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Number

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

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

Cardholders Signature _____

EXHIBITING COMPANY

Exhibiting Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Exhibitor Signature _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

☐ American Express ☐ Visa

☐ MasterCard EXPIRATION DATE: ____/____/____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Number

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

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

Cardholders Signature _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF December 2, 2014.



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

COST CALCULATION

SciTech 2015

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

COST CALCULATION WORKSHEET

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

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

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



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SHIPPING INFORMATION

SciTech 2015

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive on or between
November 19- December 19, 2014)
Facility closed December 24,25,31 and January 1)

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

To: **(Name of Exhibitor and Booth Number)**
For: SciTech 2015
C/O: Arata Expositions, Inc.
4104 L.B. McLeod Road
Orlando, FL 32811

DIRECT SHOWSITE SHIPMENTS

January 3 - 5, 2015 Only

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

To: **(Name of Exhibitor and Booth Number)**
For: SciTech 2015
c/o: Arata Expositions, Inc.
Gaylord Palms Resort
Halls C & D
3208 Gaylord Way
Kissimmee, FL 34746-4414

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

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Friday, December 19, 2014. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth by Sunday, January 4, 2015 at 8:00 AM.

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 Thursday, 8 January, 2015 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.



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SciTech 2015

SAFETY

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

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

SAFETY GUIDELINES:

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

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

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

THINK SAFETY ! ! !



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orlando, fl 32811
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MATERIAL HANDLING SCHEDULE

SciTech 2015

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

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

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

Crated Shipment	87.00 per CWT
Special Handling Shipment	108.75 per CWT

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

Crated Shipment	89.00 per CWT
Special Handling Shipment	111.25 per CWT
Uncrated/pad wrapped Shipment	133.50 per CWT

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

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

OVERTIME SURCHARGE:

Crated Shipment	21.75 per CWT
Special Handling Shipment	27.25 per CWT
Uncrated/pad wrapped Shipment	33.50 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER DECEMBER 19, 2014

Crated Shipment	21.75 per CWT
Special Handling Shipment	27.25 per CWT

SMALL PACKAGE SHIPMENTS (FEDEX & UPS only): Direct shipments to the facility will be received at a rate of \$45.00 per package. Small package shipments are defined as envelopes or small cartons with a combined weight not to exceed 40 pounds that are received at the same time, from the same carrier.

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

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

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



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SPECIAL HANDLING

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

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:

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

Stacked Shipments:

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

Constricted Space Unloading/Loading:

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

Designated Piece Unloading/Loading:

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

Mixed Loads:

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

Crated vs. Uncrated:

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

Multiple Shipments:

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

Alternate Delivery Location:

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

Carpet Only Shipments:

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

Improper Paperwork / No Documentation:

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

Improper Weight:

Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



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MATERIAL HANDLING CALCULATION

SCI TECH 2015

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

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	450 lbs (500) Divided by 100 =	5	x	\$87.00	=	\$435.00
Warehouse Crated			x	\$87.00	=	
Warehouse Special Handling			x	\$108.75	=	

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 forms for surcharges.

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	450 lbs (500) Divided by 100 =	5	x	\$89.00	=	\$445.00
Showsite Crated			x	\$89.00	=	
Showsite Special Handling			x	\$111.25	=	
Showsite Uncrated/Pad-Wrapped			x	\$133.50	=	

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

DESCRIPTIONS OF RATE CLASSIFICATIONS

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

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

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

Total Warehouse Shipments	\$
Total Showsite Shipments	\$
Material Handling Total	\$

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

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCI TECH 2015
c/o: arata expositions, inc.
4104 L.B. McLeod Road
Orlando, FL 32811

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 19, 2014
TO AVOID LATE FEES.

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2015
c/o: arata expositions, inc.
4104 L.B. McLeod Road
Orlando, FL 32811

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 19, 2014
TO AVOID LATE FEES.

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2015
c/o: arata expositions, inc.
4104 L.B. McLeod Road
Orlando, FL 32811

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 19, 2014
TO AVOID LATE FEES.

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCITECH 2015
c/o: arata expositions, inc.
4104 L.B. McLeod Road
Orlando, FL 32811

HOLD FOR STORAGE

DELIVER PRIOR TO DECEMBER 19, 2014
TO AVOID LATE FEES.

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCI TECH 2015
c/o arata expositions, inc.
Gaylord Palms Resort
Halls C & D
3208 Gaylord Way
Kissimmee, FL 34746-4414

SHOW SITE DELIVERY

Deliver on JANUARY 3 - 8, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCIT ECH 2015
c/o arata expositions, inc.
Gaylord Palms Resort
Halls C & D
3208 Gaylord Way
Kissimmee, FL 34746-4414

SHOW SITE DELIVERY

Deliver on JANUARY 3 - 8, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCI TECH 2015
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Gaylord Palms Resort
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SHOW SITE DELIVERY

Deliver on JANUARY 3 - 8, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

SCI TECH 2015
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Gaylord Palms Resort
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Kissimmee, FL 34746-4414

SHOW SITE DELIVERY

Deliver on JANUARY 3 - 8, 2015



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SciTech 2015

FREIGHT ROUTING

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

**Please return this form by:
December 19, 2014**

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

_____ warehouse _____ site

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

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:
Arata Expositions, Inc., 4104 LB McLeod Road, Orlando, FL 32811 phone (407) 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 _____ PREPAID ☐ Collect ☐
Approximate Number of Containers _____ Approximate Weight of Shipment _____
Description _____

(FOR SPLIT SHIPMENTS, USE SPACE BELOW)

Ship to _____
Company Name _____
Street Address _____ City _____ State _____ Zip _____
Carrier _____ PREPAID ☐ Collect ☐
Total Number of Containers _____ Total Weight of Shipment _____
Description _____

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

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

AUTHORIZED SIGNATURE _____ Title _____ Date _____



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SciTech 2015

MATERIAL HANDLING

LIMITS OF LIABILITY

(page 1 of 2)

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
 - The Exhibit Shipping Information & 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 HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**
5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.
6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.



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MATERIAL HANDLING

SciTech 2015

LIMITS OF LIABILITY

(page 2 of 2)

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



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www.arataexpo.com

TIPS FOR MATERIAL HANDLING

SciTech 2014

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.
2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (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!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
12-19-14	80 Lbs.	200 Lbs. Min.	\$87.00	\$174.00
12-19-14	50 Lbs.	200 Lbs. Min.	\$87.00	\$174.00
12-19-14	70 Lbs.	200 Lbs. Min.	\$87.00	\$174.00
	200 Lbs. Total		Total Material Handling Charges	\$522.00

THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
12-19-14	200 Lbs.	200 Lbs. Min.	\$87.00	\$174.00
	200 Lbs. Total		Total Material Handling Charges	\$174.00



Official Carrier For:

SciTech 2015

Services Offered

Next Day

Second Day

Deferred (3-5 day)

International Services

Same Day / Expedite Services

Van Lines

Customs Brokerage

Warehousing

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

T3 Logistics, LLC OFFICIAL SHOW CARRIER

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

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

Quote / Shipping Request

Shipper Contact

Phone # / Fax #

E-mail

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

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



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STANDARD BOOTH CARPET

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



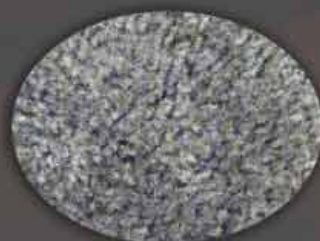
burgundy



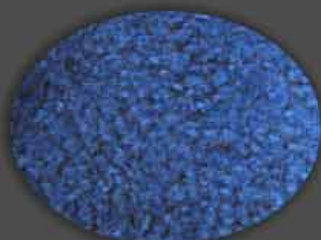
red



black



grey



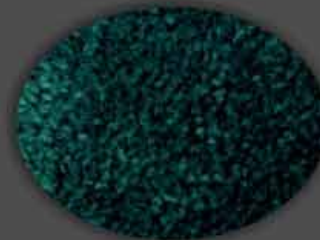
blue



purple



teal



hunter green

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SciTech 2015

STANDARD CARPET

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STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$178.00	\$231.40	\$
<input type="checkbox"/>	10' x 20' Carpet	\$356.00	\$462.80	\$
<input type="checkbox"/>	10' x 30' Carpet	\$534.00	\$694.20	\$
<input type="checkbox"/>	10' x 40' Carpet	\$712.00	\$925.60	\$

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

STANDARD SPECIAL CUT BOOTH CARPET

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

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ x \$4.05 per sq. ft	\$5.26 per sq. ft	=	\$ _____

STANDARD CARPET COLORS

(CHECK COLOR BELOW)

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

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

CARPET PADDING

	Discount Price	Standard Price	Extended Price
Single Padding _____ x _____ = _____ sq. ft. x	\$1.80 per sq. ft	\$2.34 per sq. ft	= \$ _____
Double Padding _____ x _____ = _____ sq. ft. x	\$3.60 per sq. ft	\$4.68 per sq. ft	= \$ _____

VISQUEEN

	Discount Price	Standard Price	Extended Price
_____ x _____ = _____ sq. ft. x	\$.95 per sq. ft	\$1.24 per sq. ft	= \$ _____

Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

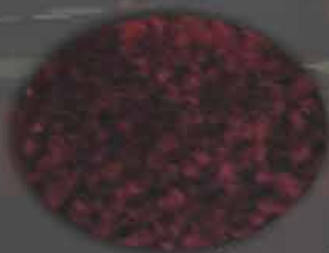
All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total	
7% Tax	
Total	

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

CUSTOM PLUSH CARPET

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



burgundy



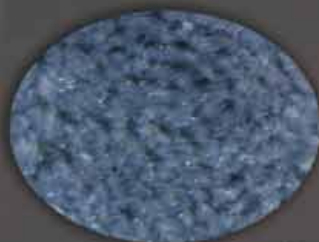
red



ice



silver cloud



new blue



navy



black



charcoal



beige



emerald

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PLUSH CARPET

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PLUSH CARPET

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

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft **Discount Price** **Standard Price** **Extended Price**

_____ x \$5.00 per sq. ft \$6.50 per sq. ft = \$_____

PLUSH CARPET COLORS

(CHECK COLOR BELOW)

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

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

**Purchase only @ \$6.50 per sq. ft discount or \$8.45 standard price.

CARPET PADDING

				Discount Price	Standard Price	Extended Price
Single Padding	_____ x _____ = _____ sq. ft.	x		\$1.80 per sq. ft	\$2.34 per sq. ft	= \$ _____
Double Padding	_____ x _____ = _____ sq. ft.	x		\$3.60 per sq. ft	\$4.68 per sq. ft	= \$ _____

Discount Deadline: December 19, 2014 (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	
7% Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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BOOTH CLEANING

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

BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

Discount Price Standard Price Extended Price

Pre Show Cleaning _____ x _____ = _____ sq. ft. x \$.45 per sq. ft \$.54 per sq. ft = \$ _____

Daily Booth Cleaning _____ x _____ = _____ sq. ft. x \$ 1.35 per sq. ft \$1.62 per sq. ft = \$ _____

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

PORTER SERVICE

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

Cost per Day Number of Show Days Extended Price

Up to 500 square feet \$110.00 x _____ = _____

501 to 1000 square feet \$120.00 x _____ = _____

1001 to 2500 square feet \$130.00 x _____ = _____

Greater than 2500 square feet \$140.00 x _____ = _____

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

Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

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

Cleaning Total	
7% Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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ECONOMY PACKAGES

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

EXHIBITOR ECONOMY PACKAGE OPTION 1

10 x 10 BOOTHS ONLY

- 1 - 6' x 24" x 30" high draped display table (check drape color below)
☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver
- 2 - Padded side chairs
- 1 - Wastebasket
- 1- 10' x 10' carpet
☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

Cost: \$384.40

NO SUBSTITUTIONS.

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

Option 1 Total	
7% Tax	
Total	

EXHIBITOR ECONOMY PACKAGE OPTION 2

10 x 10 BOOTHS ONLY

- 1 - 6' x 24" x 42" high draped display table (check drape color below)
☐ Black ☐ White ☐ Blue ☐ Red ☐ Teal ☐ Burgundy ☐ Silver
- 2 - Counter Stools
- 1 - Wastebasket
- 1- 10' x 10' carpet
☐ Black ☐ Grey ☐ Red ☐ Blue ☐ Hunter Green ☐ Burgundy ☐ Purple ☐ Teal

Cost: \$445.20

NO SUBSTITUTIONS.

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

Option 2 Total	
7% Tax	
Total	

This form must be completed and returned by **December 19, 2014** in order to receive the EXHIBITOR ECONOMY PACKAGES.

After the deadline, all furnishings will be available at the published show rates.

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

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



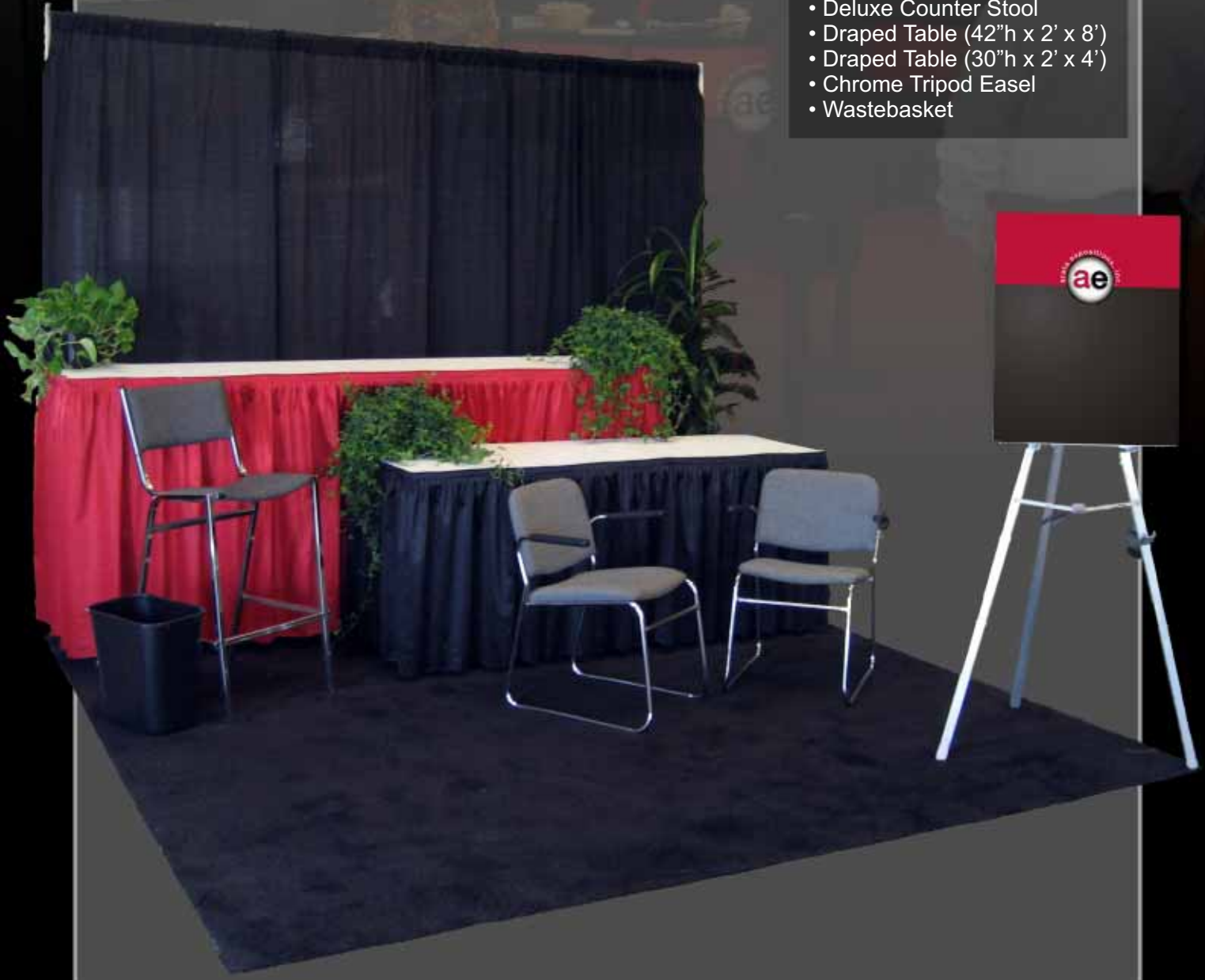
excellence in expositions

STANDARD BOOTH FURNISHINGS

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

SHOWN:

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



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FURNITURE

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CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$87.00	\$113.10	\$
	Side Chair	\$68.00	\$88.40	\$
	Counter Stool	\$92.00	\$119.60	\$
ACCESSORIES				
	Wastebasket	\$25.50	\$33.15	\$
	Literature Rack	\$145.00	\$188.50	\$
	Bag Holder	\$95.00	\$123.50	\$
	Easel (Tripod)	\$52.00	\$67.60	\$
	Chrome Sign Holder (22" x 28")	\$97.00	\$126.10	\$
	Fishbowl	\$35.00	\$45.50	\$
	Posterboard, 4' x 8', Vertical	\$145.00	\$188.50	\$
	Posterboard, 4' x 8', Horizontal	\$145.00	\$188.50	\$
	Tensa Barriers	\$40.00	\$52.00	\$
	Credenza (18"d x 36"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$280.00	\$420.00	\$
	Pedestal (18"d x 18"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$245.00	\$367.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$15.00	\$19.50	\$
	3' High (per lin. foot) (\$55 min)	\$11.00	\$14.30	\$
	Special Skirting (per lin. foot)	\$6.50	\$8.45	\$
	8' High End Cap / Close Off	\$55.00	\$71.50	\$

(CHECK COLOR BELOW)

- | | | | |
|-------------------------------|---------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Blue | <input type="checkbox"/> Teal | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Black |
| <input type="checkbox"/> Red | <input type="checkbox"/> Silver | <input type="checkbox"/> Purple | <input type="checkbox"/> White |

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

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

Furniture Total	
7% Tax	
Total	

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



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DISPLAY TABLES

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DRAPED DISPLAY TABLES 30" HIGH					
Qty.	Description	Discount Price	Standard Price	Extended Price	
	2' x 4' x 30"	\$113.00	\$146.90	\$	
	2' x 6' x 30"	\$141.00	\$183.30	\$	
	2' x 8' x 30"	\$169.00	\$219.70	\$	
	4th Side Drapes for 30" Tables	\$52.00	\$67.60	\$	
DRAPED DISPLAY TABLES 42" HIGH					
	2' x 4' x 42"	\$141.00	\$183.30	\$	
	2' x 6' x 42"	\$169.00	\$219.70	\$	
	2' x 8' x 42"	\$197.00	\$256.10	\$	
	4th Side Drapes for 42" Tables	\$57.50	\$74.75	\$	
(CHECK COLOR BELOW)					
<div><div><input type="checkbox"/> Black <input type="checkbox"/> White</div><div><input type="checkbox"/> Blue <input type="checkbox"/> Red</div><div><input type="checkbox"/> Burgundy <input type="checkbox"/> Teal</div><div><input type="checkbox"/> Silver <input type="checkbox"/> Gold</div></div> <p>If item colors are not selected in advance, AEI will do so at no risk.</p>					
UNDRAPED DISPLAY TABLES 30" HIGH					
	2' x 4' x 30"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	\$75.00	\$97.50	\$
	2' x 6' x 30"		\$85.00	\$110.50	\$
	2' x 8' x 30"		\$100.00	\$130.00	\$
UNDRAPED DISPLAY TABLES 42" HIGH					
	2' x 4' x 42"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	\$100.00	\$130.00	\$
	2' x 6' x 42"		\$115.00	\$149.50	\$
	2' x 8' x 42"		\$130.00	\$169.00	\$
DRAPED TABLE RISERS 12" HIGH					
	4 ft. Riser (white vinyl)	\$57.50	\$74.75	\$	
	6 ft. Riser (white vinyl)	\$77.00	\$100.10	\$	

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Display Tables Total	
7% Tax	
Total	

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

custom furniture



PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



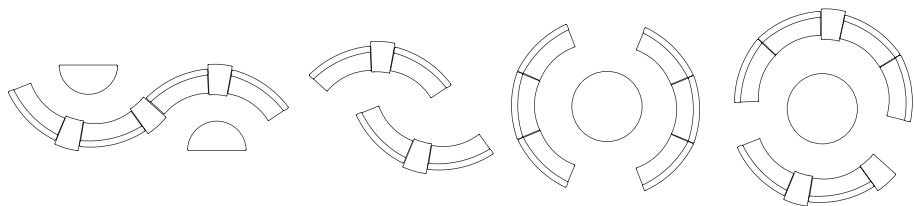
OTS

SO1



SO2

Suggested Uses of South Beach



MARRAKESH



CHN



SON

LISBON



CHC



LSC



SOC

MEMPHIS



MPC



MPS

NEWPORT



SED



COD

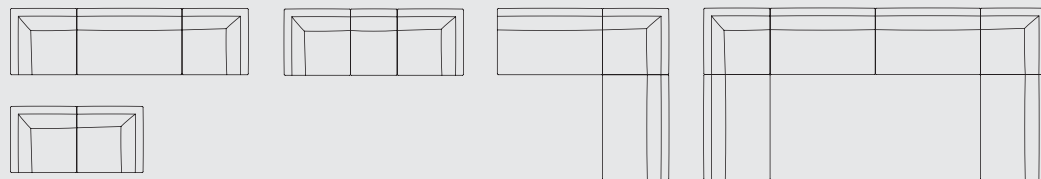


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



SO1



SOC



SON



SOM



MPS



SED



SO2

LOVESEATS



LSD



LSM



LSC

SOFAS & SECTIONALS

SFA003 Roma

White Vinyl
78"L 31"D 33"H

SFA001 Mirabel

Brown Leather
76"L 35"D 32"H

SFA002 Allegro

Blue Fabric
73"L 34.5"D 30"H

SO1 South Beach Sofa

Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa

Black Leather
88"L 36"D 34"H

SON Marrakesh Sofa

Light Beige
83"L 36"D 33"H

SOM Key West Sofa

Black
85"L 35"D 33"H

MPS Memphis Sofa

(Mini Size)
Black
55"L 31"D 28"H

SED Newport 3 pc.

Sectional
Charcoal Leather
113"L 34"D 33"H

SO2 South Beach 3 pc.

Sectional Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSD Newport Loveseat

Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat

Black
57"L 35"D 33"H

LSC Lisbon Loveseat

Black Leather
64"L 36"D 34"H

CLUB CHAIRS



CHR003



CHR001



CHR002



CHC



CHN



OCB



MPC



CHD



COD

OCCASIONAL CHAIRS



CH001



CCE



OCA



OCH



BCW



OCU

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

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

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

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

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

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

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

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

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

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

OCCASIONAL CHAIRS

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

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

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

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

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

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

MEETING CHAIRS

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

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

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



VIB08



PUZ2SW



OTS



OTQ



OTN



OTP



OTM



OTK



OTL



CCZ



CCB



CCW



OTH



OSC



CUBL20



SAL

OTTOMANS

Vibe Cube Ottoman

Waterproof

18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

VIB08 Orange Vinyl

PUZ2SW Puzzle

Bench Ottoman

White

48"L 24"D 18"H

OTS South Beach

Ottoman

Wedge, Platinum Suede

25"L 31"D 18"H

OTQ Square Ottoman

White Leather

40"L 40"D 17"H

OTN Bench Ottoman

White Leather

24"L 60"D 17"H

OTP Square Ottoman

Black Leather

40"L 40"D 17"H

OTM Bench Ottoman

Black Leather

24"L 60"D 17"H

OTK Half Round

Ottoman

Black Leather

6'L 3'D 17"H

OTL Half Round

Ottoman

White Leather

6'L 3'D 17"H

CCZ Circle Ottoman

Black, White Leather

6'L 6'D 17"H

CCB Circle Ottoman

Black Leather

6'L 6'D 17"H

CCW Circle Ottoman

White Leather

6'L 6'D 17"H

OTH Milano Cube

Black Leather

17"L 17"D 18"H

OSC Milano Cube

White Leather

17"L 17"D 18"H

CUBL20 Edge

Lighted Cube Ottoman

White Plastic

20"L 20"D 20"H

SAL Sally Stool

White

12" Round 17"H

GROUP SEATING



SCE



SC10



SC9



SC1



SC8



SCC



SCF



SCD



SC4



SC2



SC3



SC5



CO4



XC3



XC6



CS5



CS8



CS9

GROUP SEATING

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

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

SC9 Pantan Chair
White
20"L 24"D 33"H

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



CDYTB



EOLi



E1E



E1D



E1K



E1F



E1C



E1W



E1Y



CUBTBL

OCCASIONAL COCKTAIL TABLES

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

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

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

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

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

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

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

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

OCCASIONAL END TABLES

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

EOLi Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

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

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

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

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

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

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

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

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



8'-CB3



6'-CD2



8'-CD3



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



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



CC5



Graphite-CB1
Granite-CT42GR



CD1

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CT42GR Table
Granite
42" Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS



G30CWW

TABLE TOP OPTIONS



MAPLE



WHITE

EXECUTIVE CHAIRS

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

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

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

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

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

BAR TABLES

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

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

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

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

CAFÉ TABLES

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

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

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

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

COCKTAIL TABLES

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

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

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

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

BARSTOOLS



BS001



BS002



BS003



BSN



BS1



BS2



BS3



BST



BSS



BCE



BSD



BSC



BSL

BARSTOOLS

BS001 Shark Swivel Barstool

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

BS002 Zoey Swivel Barstool

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

BS003 Zoey Swivel Barstool

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

BSN Jetson Barstool

Black
18"L 19"D 29"H

BS1 Ohio Barstool

Red, Chrome
18" Round 31"H
Adjustable

BS2 Ohio Barstool

Black, Chrome
18" Round 31"H
Adjustable

BS3 Ohio Barstool

Grey, Chrome
18" Round 31"H
Adjustable

BST Banana Barstool

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

BSS Banana Barstool

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

BCE Ice Barstool

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

BSD Oslo Barstool

Blue
17"L 20"D 30"H

BSC Oslo Barstool

White
17"L 20"D 30"H

BSL Gin Barstool

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

BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base

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

Standard Black Base

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

Tulip Chrome Base

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

Tulip Chrome Base

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

CAFÉ TABLES



SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTF Metallic Silver Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTM Grey Nebula Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTF Metallic Silver Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTM Grey Nebula Top

TRAINING ROOM



PO1



CP5



PO3



WD2

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

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

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

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

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

BOOKCASES & PRODUCT DISPLAYS

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

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

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

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

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

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

UTILITY CHAIRS

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

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

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

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

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

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

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

FILES

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

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

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

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

FRIDGES

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

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

MOBILE TABLET STANDS



LAMPS



LIGHTED PRODUCTS



MOBILE TABLET STANDS

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

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

MOBILE TABLET STAND ACCESSORIES

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

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

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

LAMPS

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

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

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

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

LIGHTED PRODUCTS

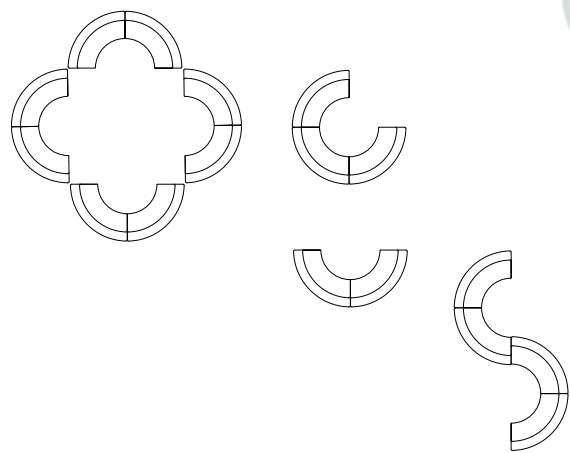
**CUBL20 Edge
Lighted Cube Ottoman**
White Plastic
20"L 20"D 20"H

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

BARS



Suggested Uses of Martini Bar



BARS

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

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

trade shows

sales meetings

corporate events

conventions

excellence in expositions



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



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CUSTOM FURNITURE

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

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

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



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

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

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

arata expositions, inc.
4104 l.b. mcleod road
orlando, fl 32811
phone: (407) 422-3636
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www.arataexpo.com



CUSTOM FURNITURE

SciTech 2015

(page 3 of 4)

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

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

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



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SciTech 2014

CUSTOM FURNITURE

(page 4 of 4)

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

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

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

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

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

A delivery fee of \$50.00 will be added to each order.

Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Custom Furniture Total	
Add 30% after 12/19/14	
7% Tax	
Delivery Fee	50.00
Total	

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



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SciTech 2015

RENTAL BOOTHS

(page 1 of 4)

A

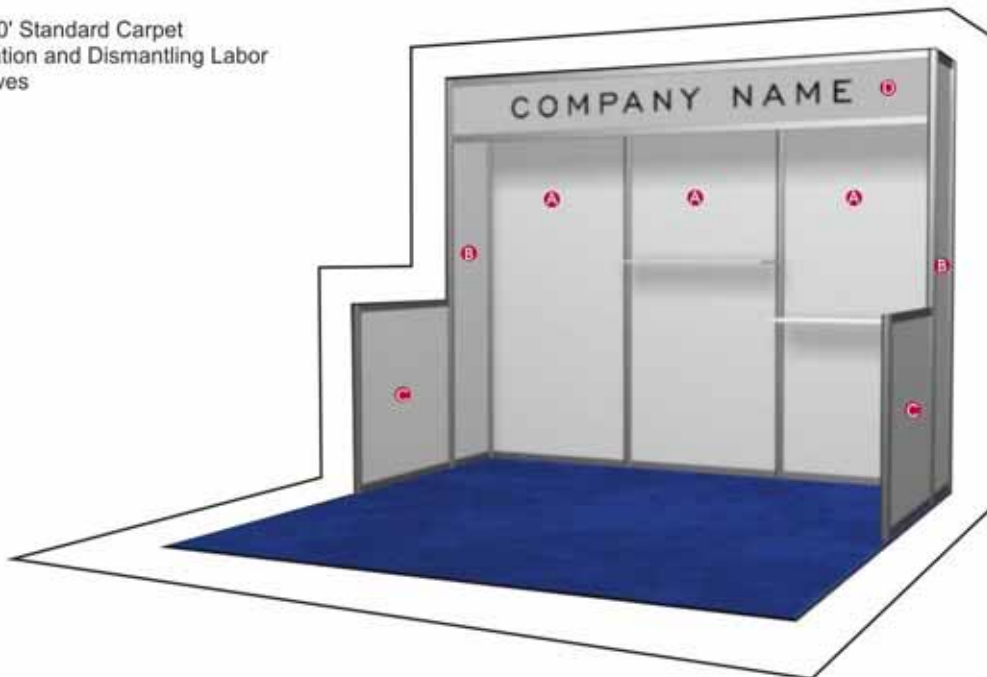
PACKAGE

\$ 2,240.00

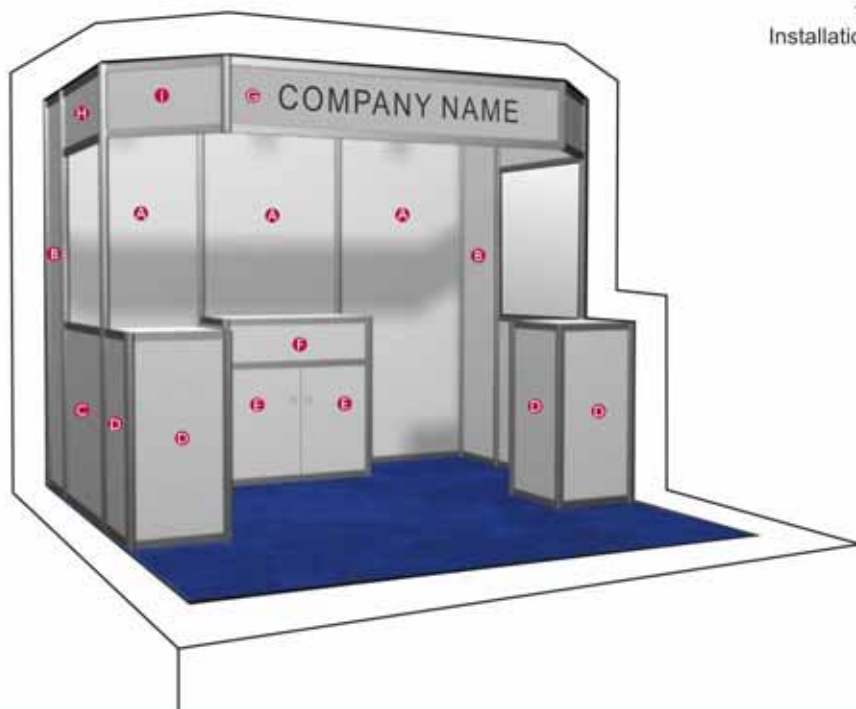
Actual Panel Sizes:

- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Header:
- Ⓔ 1 - 116.875" x 11.875"

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



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



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

B

PACKAGE

\$ 2,860.00

Actual Panel Sizes:

- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Ⓓ 10 - 18.5" x 38.875"
- Ⓔ 2 - 20" x 27.5" (doors)
- Ⓕ 1 - 38.125" x 9.25"
- Header:
- Ⓖ 1 - 77.625" x 11.875"
- Ⓗ 2 - 38.125" x 11.875"
- Ⓘ 2 - 26.625" x 11.875"

Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

Please add 7% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

ORDER EARLY



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RENTAL BOOTHS

SciTech 2015

(page 2 of 4)

C

PACKAGE

\$ 5,330.00

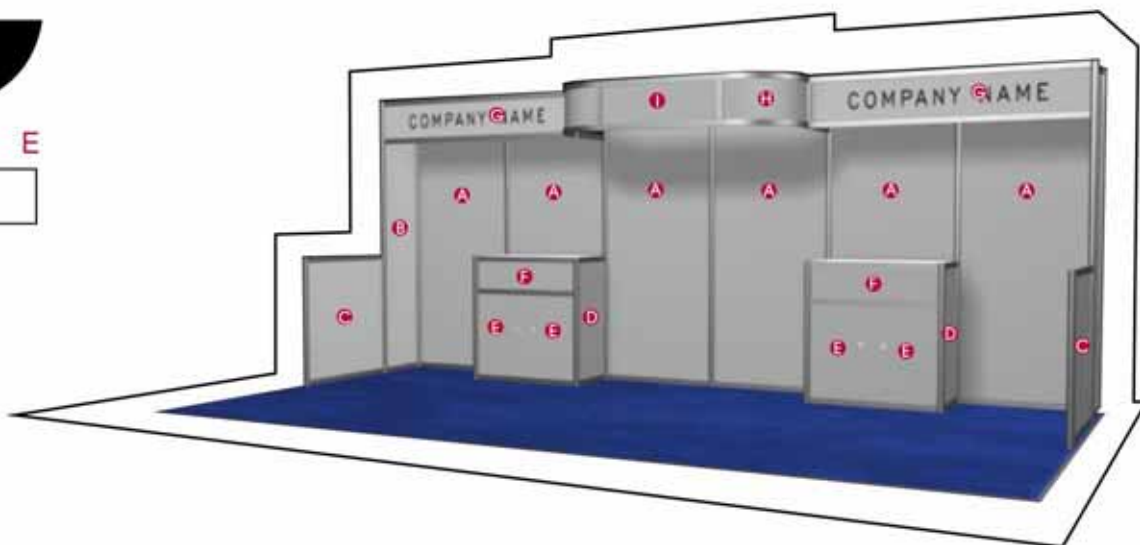
Actual Panel Sizes:

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

Header:

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

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



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

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



D

PACKAGE

\$ 6,100.00

Actual Panel Sizes:

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

Header:

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

Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

Please add 7% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

ORDER EARLY



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SciTech 2015

RENTAL BOOTHS

(page 3 of 4)

E PACKAGE

\$ 9,350.00

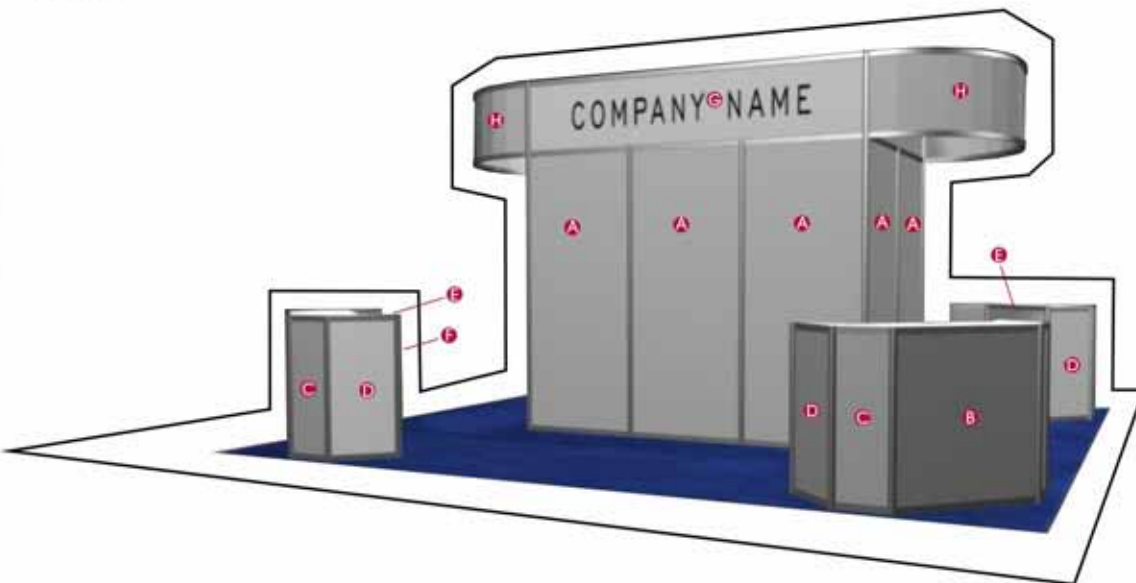
Actual Panel Sizes:

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

Header:

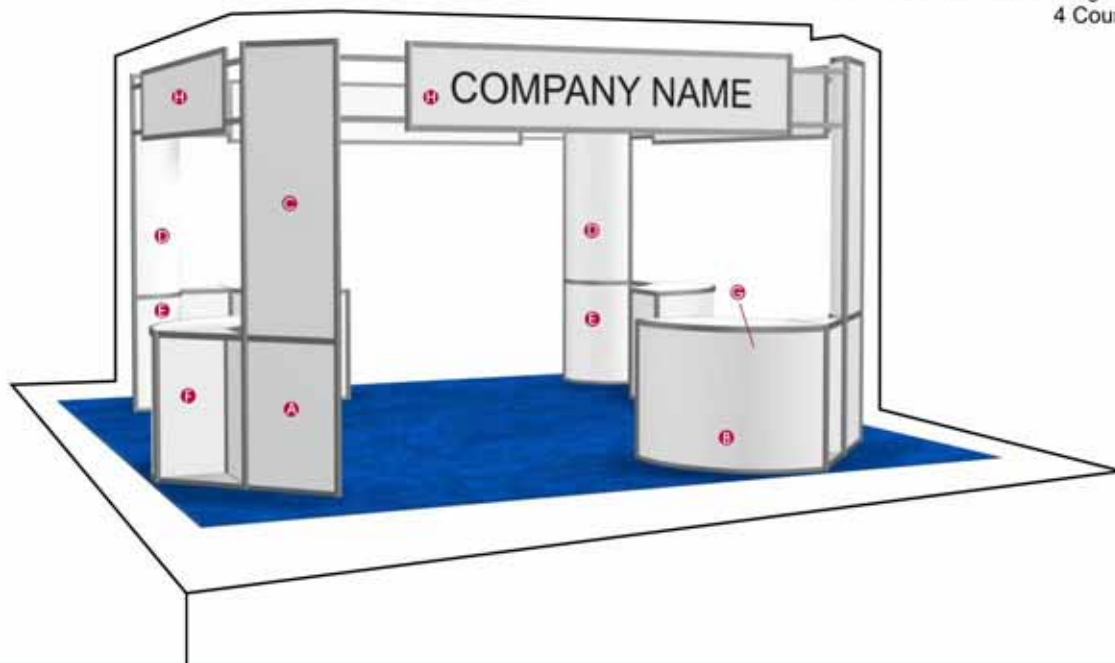
- G 2 - 116.875" x 20.875"
- H 2 - 86.25" x 20.875"

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



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

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



F PACKAGE

\$ 10,075.00

Actual Panel Sizes:

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

Header:

- H 4 - 116.875" x 20.875"

Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

Please add 7% tax. Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

ORDER EARLY



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SciTech 2015

RENTAL BOOTHS

(page 4 of 4)

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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 ☐

Header Copy = **BLACK BOLD LETTERS**

Select Panel Color:

Black ☐ White ☐

Please contact us for additional information and pricing on:

Color Changes ☐ Logos ☐ Velcro Panels ☐ Custom Designs ☐ Custom Graphics ☐

Other: _____

RENTAL PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

Credenza

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

Qty _____ \$ _____
(total)



Pedestal

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

Qty _____ \$ _____
(total)



Shelves

12" x 36"
\$44.00 each

Qty _____ \$ _____
(total)



Clip-On Lights**

\$28.00 each

Qty _____ \$ _____
(total)



Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Rental Package Total	
Accessories Total	
Add 50% after 12/19/14	
7% Sales Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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DISPLAY CASES

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FULL VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Long Full View Display Case	\$595.00	\$773.50	\$
	5' Long Full View Display Case	\$595.00	\$773.50	\$
	4' Long Full View Display Case	\$595.00	\$773.50	\$



HALF VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Long Half View Display Case	\$595.00	\$773.50	\$
	5' Long Half View Display Case	\$595.00	\$773.50	\$
	4' Long Half View Display Case	\$595.00	\$773.50	\$



QUARTER VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Long Quarter View Display Case	\$595.00	\$773.50	\$
	5' Long Quarter View Display Case	\$595.00	\$773.50	\$
	4' Long Quarter View Display Case	\$595.00	\$773.50	\$



CORNER DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	5' Wide Corner Display Case	\$595.00	\$773.50	\$



VERTICAL DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	7' High Vertical Display Case	\$625.00	\$812.50	\$

Discount Deadline: December 19, 2014 (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.

Display Case Total	
7% Tax	
Total	

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

Street Address

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

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

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



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SciTech 2015

SPECIAL SIGNS

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

CUSTOM SIGNS/SERVICES

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

DIGITAL SHOWCARD SIGNS (10 words or less)

Qty.	Size	Discount Price	Extended Price
	7" x 11"	\$43.00	\$
	7" x 44"	\$48.00	\$
	11" x 14"	\$55.00	\$
	14" x 22"	\$63.00	\$
	22" x 28"	\$81.00	\$
	28" x 44"	\$123.00	\$
	40" x 60"	Quoted	\$
	Easel back	\$8.00	\$

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

FILE PREPARATION

FILE TYPES

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

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

FONTS

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

PROOFING

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

FTP INSTRUCTIONS

Using Internet Explorer or FTP Client:

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

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

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

Discount Deadline: December 19, 2014 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
Add 100% after 12/19/14	
7% Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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fax: (407) 839-5929
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SciTech 2015

MECHANICAL LIFTS

OPERATION OF ALL MECHANICAL LIFTS

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



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

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

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

Thank you for your cooperation.



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SciTech 2015

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.

Discount rate applies to orders received by December 19, 2014. 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)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00 AM TO 4:30 PM WEEKDAYS	\$ 89.50 PER MAN PER HOUR	\$ 116.35 PER MAN PER HOUR
OVERTIME: AFTER 4:30 PM - 8:00 AM WEEKDAYS AND ALL DAY WEEKENDS	\$ 147.50 PER MAN PER HOUR	\$ 191.75 PER MAN PER HOUR

INSTALLATION OF DISPLAY:

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

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

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

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

Supervisor's Name: _____ Telephone Number: _____

DISMANTLING OF DISPLAY:

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

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

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

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

Supervisor's Name: _____ Telephone Number: _____

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



arata expositions, inc.
4104 l.b.mcleod road
orlando, fl 32811
phone: (407) 422-3636
fax: (407) 839-5929
www.arataexpo.com

AEI SUPERVISED LABOR

SciTech 2015

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

INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse ____ Showsite ____ Date Shipped _____ Date to arrive _____

Carrier _____ Shipped from: City/State _____

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

SET UP INFORMATION

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

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

Special Electrical Instructions: _____

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

Special set up or dismantle instructions: _____

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

Special instructions for graphics: _____

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to:

Carrier: _____

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

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

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

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

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



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UNION RULES

LOCAL DECORATOR UNION (DECORATOR)

Local Unions have the jurisdiction for the erection, cleanup, dismantling, repair and building of all exhibits. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting/hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging/mounting all electrical fixtures as long as they are part of the exhibit and not just rented for the immediate show.

An exhibitor is permitted to work with a union installer on a one-to-one basis provided that person is a permanent employee of the exhibiting firm. This rule does not mean casual workers or a worker hired from an employment agency or a non-union display or decorating company.

TEAMSTERS (MATERIAL HANDLING CONTRACTORS)

The teamsters are responsible for the loading/unloading of all trucks or trailers of common/contract carriers, as well as the handling of empty crates and the operations of fork lift trucks. They also have jurisdiction of the loading/unloading of individual company vehicles, other than the companies covered by the Sign, Scene, and Pictorial Painters local union.

UNION RULES GOVERNING CARTAGE (MATERIAL HANDLING)

An exhibitor may transport, across the exhibit floor, any amount that can be hand carried in ONE TRIP. Exhibitors MAY NOT USE their own hand trucks, pallet jacks, wagons nor any other wheeled device to transport their own exhibit materials across the exhibit floor. Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. The rules are uniform for all exhibit facilities in Florida. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.

RIGGERS (*HEAVY MACHINERY SHOWS ONLY*)

The riggers have the responsibility for unloading, uncrating, unskidding, leveling, cleaning, assembly of heavy machinery/equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

ELECTRICIANS

The Electrical Union is responsible for supplying all feed wiring and electrical conductors to each exhibit, except where this service is provided by the building owner. This union will also be responsible for all other electrical work on exhibits that cannot be done by the exhibitor in a total time of 15 minutes.

SERVICE CONTRACTOR POLICY EXPRESSLY FORBIDS TIPPING
PLEASE DO NOT TIP



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4104 l.b.mcleod road
orlando, fl 32811
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EXHIBITOR APPOINTED CONTRACTOR

SciTech 2015

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

DEADLINE:

Friday, December 5, 2014

RETURN TO:

Arata Expositions, Inc.
4104 L.B. Mc Leod Road
Orlando, FL 32811
Fax: (407) 839-5929

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 December 5 2014. 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 Florida must be provided with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., AIAA, and the Gaylord Palms Resort as additional insured.

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

The Exhibitor Appointed Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of \$0.25 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to its initial condition.

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

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



Greetings Exhibitors,

We're proud to have been selected by SciTech 2015 as the host facility for your upcoming trade show, held January 6-8, 2015.

In 2007, Gaylord Palms Resort was named a **Certified Green Lodging facility** by the state of Florida. In addition, we have launched a new ongoing initiative, called "GET Green" to identify and spearhead ways to lessen our environmental impact.

As part of this program, we measure energy consumption, water use and waste, setting targets for continuous reductions in these areas. We invite you to join us in protecting the environment by utilizing the programs in place.

During your trade show, you will have opportunities to help with the following:

- ♻ Cardboard recycling
- ♻ Paper recycling
- ♻ Plastic recycling
- ♻ Towel & linen reuse program in guest rooms
- ♻ Surplus "show floor" donations to local charities

For more information about these exhibitor-specific programs, please contact your Gaylord Palms Exhibit Hall Floor Manager, by calling 407-586-2288. For details about Gaylord Palms' "Eco-Logical" programs, please visit www.gaylordhotels.com/getgreen.

Conveniently stay connected to the dining options and amenities available during your trade show at Gaylord Palms with our iPhone app, available for download at www.gaylordhotels.com.

Sincerely,

Ingrid Martinez
Exhibit Hall Floor Manager
Gaylord Palms Resort & Convention Center



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord Palms Resort & Convention Center
Attn: Exhibit Service Representative
3208 Gaylord Way, Kissimmee, Florida 34746
407-586-2288 Fax 407- 586-2279
GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE – December 20, 2014

- ❖ A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. Checks and cash are not accepted. All pricing is subject to change without notice.
- ❖ The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- ❖ In accordance with the Osceola County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- ❖ The Gaylord Palms Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- ❖ Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.
- ❖ Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- ❖ Stick-on decals (except name tags) may not be distributed or used in the convention center.
- ❖ Holes may not be drilled or punched into any surface in the convention center.
- ❖ The painting of exhibits or signs is not allowed inside the convention center.
- ❖ Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any painted surface in the convention center.
- ❖ Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- ❖ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. All tape is to be removed from the floor at the end of the event.
- ❖ The hotel reserves the right to purchase, prepare and provide all food and beverage items.
- ❖ Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Osceola County Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- ❖ The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- ❖ Vehicles that are used as part of a display should have no more than a ¼ tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- ❖ Multi-level exhibit booths or any covered exhibit booths over 300 sq ft must be protected by an automatic extinguishing system. In accordance with the Life Safety Code subject to the approval of the Fire Marshall, booth may be attended and protected by Osceola County Emergency Services Fire Watch Personnel in lieu of automatic sprinkler requirements. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Two sets of drawings, signed and sealed by a licensed engineer must be submitted for approval. Cost of fire watch personnel is determined by Osceola County Fire and Rescue. Contact the Fire Marshall's office for more information at 407-742-6200 or visit: <http://www.osceola.org/index.cfm?IsFuses=Department/FireMarshal/36748>.
- ❖ Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Osceola County Fire and Rescue Services.
- ❖ **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord Palms Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact FED EX. The Official Service Contractor material handling includes unloading your exhibit material, storage up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and the removing of material from the booth for reloading onto outbound carriers. Please call your Official Service Contractor with any shipping questions.
- ❖ FED EX provides Executive Shipping Solutions and can be contacted at 407.586.2599.
- ❖ **GUIDELINES FOR ALL CARPETED AREAS**
- ❖ The following policy and procedure will be in effect for all areas of the hotel with existing carpet.
- ❖ Gaylord Palms Resort does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- ❖ It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- ❖ Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- ❖ All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- ❖ Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and



CREDIT CARD AUTHORIZATION FORM
Fax or Mail to: Gaylord Palms Resort & Convention Center
Attn: Exhibit Service Representative
3208 Gaylord Way, Kissimmee, Florida 34746
407-586-2288 Fax 407-586-2279
GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - December 20, 2014

Event Name: SciTech 2015 Event Dates: January 6-8, 2015
Company Name: _____ Booth Number: _____
Contact Name: _____ Contact Number: _____

I certify that all information is complete and accurate. I hereby authorize Gaylord Palms Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed below.

Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS/CB, JCB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. **Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.**

I further authorize the following named person(s) to use the below listed credit card to pay of any additional services either in advance or on-site.

Print Name:	Signature:
_____	_____
_____	_____
_____	_____
_____	_____

RATE INFORMATION AND APPROVED CHARGES - Required

☐ All Charges ☐ Network/Telecommunications ☐ Electrical/Utility Services (labor and materials) ☐ Food and Beverage ☐ Security Services ☐ Floral

CARDHOLDER INFORMATION – Required

☐ Amex ☐ Visa ☐ MasterCard ☐ Discover ☐ Diners/CB ☐ JCB

Name as it appears on the credit/debit card: _____

Issuing Bank: _____ Phone: _____

Credit Card Number: _____ Exp. Date: _____

Address (statement): _____

City, State, Zip _____

Phone Number: _____ Fax or Alternative Number: _____

Email Address for Receipt: _____

Cardholders Name (printed): _____

Cardholder Signature: _____ Date: _____



ELECTRICAL/UTILITY SERVICES

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2288 Fax 407-586-2279
 GPExhibits@gaylordhotels.com
ADVANCE PRICE DEADLINE - December 20, 2014

Event Name: SciTech 2015 Event Dates: January 6-8, 2015

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Ordering Instructions

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. **Checks and cash are not accepted.**
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
- All equipment and services are subject to a 7% sales tax.

SCALED FLOOR PLANS - A scaled floor plan must accompany orders showing requested location of electrical source. If a drawing is not provided, Gaylord Palms Resort & Convention Center will install the service in the most convenient location and charges will apply for relocation.

Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. All power provided is 24 hour. For your convenience, the Gaylord Palms Resort & Convention Center will staff a service desk during exhibitor set-up.

WATER AND DRAINAGE - Water - Hotel supplies 1/2" male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. **Drainage** - Depending on location of exhibit, a pump may be required at an additional cost.

EQUIPMENT - All equipment must be properly tagged or marked with complete information as the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

All material and equipment provided by Gaylord Palms Resort & Convention Center shall remain the property of the hotel and shall be removed only by the hotel at the close of the show.

The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical department.

The use of open clip sockets, latex, or lamp cord wire, unapproved multiplex attachment plugs is not permitted.

Permanent building electrical outlets are not part of the booth space and may not be used as part of the exhibitor's electrical order.

All exhibitors' 120-volt cords must be of the 3 wire, grounded type.

ELECTRICAL LABOR

Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

The Hotel will charge time and materials for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth.

LABOR RATES:

Mon - Fri: 8:00a.m. To 5:00p.m. \$90.00
 Mon - Fri: 5:00p.m. To 8:00a.m. \$140.00
 Sat, Sun and all recognized holidays \$140.00

Labor will be billed at the end of the show.

ELECTRICAL CONNECTIONS

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth for in-line booths. Power for island booths will come from the ceiling or floor, in the most convenient manner.

Each outlet is considered one actual plug in.

*** All equipment utilizing nominal 208 voltages must have appropriate male plug. Please list (NEMA) No.**

NOTE: Labor and materials will be billed at the end of the show. All pricing is subject to change without notice.

Charges: \$ _____
 Subtotal: \$ _____
 7% Tax: \$ _____
TOTAL: \$ _____

VOLTS	MAX WATTS	AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	4	Single	\$175.00	\$251.00		\$
120	1,000	8	Single	\$205.00	\$293.00		\$
120	1,500	12	Single	\$241.00	\$345.00		\$
120	2,000	20	Single	\$285.00	\$408.00		\$
*208	3,300	20	Single	\$338.00	\$481.00		\$
*208	5,700	20	Three	\$482.00	\$689.00		\$
*208	5,000	30	Single	\$456.00	\$652.00		\$
*208	8,600	30	Three	\$678.00	\$968.00		\$
*208	9,900	60	Single	\$963.00	\$1,374.00		\$
*208	17,000	60	Three	\$1,389.00	\$1,984.00		\$
Compressed Air (Hotel supplies 1/2" D quick release female connection CFM required. Labor included.)					\$185.00		\$
Water (Per hook-up. Labor included. Not available in Ballrooms)					\$185.00		\$
Drainage (Available depending on location of exhibit. Labor included. Not available in Ballrooms)					\$185.00		\$
One-Time Fill & Drain (up to 100 gallons, labor included)					\$125.00		
Cable Television (Labor included)					\$210.00		\$
1 Outlet Extension-cord					\$25.00		\$
6 Outlet Multi-strip					\$15.00		\$
6 Outlet European Multi-strip					\$28.00		\$
120V to 220V Transformer (For European power)					\$150.00		\$

Office Use Only

ELO: _____

AUTH: _____

Gaylord Palms Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- ❖ Installation of telephone, telecommunications, network and cabling services within the Gaylord Palms Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- ❖ All prices are for rental of services only. Material and equipment furnished by the Gaylord Palms Resort and Convention Center for telecommunication services shall remain the property of the Gaylord Palms Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Palms Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$600.00 charge for lost or damaged Polycom device, a \$150.00 charge for lost or damaged telephone sets and a \$500.00 charge for lost or damaged network equipment. The Gaylord Palms Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- ❖ Under no circumstances shall anyone other than the Gaylord Palms Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Palms Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- ❖ Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord Palms Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- ❖ All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- ❖ Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Palms Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- ❖ Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$105.00/hour (advanced -- scheduled) and \$160.00/hour (standard -- non-scheduled).
- ❖ Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Palms Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- ❖ The network connections provided by Gaylord Palms Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Palms Resort and Convention Center will facilitate communications between the Gaylord Palms Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Palms Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- ❖ Users of Gaylord Palms Resort and Convention Center services shall not disrupt any of the Gaylord Palms Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Palms Resort and Convention Center or other associated networks. Gaylord Palms Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- ❖ Gaylord Palms Resort and Convention Center reserves the right to troubleshoot with tools such as Wireshark, Sniffer Pro, FLUKE network analyzers, etc. Gaylord Palms Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities is observed. After disconnection, isolation and quarantine assistance will be given.
- ❖ All devices for which the Gaylord Palms Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Palms Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Palms Resort and Convention Center network, will the customer use or run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- ❖ The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as an On Site Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
- ❖ Wireless Specific (802.11a,b,g): The Gaylord Palms Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. To be considered for authorization to use an 802.11a/b/g/n wireless device, please contact the Gaylord Palms IT department via e-mail to dcfawford@GaylordHotels.com and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.
- ❖ Internet Performance Disclaimer: Gaylord Palms Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Palms Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a 100Mbps and a DS3 (45Mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to almost any location on property.
- ❖ Internet Security Disclaimer: Gaylord Palms Resort and Convention Center does not provide security, such as but not limited to intrusion detection and suppression, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Palms Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
- ❖ All bandwidth in this document refers to bits, never bytes. Example: Mbps is megabits-per-second.



NETWORK & TELECOMMUNICATION SERVICES
 Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2288 Fax (407) 586-2279
GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - December 20, 2014

Event Name: SciTech 2015 Event Dates: January 6-8, 2015
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____
Ordering Instructions

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
- All equipment and services are subject to a 7% sales tax.**

NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or floor, in the most convenient manner.

Telephone Usage Rates:

	QTY	Advance Rate	Standard Rate	Total
<u>Wireless Shared Internet Access</u>				
Wireless Internet (PER DEVICE)		\$200.00	\$250.00	
Please choose a User ID (Minimum 4 characters) :				
Please choose a Password (Case sensitive) :				
<u>Wired Shared Internet Access</u>				
High-Speed Internet Access (1st Device)		\$790.00	\$1,050.00	
Additional Connection		\$315.00	\$370.00	
Additional Device (customer provided hub/switch)		\$265.00	\$315.00	
Private Static IP Address		\$55.00	\$80.00	
<u>Wired Dedicated Lite Internet Access – Dedicated</u>				
1.0 Mb/sec (One Device Only, Routers/Switches Prohibited)		\$1,050.00	\$1,315.00	
<u>Wired Dedicated Internet Access – Dedicated Private VLAN</u>				
3.0 Mb/sec		\$6,300.00	\$7,875.00	
6.0 Mb/sec		\$9,450.00	\$11,815.00	
12.0 Mb/sec		\$15,750.00	\$19,700.00	
Public IP Address		\$30.00	\$40.00	
<u>Telecommunication (Telephone) Services</u>				
Standard DID telephone/fax/modem line		\$315.00	\$370.00	
ISDN BRI service		\$735.00	\$895.00	
Standard Desk Telephone		\$35.00	\$45.00	
Labor - Troubleshooting / Move / Change		\$105.00	\$160.00	

Please provide internet locations for hardlines on floor layout.

Local
 9 + Number (There is no access charge for the first 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)
Direct Long Distance (Gaylord Palms Resort's Long Distance Carrier is AT&T)
 9 + 1 + Area code + number - Gaylord Palms Resort long distance calls are billed at AT&T operator assisted day rates plus \$2.25 access charge plus 65% surcharge.
Toll-Free Calls
 9 + 1 + Toll number (There is no access charge for toll-free calls (including 800 modems) under 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)
Credit Cards
 To access carrier of choice for calling card calls: For Example: For AT&T: Dial 9 - 1010 - 2880, Wait for instructions.
International
 9 + 011 + Country code + City code + number - Gaylord Palms Resort international calls are billed at AT&T operator assisted day rates plus \$4.50 access charge plus 65% surcharge.
For Operator Assistance, Credit Card or Collect Calls
 Dial 9 + 0 and follow the automated instructions. Auto Collect, Operator Assisted and Calling Card calls will be billed through your local serving telephone company, or AT&T, or through Integretel, 2540 Fourtune Way, Vista, CA 92083.
Directory Assistance
 Local/Long Distance 9 + 411 \$1.00 access fee
 AT&T Operator 9 + 00 \$1.00 access fee
Applicable taxes will be added. *Rates subject to change.
 The first (20) minutes of all local, 800 number, credit card and third party billed calls are included in the \$10.00 Resort Service fee. **Each additional minute after the first (20) minutes will be billed at a rate of ten (10) cents per minute.**

Consumer complaints may be directed to:
 F.C.C. Common Carrier Bureau Enforcement
 Division Informal Complaints Suite 6202
 Washington D.C. 20554. For Customer inquiries and rate information, dial 1-800-777-2522.

Charges: \$ _____
 Subtotal: \$ _____
 7% Tax: \$ _____
TOTAL: \$ _____

Office Use Only

ELO: _____

AUTH: _____



Ordering Instructions:

1. Fill out this form completely, including Credit Card Authorization Form, and fax to 407-586-2279.
2. Gaylord Palms Resort & Convention Center hold exclusive rights to all food and beverage. No outside food or beverage is allowed in the exhibit hall without prior permission from a hotel representative. A "Corkage Fee" will apply for any external food/beverage. Vendor product samples are permitted in 2-3 ounce sample serving sizes. Fees for necessary storage, ice, and set-up will apply.
3. All Food and Beverage items listed are subject to a 24% taxable service charge and 7% sales tax. All non-food items are subject to 7% sales tax.
4. Prices subject to change without notice.
5. Food and beverage ordered through the hotel will be supplied with proper service ware and utensils.
6. If you don't see exactly what you are looking for, please call to discuss custom menu options.

Reception Displays

Cheese Display

Parmigiano-Reggiano with Red Onion Marmalade
Brie with Plum Compote
Gruyere with Anise Infused Wild Honey
Gorgonzola with Apricot Mustard Fruits
Gourmet Crackers, Sliced French Breads
(Serves 25) \$475

Antipasto Display

Assorted Italian Meats & Cheeses
Grilled Italian Vegetable Platter
Buffalo Mozzarella, Basil & Olive Oil
Marinated Sun-Dried Plum Tomatoes
Artichoke Hearts, Kalamata Olives, Celery Hearts
Sliced Italian & Bread Sticks
(Serves 25) \$700

Calzone Display

Vegetable Calzones
Pepperoni Calzones
Marinara & Alfredo Sauces
Crushed Red Pepper, Parmesan Cheeses
(Serves 25) \$450

Chilled Fresh Vegetable Display

Baby Carrots with Orange Cilantro Sauce
Celery Sticks with Gorgonzola Spread
Belgian Endive Leaves with Hummus Dip
Cucumber with Vidalia Onion & Fresh Dill Sauce
(Serves 25) \$425

Mediterranean Display

Roasted Red Pepper Hummus
Marinated Olives & Marinated Feta
Turkish Tomato Salad, Baba Ghanoush
Quinoa & Cucumber Salad, Tabbouleh Stuffed
Grape Leaves Lavosh, Toasted Pita Chips
(Serves 25) \$600

Artisanal Cheese & Guinness Fondue Display

Pumpernickel, Sour Dough & Pretzel Breads
Grilled Chorizo & Button Mushrooms
(Serves 25) \$450

Steamed Dim Sum Display

Chicken Shumai, Chili Flake Scallion Sauce
Pork Dumpling with Wasabi, Seasoned Garlic Sauce
Steamed Shrimp Shumai, Sesame Ginger Sauce
(Serves 25) \$550

Spanish Quarter Display

Mini Quesadilla Cornucopias
Tri-Color Corn Chips
Guacamole, Tangy Salsa & Queso Dip
Cinnamon Sugar Tortillas
(Serves 25) \$390.00

Signature Displays – Based on 30 minutes of Service

The Magic

Smart Food Cheddar Popcorn & Cracker Jacks
Tri-Color Tortilla Chips, Chili Con Queso
Coney Island Franks en Croute
Roasted Peanuts*
Assorted Bags of Chips & Pretzels
Natural Lemonade & Iced Tea
Assorted Soft Drinks and Mineral Waters
(Serves 25) \$565

Comfort Food

Un crustables
Peanut Butter* & Strawberry Jam
Peanut Butter* & Grape Jelly
Crunchy Apples, Whole Bananas
Oreos and Nutter Butter Cookies*
Milk & Chocolate Milk
Assorted Soft Drinks and Mineral Waters
(Serves 25) \$540

Cookie Jar

Chocolate Chip, White Chocolate Macadamia*,
Peanut Butter Chunk*, Oatmeal Raisin*,
Butterscotch, M&M & Cinnamon Sugar Cookies
Chocolate & Low Fat Milks
Assorted Soft Drinks and Mineral Waters
(Serves 25) \$525

Gourmet Cupcakes

Assorted Gourmet Cupcakes to include:
Pineapple Rum, German Chocolate*, Red
Velvet & White Chocolate Raspberry
(Serves 25) \$375

From the Pastry Kitchen

Pistachio, Raspberry, Blackberry & Lemon
Macaroons*
Pain Au Chocolate, Mini Eclairs, Madeleines
Whole Strawberries with Nutella*
(Serves 25) \$425

Dessert Display

Chocolate Cream Puffs
Banana Meringue Mini Pie
Red Velvet Whoopie Sandwich
Strawberry Key Lime Shooters
Rocky Road Brownies*
(Serves 25) \$325



FOOD & BEVERAGE

Fax or Mail to: Gaylord Palms Resort & Convention Center
6000 W. Osceola Parkway
Kissimmee, Florida 34746
407-586-2288 Fax (407) 586-2279

Booth Enhancements

Old Fashioned Popcorn Machine
Freshly Popped, Buttered Popcorn
Minimum Order: 100 Bags
\$4.50 per Bag
\$175 Attendant Fee (1st 3 hours)
\$50 Attendant Fee (each additional hour)

Cookie Oven
Freshly Baked Cookies-Chocolate Chip or
Oatmeal Raisin*
Minimum Order: 10 Dozen Cookies
\$59 per Dozen
\$150 Machine Rental
\$175 Attendant Fee (1st 3 hours)
\$50 Attendant Fee (each additional hour)

Haagan Daz Ice Cream Cooler
Assorted Frozen Ice Cream & Fruit Bars
Minimum Order: 100 Bars
\$6.25 per Bar
No Attendant Needed

Island Oasis Machine
Frozen Non-Alcoholic or Alcoholic Beverages
Strawberry, Mango, Pina Colada & Ice Cream
Flavors
Minimum Order: 100 Beverages
Alcoholic \$9.00 per Beverage
Non-Alcoholic \$6.00 per Beverage
\$175 Attendant Fee (1st 3 hours)
\$50 Attendant Fee (each additional hour)

Espresso Coffee Cart or Nitrogen Bar
Full Service *Coffee/Espresso Bar* including:
Made to Order Espresso, Cappuccino, Café Latte
Café Mocha, Macchiato and more
For *Nitrogen Bar*, choose from Ice Cream, Gelato,
Smoothies, Frozen Cappuccinos, Gourmet
Shaved Ice & More
Please Call for Pricing (Pricing is Based on
Tradeshow Volume & Hours of Service)
Attendant Included

Hot Roasted Glazed Nut Cart *
Unlimited Fresh Roasted Glazed Pecans,
Cashews & Almonds in sample sized packs
Roasted in your booth
Please Call for Pricing (Pricing is Based on
Tradeshow Volume & Hours of Service)
Peanuts available upon request

A La Carte Options

Coffee Service
Freshly Brewed Regular & Decaffeinated
Coffee
Flavored Shots of French Vanilla, Hazelnut
Irish Cream & Amaretto
\$87 per Gallon

Freshly Squeezed Orange Juice
\$88 per Gallon

Bottled Fruit Juices
\$5.75 each

Redbull
\$6.50 each

Assorted SoBe Waters
\$6 each

Raspberry, Coconut & Lemon Bars*
\$59 per Dozen

Low Carb Protein Bars
\$4.75 each

Gaylord Palms' Muffins* & Danish Pastries
Served with Preserves & Butter
\$61 per Dozen

Whole Fruit
\$4 each

Hot Tea Service
Assorted White Lions Teas to Include: Ginger
Peach, Organic Earl Grey, Organic Classic
English, Organic Green Passion, Organic
Masala Chai & Cranberry Hibiscus
\$87 per Gallon

**Iced Tea, Natural Lemonade or Tropical
Fruit Punch**
\$79 per Gallon

Assorted Soft Drinks
\$5.75 each

V8 Juice
\$5.75 each

Homemade Cookies*
\$60 per Dozen

Rice Krispy Treats
\$59 per Dozen

**Individual Bags of Pretzels, Chips, Vegetable
Chips & Popcorn**
\$4.75 each

**Sliced Bagels with Regular & Flavored
Cream Cheese**
\$61 per Dozen

Freshly Baked Fruit & Nut Breads*
\$61 per Dozen

Chilled Fruit Juices
Cranberry, Grapefruit, Apple & Tomato
\$88 per Gallon

Bottled Water
Chilled, Sparkling or Non-Carbonated
Mineral Waters
\$6 each

Rockstar Energy Drinks
\$6 each

Assorted Bottled Gatorade
\$6 each

Freshly Baked Brownies & Blondies*
\$60 per Dozen

Granola Bars & Popular Candy Bars
\$5 each

Individual Bags of Hummus & Pretzel Chips
\$4.50 each

A Selection of Plain & Flavored Flaky Croissants
Served with Preserves & Butter
\$61 per Dozen

Assorted Donuts
\$61 per Dozen

* Contains Nuts



Alcoholic Beverages

Domestic Beer
 Miller Lite, Michelob Ultra
 \$7 each
 \$175 Bartender Fee

Craft Beer
 Sierra Nevada Pale Ale, Milk Stout
 \$8 each
 \$175 Bartender Fee

Sangria Bar
 Traditional Blend of Red Wine, Fresh Fruits &
 Brandy
 Served with Fresh Fruit Garnish
 \$10 each
 \$175 Bartender Fee

Imported Beer
 Corona Light, Stella Artois
 \$7.75 each
 \$175 Bartender Fee

Wine
 Choose from Cabernet Sauvignon, Merlot,
 Chardonnay & White Zinfandel
 \$48 per Bottle
 \$175 Bartender Fee

Special Order Beer
 Please call for pricing & availability
 Must be ordered in full case quantities
 \$175 Bartender Fee

Specialty Cocktails
 Choose from a wide selection of specialty drinks
 That can be made to order at your booth
 Please call for pricing & availability
 \$175 Bartender Fee

PLEASE PLACE YOUR ORDER BELOW

Event Name:	SciTech 2015	Event Dates:	January 6-8, 2015
Company Name:		Booth Number:	
On-Site Contact Name:		Cell Phone Number:	
E-mail Address:			

Please list the items that you wish to order below. For each item, please include a quantity and start/end time FOR EACH DAY that you would like service. We will create an order and submit to you for your approval.

ITEM:	QUANTITY:	SERVICE DATE:	SERVICE START TIME:	SERVICE END TIME:
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____



SECURITY SERVICES

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2288 Fax 407-586-2279
 GPExhibits@gaylordhotels.com
ADVANCE PRICE DEADLINE - December 20, 2014

Event Name: SciTech 2015 Event Dates: January 6-8, 2015

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Ordering Instructions

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
2. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
3. All pricing is subject to change without notice.

Gaylord Palms Resort & Convention Center will provide Security Services exclusively. Security labor rates are subject to change. A 4-hour minimum is required on all security labor.

Advance Rate: \$35.00 per Man-hour
 Standard Rate: \$45.00 per Man-hour
 Fire Watch: \$50.00 per Man-hour

- A worker may be released if they are no longer needed after they have worked the minimum 4 hours.
- Any changes or elimination of a worker will require 24-hour notice. Without 24-hour notice, the event will be required to pay the original charges for the worker that is canceled.
- All worker hours over 40 will be considered overtime and charged at the rate of time and ½.
- In the event Gaylord Palms Security cannot fill the required shifts with Gaylord Palms Personnel, the Security Department will be required to hire staff from an outside agency. The staffing fees will be at the standard rate.
- Subject to 7% Sales Tax.

Security Personnel

Date	Begin Time	End Time	# Security Personnel	Hourly Rate

Office Use Only

ELO: _____

AUTH: _____

Charges: \$ _____
 Subtotal: \$ _____
 7% Tax: \$ _____
TOTAL: \$ _____



BOOTH LAYOUT

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Exhibit Service Representative
 3208 Gaylord Way, Kissimmee, Florida 34746
 407-586-2288 Fax 407-586-2279
 GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - December 20, 2014

Event Name: SciTech 2015 Event Dates: January 6-8, 2015
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered if outside of standard placement.

BACK

LEFT

RIGHT

FRONT

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.



Gaylord Rigging Rates and Regulations

PS-AV is proud to serve as the exclusive in-house rigging contractor for the Gaylord Palms, Gaylord Texan and the Gaylord Opryland. These Hotels are equipped with permanent rigging point systems in the Ballrooms as well as the Exhibit Halls. As part of a comprehensive overhead safety and risk management program, the systems are annually load tested and inspected.

We are required to approve all rigging designs and provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

Rigging Equipment Guidelines

- A scissors lift is required for all rigging calls at the hotel. PS-AV has lifts on site and available for rental. All lifts used in the Hotel must have white, non-marking tires and be in good repair, construction or outdoor lifts will not be allowed in the hotel
- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic (moving) element requires an arrester device.
- A steel "safety" is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PS-AV.

PS-AV on-site practices

- All rigging calls shall consist of one Rigging Supervisor and one Rigging Assistant. If there is a need for additional riggers, PS-AV will fulfill any and all needs. Any calls extending past (4) hours will be billed hourly per the rate card. The number of Rigging Assistants required will be decided by PS-AV based on the size and production schedule of the event.
- PS-AV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we have to offer to assist you in a safe and cost effective event.
- PS-AV will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

Banner & Signage

- All signs, banner, and decorations must be hung by PSAV whether in the ballroom, Exhibition Hall, Lobbies, Atriums or Gazebos. Banner placement inside or outside of ballrooms and/or meeting rooms, must be approved in advanced through Conference Services.
- Banners and Sign exceeding quantities (3) will be priced on a (4) hour minimum basis.
- Banners or Signs with weights over 20 lbs may require a Chain Motor and truss.
- A scissor lift is required to hang all banners, signs, truss, etc. **SCISSOR LIFT CHARGES ARE IN ADDITION TO THE LABOR RATES QUOTED.**

The following federal Holidays are billed at double time: Christmas, Veteran's Day, Thanksgiving Day, Independence Day, President's Day, New Years Day, Memorial Day, Martin Luther King Day, Presidential Election Day, and Labor Day.

- Please allow us the opportunity to provide you with an estimated budget that will clearly identify your labor costs and overtime rules.
- Time and one half rates will apply after eight (8) hours and double time rates will apply after sixteen (16) hours.
- Short turnaround rates will apply if there is less than eight (8) hours off between calls.
- 4 hour minimum calls apply.
- A Meal break is required every (5) hours.
- Services that are cancelled with less than (72) hours notice will be billed at published rates.
- **Services that are scheduled with less than (14) days notice will be billed at double time rates.**

All changes in labor calls must be called to the Presentation Services Rigging Supervisor.
Onsite staff cannot change call times. *All prices and rates are subject to change.*



Contact us at gaylordpalms.exhibitsales@psav.com

http://partner.psav.com/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx

Ordering Instructions ...

PSAV is the exclusive Rigging provider for Gaylord Hotels. (Rigging equipment includes chain motors, truss, span sets, shackles, steel, deck chain, etc.)

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled and disassembled by the exhibitor company.
- All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
- All signs, banners and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services.
- **ALL rigging of banners and signs require a minimum 3 person rigging team @ 4 hour minimum**
- The total charge per item is determined as a **Show RATE**, that is the requested items selected are charges of the actual **show days** of the exhibition.
- A service charge of 24% will be added to the subtotal before Tax.
- Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- **To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery.**
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- **NO** equipment charges for set-up day required.
- **CANCELLATIONS:**
 - A) Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.
 - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.

Pricing Information...

Please call for package pricing for single PSAV approved signage (4' X 6' or smaller / less than 20 lbs.) to include rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. Please contact us for quotation.

All rigging crews will be a 3 person team @ 4 hour minimum

Labor	On Site Rate	& Service Charge
** Additional Labor per person / per hour (4hr. Min)**		
Straight Time - 8:00am-5:00pm (m-f)	\$ 90.00	24% Service charge
Overtime - 5:00pm - 12:00am (m-f)	\$ 135.00	24% Service charge
Double Time - 12:00am - 8:00am (m-f)	\$ 180.00	24% Service charge
Saturday - 8:00am - 12:00am (sat only)	\$ 90.00	24% Service charge
Sunday - All Day (sun only)	\$ 180.00	24% Service charge
Holidays - All Day	\$ 180.00	24% Service charge
Scissor / Boom Lifts	\$ 300.00	24% Service charge

CLICK LOGO TO ORDER RIGGING SERVICES

RIGGING FOR YOUR EXHIBIT BOOTH

Company Name:

PSAV

Technology Meets Inspiration

Please provide:

On-Site Call #

On-Site Contact Name

Email

This document is incomplete without a formal confirmation and proposal. If confirmation is not received within 3 days, please contact us at 407.586.2251.

ORDER ONLINE ONLY

PSAV

Gaylord Palms Resort and Convention Center

6000 W. Osceola Parkway
Kissimmee, FL 34746

PH: 407-586-2251

FAX: 407-586-2255



PSAV exclusively provides rigging & banner hanging services.



EXHIBITOR AV ORDER DETAIL

All Audio visual equipment orders must be placed online [HERE](http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx).

http://partner.psav.com/en/GaylordPalmsResort/Products_and_Services/Exhibitor_Services.aspx

Video/Projection Equipment

Customer Information

Tripod Screen (6' , 7' , 8')	contact us at gaylordpalms.exhibitsales@psav.com	
20" LCD Monitor		THIS IS NOT AN ORDER FORM. ALL REQUEST MUST BE SUBMITTED VIA the Audio Visual Exhibitor Request form online, found here.
32" Plasma Monitor w/ Floor Stand		
42" Plasma Monitor w/ Floor Stand		
50" Plasma Monitor w/ Floor Stand		
60" Plasma Monitor w/ d Floor Stand		
Monitor Cart (size may vary)		
VGA Distribution Amplifier		ALL FORMS OF PAYMENT MUST BE RECEIVED PRIOR TO LOAD IN UNLESS ORDERED ON SITE.
BlueRay or DVD Player		
LCD Video Projector w/ 6' Screen		
Larger Screens and custom options available	Call or email PSAV for additional requests or information	
Call PSAV for additional requests or information 407.586.2251		

Computer Display Equipment

PC based Laptop w/ CDR / DVD / Microsoft Office (latest)		PSAV Gaylord Palms Resort and Convention Center 6000 W. Osceola Parkway Kissimmee, FL 34746 PH: 407-586-2251 FAX: 407-586-2255
Please list any specific details needed		
MAC based Laptop or Desktop		
LCD Data Projector w/ 6' Screen		
25' VGA Cable		
Wireless Mouse		
Call PSAV for additional requests or information 407.586.2251		

Lighting Equipment

Uplight Par Can Lighting fixture (each)		
4 Par Can Uplighting Package		
Leko Lighting Tree Package (2 lekos / single stand)		
LED Color Lighting Fixture (LED PAR 54) <i>uplighting only</i>		
LED Lighting Package (6 lights) <i>uplighting only</i>		
Custom Metal Gobo		
10' 12" X 12" Truss		
Let PSAV create a custom lighting design for your booth!		
Lighting requires PSAV labor and may require rigging (additional)		
Lighting requires electrical and is NOT provided by PSAV		
Call PSAV for additional requests or information 407.586.2251		

Audio Equipment

Powered Speaker with stand		⇒ To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum ⇒ NO equipment charges for set-up day required.
CD Player		
5 Channel Mixer		
Wireless Headset Microphone		
Sound System: (2) powered speakers w/stands ; (1) Wireless Handheld or Lavaliere Mic (List preference in notes)		CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied

This form expires 1/1/15