



15928 tournament drive  
gaithersburg, md 20877  
telephone (301) 921-0800  
fax (301) 990-1717  
[www.arataexpo.com](http://www.arataexpo.com)

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the National Association of Professional Organizers 2015 Annual Conference & Organizing Expo scheduled for April 15 - 18, 2015 at the Westin Bonaventure in Los Angeles, California.

Please take time to carefully review the information and order forms that follow. We encourage you to **ORDER IN ADVANCE** those items and services you require. This will greatly assist us in assuring you a smooth, well-coordinated installation, show-run and dismantling.

**ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8.75% SALES TAX TO THE TOTAL.**

We are looking forward to assisting you with the NAPO2015 Annual Conference & Organizing Expo. 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.  
15928 tournament drive  
gaithersburg, md 20877  
phone: (301) 921-0800  
fax: (301) 990-1717  
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# SHOW FACTS

## NAPO2015

(page 1 of 3)

### NAPO2015 Annual Conference & Organizing Expo

April 15 - 18, 2015  
Westin Bonaventure  
Pasadena Room  
Los Angeles, California

#### SHOW MANAGEMENT:

Christy Myers  
Meeting & Exhibit Manager  
National Association of Professional Organizers  
1120 Rt. 73  
Suite 200  
Mt. Laurel, NJ 08054  
  
Phone: (856) 642-4210  
Email: [christy.myers@napo.net](mailto:christy.myers@napo.net)

#### BOOTH EQUIPMENT:

Each 10' x 10' booth will receive an 8' high back wall draped in blue/beige/blue, a 3' high side rail draped in blue, one (1) 6' blue draped table, two (2) side chairs and one (1) wastebasket.  
Each Professional Organizer Partner Booth (POP Booth) will receive an 8' high back wall draped in blue/beige/blue, a 3' high side rail draped in blue, one (1) 6' blue draped table, one (1) side chair and one (1) wastebasket.  
A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

#### BOOTH CARPET:

The exhibit hall is carpeted. You may want to order carpet to enhance the appearance of your booth space; if so an order form is included in this service manual.



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## SHOW FACTS

### NAPO2015

(page 2 of 3)

**NAPO2015 Annual Conference & Organizing Expo**  
**April 15 - 18, 2015**  
**Westin Bonaventure**  
**Pasadena Room**  
**Los Angeles, California**

#### SHIPPING INFORMATION:

##### ADVANCE SHIPPING WAREHOUSE ADDRESS

(Shipments should arrive on or between March 16, 2015 and April 3, 2015 to avoid late fees)

To: **(Name of Exhibitor and booth number)**  
For: NAPO2015  
c/o: Arata Expositions, Inc.  
c/o: YRC  
9933 E. Beverly Blvd.  
Pico Rivera, CA 90660

##### DIRECT SHOWSITE SHIPMENTS

(Shipments will be received Wednesday, April 15, 2015)

To: **(Name of Exhibitor and booth number)**  
For: NAPO2015  
c/o: Arata Expositions, Inc.  
c/o: Westin Bonaventure  
Pasadena Room  
404 South Figueroa Street  
Los Angeles, CA 90071

#### NOTICE FOR DIRECT SHIPMENTS:

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

#### EXHIBIT APPOINTED CONTRACTOR:

If you plan to utilize a firm other than the Official Contractor, you must complete and return the NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR FORM to Arata Expositions, Inc. no later than Friday, March 13, 2015. In addition, a Workman's Compensation valid in the state of California must be submitted no later than Friday, March 13, 2015.

#### UNION RULES & REGULATIONS:

Please refer to the labor regulations page in the service kit.



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## SHOW FACTS

# NAPO2015

(page 3 of 3)

**NAPO2015 Annual Conference & Organizing Expo**  
**April 15 - 18, 2015**  
**Westin Bonaventure**  
**Pasadena Room**  
**Los Angeles, California**

### SHOW SCHEDULE

#### SET UP TIMES

Wednesday,	April 15	11:30am - 5:00pm
------------	----------	------------------

#### SHOW HOURS

Wednesday,	April 15	5:00pm - 9:00pm
Thursday,	April 16	7:00am - 9:00am
		10:45am - 7:00pm

#### MOVE OUT TIMES

Thursday,	April 16	7:00pm - 9:00pm
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## NAPO2015

## HELPFUL HINTS

**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.



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# HOW TO PLACE YOUR ORDER

## NAPO2015

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

### FORMS TO ARATA EXPOSITIONS, INC.

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

Arata Expositions, Inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877  
Phone (301) 921-0800  
Fax (301) 990-1717  
Email [drosen@arataexpo.com](mailto:drosen@arataexpo.com)

### FORMS TO THE OTHER OFFICIAL SUPPLIERS

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

### ORDERS AFTER THE DEADLINE

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

### SHOW SITE ORDERS

Simply order from Arata Expositions, Inc. staff at the Customer Service Center on the exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by cash, check or credit card will be required at the Customer Service Center for all show site orders.



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# PAYMENT POLICY AGREEMENT

## NAPO2015

**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 bank transfer fee for wire transfers must be added to the amount transferred.** The exhibiting company will be responsible for any and all bank fees. All companies must provide a credit card authorization form with orders even when paying via cash, company check and/or wire transfer.

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

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

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

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

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

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

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

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

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

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



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# CHARGE AUTHORIZATION

## NAPO2015

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

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

### PLEASE PRINT OR TYPE

Booth Number(s) \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered by \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

American Express ☐

MasterCard ☐

Visa ☐

Account #

Expiration Date

--	--	--	--

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

Cardholder's Name (Print) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Cardholder's Billing Address:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

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





## Booth Number(s) \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

E-Mail \_\_\_\_\_ Signature \_\_\_\_\_

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

Exhibitor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

---

Print Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

 **MasterCard**      **EXPIRATION DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

☐ Booth Cleaning  
☐ Material Handling

Cardholders Signature \_\_\_\_\_

---

Print Name \_\_\_\_\_

---

City	State	Zip
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 **MasterCard**      **EXPIRATION DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Cardholders Signature \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF MARCH 27, 2015.**



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## COST CALCULATION

### NAPO2015

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 Booths..... \_\_\_\_\_
6. Cleaning ..... \_\_\_\_\_
7. Signs ..... \_\_\_\_\_
8. Floral ..... \_\_\_\_\_
9. Labor Installation ..... \_\_\_\_\_
10. Labor Dismantling..... \_\_\_\_\_
11. Material Handling Estimate..... \_\_\_\_\_
12. **TOTAL LINES 1- 11**..... \$ \_\_\_\_\_
13. Add 8.75% Tax..... \$ \_\_\_\_\_
14. **BALANCE DUE\***..... \$ \_\_\_\_\_

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

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



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# NAPO2015

# 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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# NAPO2015

## STANDARD CARPET

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

### STANDARD LINEAR BOOTH CARPET

Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$200.00	\$260.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$420.00	\$546.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$630.00	\$819.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$840.00	\$1092.00	\$

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

### STANDARD SPECIAL CUT BOOTH CARPET

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

#### BOOTH SIZE

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

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

\_\_\_\_\_ x \$3.60 per sq. ft    \$4.68 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	\$1.20 per sq. ft	\$1.56 per sq. ft	= \$ _____
Double Padding	_____ x _____ = _____ sq. ft.	x	\$2.40 per sq. ft	\$3.12 per sq. ft	= \$ _____

### VISQUEEN

	Discount Price	Standard Price	Extended Price
_____ x _____ = _____ sq. ft. x	\$ 1.00 per sq. ft	\$1.35 per sq. ft	= \$ _____

**Discount Deadline: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Standard Booth Carpet Total	
8.75% Tax	
Total	

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



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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 \$5.30 per sq. ft      \$6.89 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 @ \$8.50 per sq. ft discount or \$11.05 standard

### CARPET PADDING

		Discount Price	Standard Price	Extended Price
Single Padding	_____ x _____ = _____ sq. ft. x	\$1.20 per sq. ft	\$1.56 per sq. ft	= \$ _____
Double Padding	_____ x _____ = _____ sq. ft. x	\$2.40 per sq. ft	\$3.12 per sq. ft	= \$ _____

**Discount Deadline: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Plush Booth Carpet Total	
8.75% Tax	
Total	

Company Name

Booth Number

Street Address

City

State

Zip Code

Country

Email Address

Contact Name

Telephone

Fax



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# FURNITURE

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CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$125.00	\$162.50	\$
	Side Chair	\$95.00	\$123.50	\$
	Counter Stool	\$135.00	\$175.50	\$
ACCESSORIES				
	Wastebasket	\$27.00	\$35.10	\$
	Literature Rack	\$224.00	\$291.20	\$
	Bag Holder	\$120.00	\$156.00	\$
	Easel (Tripod)	\$66.00	\$85.80	\$
	Chrome Sign Holder (22" x 28")	\$166.00	\$215.80	\$
	Fishbowl	\$65.00	\$84.50	\$
	Posterboard, 4' x 8', Vertical	\$389.00	\$505.70	\$
	Posterboard, 4' x 8', Horizontal	\$389.00	\$505.70	\$
	Tensa Barriers	\$165.00	\$214.50	\$
	Credenza (18"d x 36"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$400.00	\$600.00	\$
	Pedestal (18"d x 18"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$385.00	\$577.50	\$
SPECIAL DRAPERY/SKIRTING				
	8' High (per lin. foot) (\$55 min)	\$26.00	\$33.80	\$
	3' High (per lin. foot) (\$55 min)	\$18.00	\$23.40	\$
	Special Skirting (per lin. foot)	\$10.00	\$13.00	\$
	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.

**Discount Deadline: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Furniture Total	
8.75% Tax	
Total	

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



arata expositions, inc.  
15928 tournament drive  
gaithersburg, md 20877  
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fax: (301) 990-1717  
www.arataexpo.com

NAPO2015

# DISPLAY TABLES

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DRAPED DISPLAY TABLES 30" HIGH					
Qty.	Description	Discount Price	Standard Price	Extended Price	
	2' x 4' x 30"	\$150.00	\$195.00	\$	
	2' x 6' x 30"	\$170.00	\$221.00	\$	
	2' x 8' x 30"	\$190.00	\$247.00	\$	
	4th Side Drapes for 30" Tables	\$50.00	\$65.00	\$	
DRAPED DISPLAY TABLES 42" HIGH					
	2' x 4' x 42"	\$175.00	\$227.50	\$	
	2' x 6' x 42"	\$205.00	\$266.50	\$	
	2' x 8' x 42"	\$235.00	\$305.50	\$	
	4th Side Drapes for 42" Tables	\$70.00	\$91.00	\$	
(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>					
UNDRAPE DISPLAY TABLES 30" HIGH					
	2' x 4' x 30"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	\$85.00	\$110.50	\$
	2' x 6' x 30"		\$95.00	\$123.50	\$
	2' x 8' x 30"		\$105.00	\$136.50	\$
UNDRAPE DISPLAY TABLES 42" HIGH					
	2' x 4' x 42"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT	\$95.00	\$123.50	\$
	2' x 6' x 42"		\$105.00	\$136.50	\$
	2' x 8' x 42"		\$115.00	\$149.50	\$
DRAPED TABLE RISERS 12" HIGH					
	4 ft. Riser (white vinyl)	\$80.00	\$104.00	\$	
	6 ft. Riser (white vinyl)	\$100.00	\$130.00	\$	

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Display Tables Total	
8.75% Tax	
Total	

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



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# CUSTOM FURNITURE

(page 1 of 4)

## NAPO2015

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>SOFAS/SECTIONALS AND LOVESEATS</b>			
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
<b>CLUB/OCCASIONAL/MEETING CHAIRS</b>			
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
<b>CLUB/OCCASIONAL/MEETING CHAIRS (CONTINUED)</b>			
OCU		Globus Chair/White Vinyl	351.00
OCMESP		Espresso Meeting Chair	170.00
OCMTAU		Taupe Meeting Chair	245.00
<b>OTTOMANS</b>			
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
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# NAPO2015

# CUSTOM FURNITURE

(page 2 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>GROUP SEATING</b>			
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
<b>OCCASIONAL COCKTAIL AND END TABLES</b>			
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
<b>OCCASIONAL COCKTAIL AND END TABLES (CONTINUED)</b>			
E1W		Sydney End Table/White	233.00
E1Y		Sydney End Table/Black	233.00
<b>CONFERENCE TABLES</b>			
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
<b>EXECUTIVE CHAIRS</b>			
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	
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# NAPO2015

# CUSTOM FURNITURE

(page 3 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>COMMUNAL BAR, CAFÉ AND COCKTAIL TABLES</b>			
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
<b>BARSTOOLS</b>			
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
<b>BAR TABLES</b>			
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
<b>BAR TABLES (CONTINUED)</b>			
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
<b>CAFÉ TABLES</b>			
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			
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# NAPO2015

# CUSTOM FURNITURE

(page 4 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>TRAINING ROOM</b>			
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
<b>BOOKCASES AND PRODUCT DISPLAYS</b>			
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
<b>UTILITY CHAIRS</b>			
SY1		Altura Task Chair/Black Crepe	177.00
DF1		Altura Drafting Stool/Black Crepe	263.00
<b>DESKS/CREDENZAS AND FILES</b>			
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
<b>DESKS/CREDENZAS AND FILES (CONTINUED)</b>			
L26		Lateral File/Mahogany	376.00
L27		Lateral File/Graphite	356.00
<b>FRIDGES</b>			
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
<b>MOBILE TABLET STANDS AND ACCESSORIES</b>			
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
TBPNTR		Wireless Printer Holder/3.3"x1.9"x5.28"	57.00
<b>LAMPS AND LIGHTED PRODUCTS</b>			
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
<b>BARS</b>			
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: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Custom Furniture Total	
Add 30% after 3/27/15	
8.75% 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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# RENTAL BOOTHS

## NAPO2015

(page 1 of 4)

# A

## PACKAGE

**\$ 3,215.00**

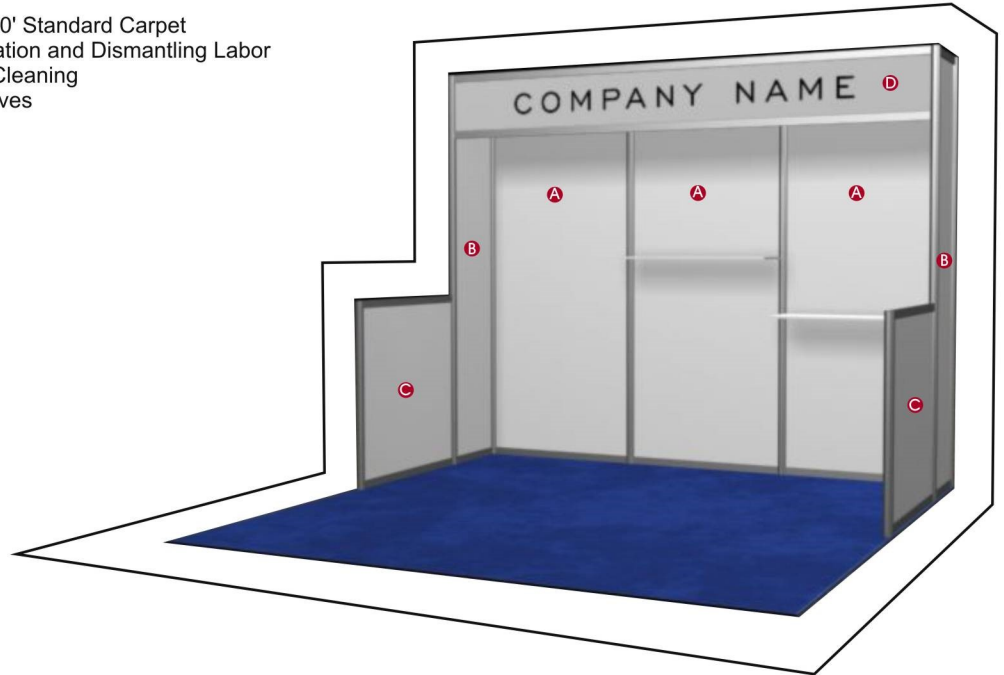
### Actual Panel Sizes:

- A 3 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"

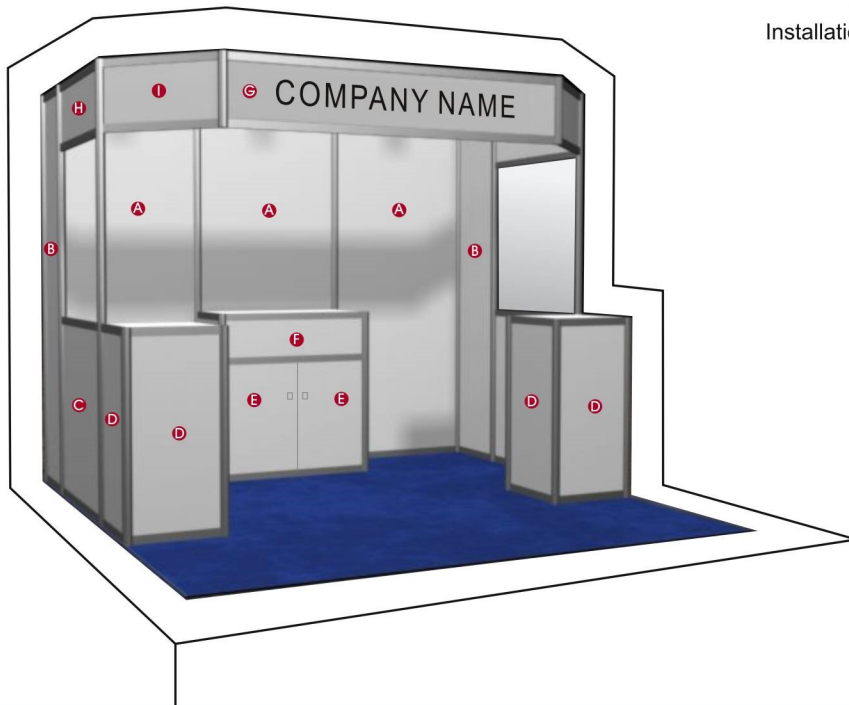
### Header:

- D 1 - 116.875" x 11.875"

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

# B

## PACKAGE

**\$ 4,106.00**

### Actual Panel Sizes:

- A 3 - 38.125" x 92.875"
- B 2 - 18.5" x 92.875"
- C 2 - 38.125" x 38.875"
- D 10 - 18.5" x 38.875"
- E 2 - 20" x 27.5" (doors)
- F 1 - 38.125" x 9.25"

### Header:

- G 1 - 77.625" x 11.875"
- H 2 - 38.125" x 11.875"
- I 2 - 26.625" x 11.875"

**Discount Deadline: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

**Please add 8.75% tax.** Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

**ORDER EARLY**



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# RENTAL BOOTHS

## NAPO2015

(page 2 of 4)

# C

P A C K A G E

**\$ 7,635.00**

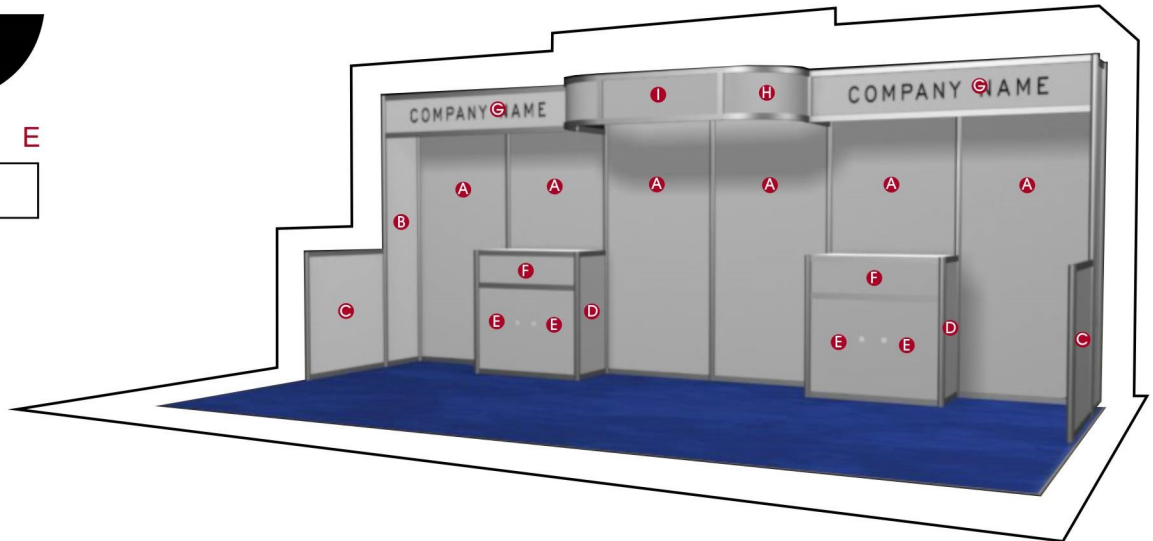
### Actual Panel Sizes:

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

### Header:

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

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

# D

P A C K A G E

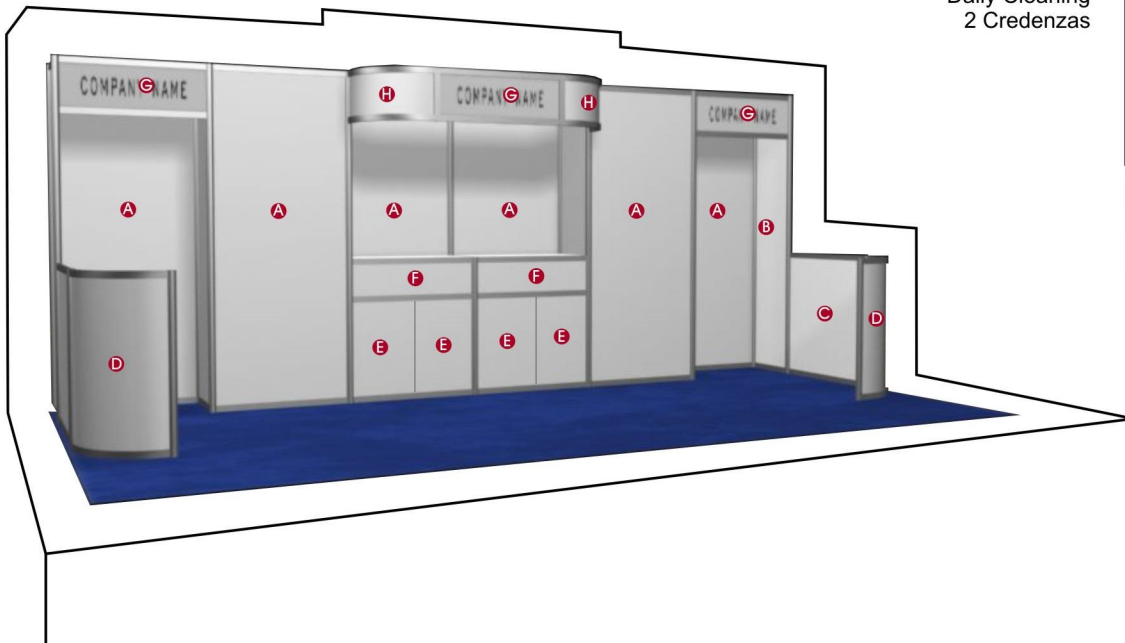
**\$ 8,775.00**

### Actual Panel Sizes:

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

### Header:

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



**Discount Deadline: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

**Please add 8.75% tax.** Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

**ORDER EARLY**





arata expositions, inc.  
15928 tournament drive  
gaithersburg, md 20877  
phone: (301) 921-0800  
fax: (301) 990-1717  
www.arataexpo.com

# RENTAL BOOTHS

## NAPO2015

(page 3 of 4)

# E

## PACKAGE

**\$ 11,255.00**

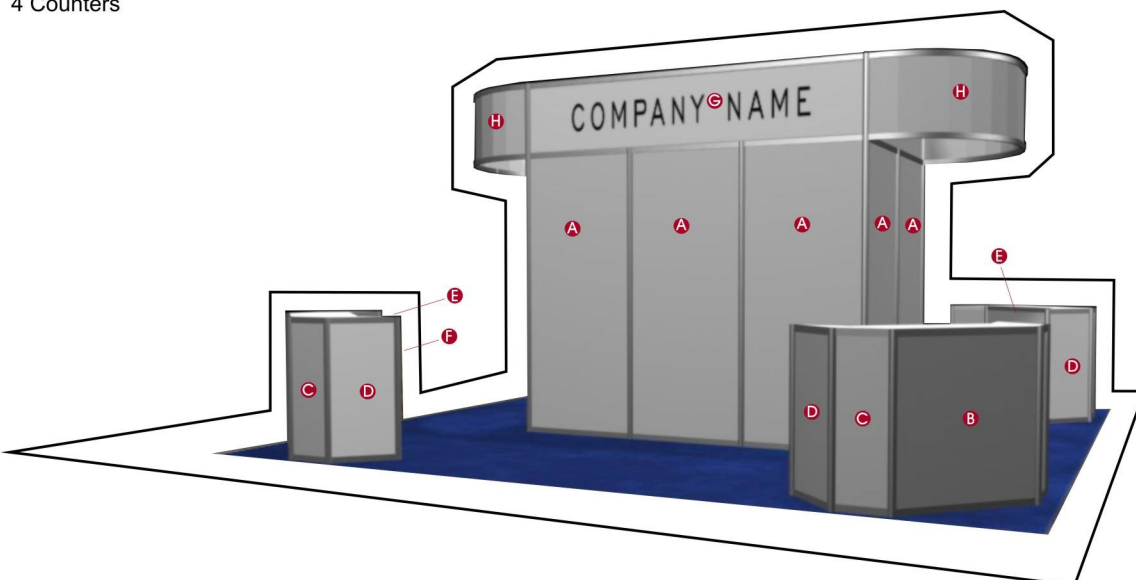
### Actual Panel Sizes:

- 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  
Daily Cleaning  
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  
Daily Cleaning  
4 Counters

# F

## PACKAGE

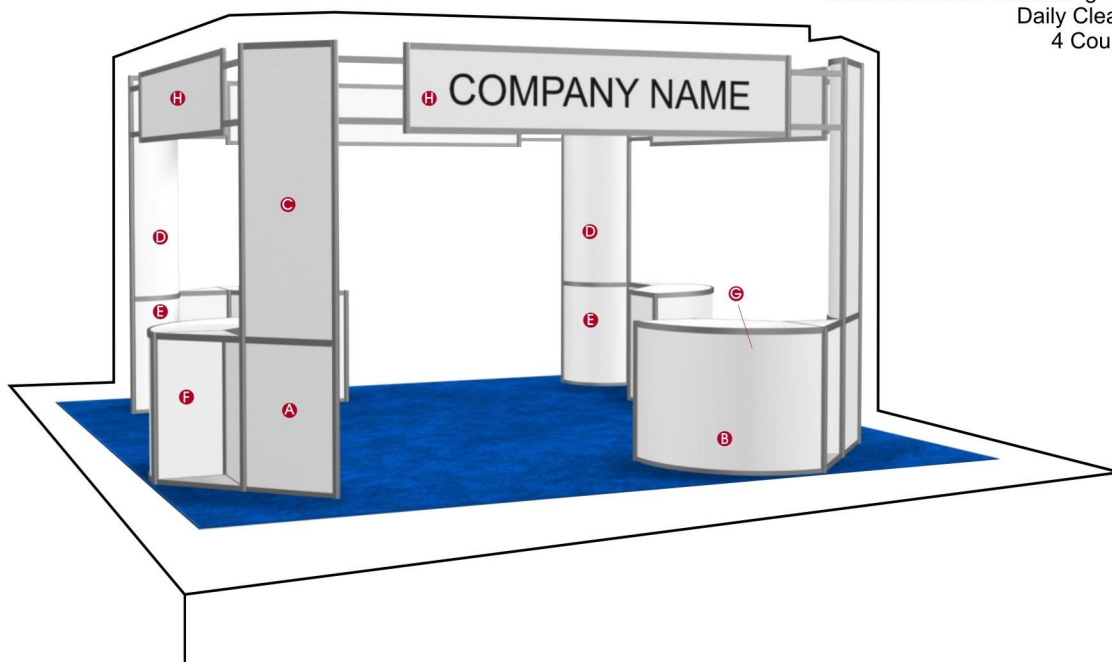
**\$ 13,190.00**

### 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"



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**Please add 8.75% tax.** Orders received after this date will be assessed an additional 50% charge. Cash, company check, wire transfer and/or credit cards accepted. Items cancelled two weeks prior to move-in will be charged at 50% of the original price. No refunds will be made on custom accessories.

**ORDER EARLY**



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NAPO2015

RENTAL BOOTHS

(page 4 of 4)

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### CUSTOM RENTAL BOOTH PACKAGES

**Please Select Rental Booth Package:**

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

**Select Standard Carpet Color:**

Black ☐ Grey ☐ Blue ☐ Red ☐ Teal ☐

Burgundy ☐ Purple ☐ Hunter Green ☐

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: \_\_\_\_\_

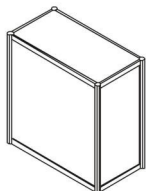
### RENTAL BOOTH PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

**Credenza**

18"d x 36"w x 42"h  
\$400.00 each

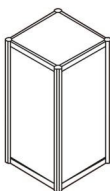
Qty \_\_\_\_\_ \$ \_\_\_\_\_  
(total)



**Pedestal**

18"d x 18"w x 42"h  
\$385.00 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
(total)



**Shelves**

12" x 36"  
\$62.00 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
(total)



**Clip-On Lights**

\$42.00 each

Qty \_\_\_\_\_ \$ \_\_\_\_\_  
(total)



**Discount Deadline: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 50% to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Rental Package Total	
Accessories Total	
50% after 3/27/15	
8.75% 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

## NAPO2015

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. NOTE: All rental carpets are delivered clean to your booth space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

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

### BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

			Discount Price	Standard Price	Extended Price
Pre Show Cleaning	_____ x _____ = _____ sq. ft.	x	\$ .54 per sq. ft	\$ .65 per sq. ft	= \$ _____
Daily Booth Cleaning	_____ x _____ = _____ sq. ft.	x	\$ 1.26 per sq. ft	\$ 1.51 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.

	Cost per Day	Number of Show Days	Extended Price
Daily Porter Service (2 show days)	\$86.00	x _____	= _____

**Discount Deadline: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

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

Cleaning Total	
8.75% Tax	
Total	

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





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# NAPO2015

# 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"	\$62.00	\$124.00
	7" x 44"	\$74.00	\$148.00
	11" x 14"	\$85.00	\$170.00
	14" x 22"	\$96.00	\$192.00
	22" x 28"	\$125.00	\$250.00
	28" x 44"	\$150.00	\$300.00
	40" x 60"	Quoted	Quoted
	Easel back	\$10.00	\$20.00

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: March 27, 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
Add 100% after 3/27/15	
8.75% Tax	
Total	

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



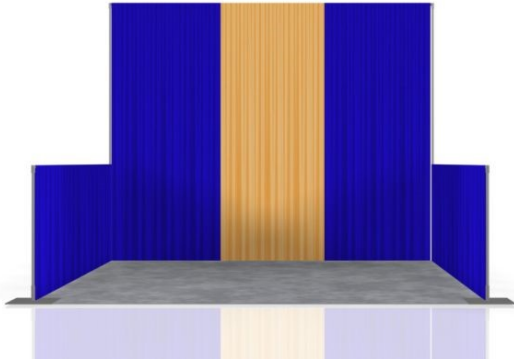
arata expositions, inc.  
15928 tournament drive  
gaithersburg, md 20877  
phone: (301) 921-0800  
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www.arataexpo.com

# STANDARD SIGN REQUEST FORM

## NAPO2015

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### STANDARD BOOTH EQUIPMENT



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

STANDARD BOOTH EQUIPMENT/SIGN  
DOES NOT APPLY TO ISLANDS

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

44"	
<div></div>	
7"	
COMPANY NAME	BOOTH No.

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

**NOTE: This form must be completed and returned before March 27, 2015.**  
**Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.**

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



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# NAPO2015

# FLORAL

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## CUSTOM FLORAL SERVICES

Qty.	Description	Discount Price	Standard Price	Extended Price
	Fresh Floral Arrangement (12" - 14" high)	\$76.00	\$98.80	\$
	Fresh Floral Arrangement (15" - 18" high)	\$88.00	\$114.40	\$
	Exotic Floral Arrangement (14" high)	\$93.00	\$120.90	\$
	Exotic Floral Arrangement (24" high)	\$109.00	\$141.70	\$

## RENTAL GREENS & FLOWERING PLANTS

	Potted Mums - White	\$34.00	\$44.20	\$
	Potted Mums - Lavender	\$34.00	\$44.20	\$
	Potted Mums - Yellow	\$34.00	\$44.20	\$
	Azaleas - White	\$39.60	\$51.48	\$
	Azaleas - Pink	\$39.60	\$51.48	\$
	Azaleas - Red	\$39.60	\$51.48	\$
	Green Table Plant	\$35.50	\$46.15	\$
	Large Fern	\$43.00	\$55.90	\$
	3' Green Plant	\$45.00	\$58.50	\$
	4' Green Plant	\$58.50	\$76.05	\$
	5' Green Plant	\$69.50	\$84.50	\$
	6' Green Plant	\$81.50	\$105.95	\$
	8' Green Plant	\$99.00	\$128.70	\$

No credit will be issued on plants ordered and placed, even though not used. The above prices are on a rental basis and remain the property of Arata Expositions. Listed charges include delivery to booth, rental for duration of show and removal. Damaged or stolen plants will be the exhibitor's responsibility and will be charged at retail value.

Floral Total	
8.75% Tax	
Total	

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



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# MECHANICAL LIFTS

## NAPO2015

### 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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# LABOR REGULATIONS

## NAPO2015

### LABOR/UNION REGULATIONS

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

#### GENERAL INFORMATION

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

#### INSTALLATION AND DISMANTLE LABOR

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

One full-time employee of the exhibiting company may set their exhibit provided that this person can finish in 1/2 hour. They may not use power tools. After the 1/2 hour is up, exhibitors must use union labor provided by Arata Expositions, Inc. Your labor requirements can be ordered on the enclosed Display Labor Order Form.

#### FREIGHT HANDLING

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

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

#### SAFETY

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

#### GRATUITIES

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



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# NAPO2015

# DISPLAY LABOR

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**ADVANCE RATE APPLIES TO ORDERS RECEIVED BY MARCH 27, 2015**

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00AM TO 4:30PM WEEKDAYS	\$125.00 PER MAN PER HOUR	\$162.50 PER MAN PER HOUR
OVERTIME: 4:30PM TO 8:00AM WEEKDAYS AND ALL DAY SATURDAY	\$225.00 PER MAN PER HOUR	\$292.50 PER MAN PER HOUR
DOUBLE TIME: SUNDAYS AND HOLIDAYS	\$288.00 PER MAN PER HOUR	\$374.40 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						_____	
<input type="checkbox"/> 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.							
<input type="checkbox"/> 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						_____	
<input type="checkbox"/> 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.							
<input type="checkbox"/> 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	



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# AEI SUPERVISED LABOR NAPO2015

**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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# EXHIBITOR APPOINTED CONTRACTOR

## NAPO2015

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### DEADLINE:

Friday, March 13, 2015

### RETURN TO:

Arata Expositions, Inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877  
Fax: (301) 990-1717

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received no later than Friday, March 13, 2015. If notification is not received by the deadline date, Arata Expositions labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

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

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

The Exhibitor Appointed Contractor will share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards. The exhibitor will be assessed a flat fee of \$0.30 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





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www.arataexpo.com

# MATERIAL HANDLING

## NAPO2015

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



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# MATERIAL HANDLING

## NAPO2015

### 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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# TIPS FOR MATERIAL HANDLING NAPO2015

## HELPFUL HINTS

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

### **THE EXPENSIVE WAY!**

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
4/3/15	80 Lbs.	200 Lbs. Min.	\$107.00	\$214.00
4/3/15	50 Lbs.	200 Lbs. Min.	\$107.00	\$214.00
4/3/15	70 Lbs.	200 Lbs. Min.	\$107.00	\$214.00
	200 Lbs. Total		Material Handling Charges	\$642.00

### **THE COST-EFFECTIVE WAY!**

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
4/3/15	200 Lbs.	200 Lbs. Min.	\$107.00	\$214.00
	200 Lbs. Total		Material Handling Charges	\$214.00



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## SHIPPING INFORMATION

### NAPO2015

#### SHIPPING INFORMATION:

##### ADVANCE WAREHOUSE

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

TO: (Name of exhibitor and booth number)  
FOR: **NAPO2015**  
C/O: **arata expositions, inc.**  
C/O: YRC  
9933 E. Beverly Blvd.  
Pico Rivera, CA 90660

##### SHOWSITE

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

TO: (Name of exhibitor and booth number)  
FOR: **NAPO2015**  
C/O: **arata expositions, inc.**  
C/O: Westin Bonaventure  
Pasadena Room  
404 South Figueroa Street  
Los Angeles, CA 90071

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, April 3, 2015. Any material received at the warehouse after this date and time will be subject to a late surcharge.

All warehouse freight will be delivered to your booth prior to exhibitor set up time.

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 items only, by one person in one trip, and will not permit exhibitors to use dollies, hand trucks or pushcarts.

**ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL DRAYAGE 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 your appointed move-out time, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.**

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



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# MATERIAL HANDLING RATE SCHEDULE

## NAPO2015

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	107.00 per CWT
Special Handling Shipment	133.75 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	112.00 per CWT
Special Handling Shipment	140.00 per CWT
Uncrated/pad wrapped Shipment	168.00 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	28.00 per CWT
Special Handling Shipment	35.00 per CWT
Uncrated/pad wrapped Shipment	42.00 per CWT

### LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER APRIL 3, 2015:

Crated Shipment	28.00 per CWT
Special Handling Shipment	35.00 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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# MATERIAL HANDLING CALCULATION

## NAPO2015

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	\$107.00	=	\$535.00
Warehouse Crated			x	\$107.00	=	
Warehouse Special Handling			x	\$133.75	=	

**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 form 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	\$112.00	=	\$560.00
Showsite Crated			x	\$112.00	=	
Showsite Special Handling			x	\$140.00	=	
Showsite Uncrated/Pad-Wrapped			x	\$168.00	=	

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

### DESCRIPTIONS OF RATE CLASSIFICATIONS

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

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

**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 Show Site Shipments	\$
Material Handling Total	\$

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





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## SPECIAL HANDLING

### NAPO2015

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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# NAPO2015

# 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:**  
**April 3, 2015**

## 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., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

## INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to \_\_\_\_\_  
Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Carrier \_\_\_\_\_ PREPAID ☐ Collect ☐  
Approximate Number of Containers \_\_\_\_\_ Approximate Weight of Shipment \_\_\_\_\_  
Description \_\_\_\_\_

**(FOR SPLIT SHIPMENTS, USE SPACE BELOW)**

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

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 \_\_\_\_\_



FOR ADVANCE SHIPMENTS ONLY

TO:

NAME OF EXHIBITING COMPANY

BOOTH NO:

NAPO2015  
c/o arata expositions, inc.  
c/o YRC  
4700 S. Eastern Ave.  
Los Angeles, CA 90040

**HOLD FOR STORAGE**

DELIVER PRIOR TO APRIL 3, 2015

**EXHIBIT MATERIAL, DO NOT DELAY**

FOR ADVANCE SHIPMENTS ONLY

TO:

NAME OF EXHIBITING COMPANY

BOOTH NO:

NAPO2015  
c/o arata expositions, inc.  
c/o YRC  
4700 S. Eastern Ave.  
Los Angeles, CA 90040

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NAME OF EXHIBITING COMPANY

BOOTH NO:

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c/o arata expositions, inc.  
c/o YRC  
4700 S. Eastern Ave.  
Los Angeles, CA 90040

**HOLD FOR STORAGE**

DELIVER PRIOR TO APRIL 3, 2015

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

NAPO2015  
c/o arata expositions, inc.  
c/o Westin Bonaventure  
Pasadena Room  
404 South Figueroa Street  
Los Angeles, CA 90071

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

NAPO2015  
c/o arata expositions, inc.  
c/o Westin Bonaventure  
Pasadena Room  
404 South Figueroa Street  
Los Angeles, CA 90071

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

NAPO2015  
c/o arata expositions, inc.  
c/o Westin Bonaventure  
Pasadena Room  
404 South Figueroa Street  
Los Angeles, CA 90071

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

TO: \_\_\_\_\_  
NAME OF EXHIBITING COMPANY

BOOTH NO: \_\_\_\_\_

NAPO2015  
c/o arata expositions, inc.  
c/o Westin Bonaventure  
Pasadena Room  
404 South Figueroa Street  
Los Angeles, CA 90071

**SHOW SITE DELIVERY**

**EXHIBIT MATERIAL, DO NOT DELAY**



Around The Clock Service



Official Carrier For:

# NAPO2015

## 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](mailto:operations@t3logistics.com)** or call **1-866-920-4228**.

# NAPO2015



## T3 Logistics, LLC OFFICIAL SHOW CARRIER

## Quote / Shipping Request

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

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 <small>(Subject to change)</small>	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	<b>TOTALS</b>			

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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<div> <div>THE WESTIN BONAVENTURE</div> <div>HOTEL AND SUITES</div> <div>Los Angeles</div> </div>				<div>Exhibitor Rental Order Form</div>							
				<div>Orders must be received two weeks prior to move in date.</div>							
				<div>FAX FORM TO: (213) 612-4869 - Attn: Catering Department</div>							
EXHIBITOR INFORMATION						PAYMENT INFORMATION					
NAME OF CONVENTION:								ALL ORDERS MUST BE PREPAID			
HOTEL MEETING ROOM/LOCATION:								CARD HOLDER NAME:			
BOOTH NUMBER:								CREDIT CARD#			
INSTALLATION DATE and TIME:								CCV Code (3 digits on the back of card):			
DISCONNECT DATE and TIME:								EXP. DATE			
NAME OF COMPANY:								BILLING ADDRESS			
ADDRESS:								CITY/STATE/ZIP			
PHONE NUMBER:								AUTHORIZED SIGNATURE			
QTY	EQUIPMENT							DAYS	DAILY PRICE	TOTAL	
Technology											
	46" Flat Screen Monitor								\$450.00	\$0.00	
	55" Flat Screen Monitor								\$575.00	\$0.00	
	19" LCD Flat Panel Computer Monitor (speakers not included)								\$150.00	\$0.00	
	24" LCD Flat Panel Computer Monitor (speakers not included)								\$275.00	\$0.00	
	Desktop PC (Includes 17" Monitor, Keyboard, Mouse)								\$340.00	\$0.00	
	Laptop Computer (Windows)								\$250.00	\$0.00	
	B&W Printer								\$275.00	\$0.00	
	4x6' Whiteboard (Includes markers, eraser)								\$70.00	\$0.00	
	LCD Desktop Projector ( 3200 lumens, includes VGA cable)								\$525.00	\$0.00	
	LCD Support Package( includes 6ft screen, plastic rolling cart, VGA cable)								\$185.00	\$0.00	
	Blu-Ray/ DVD Player (US Compatible, Region 1/NTSC)								\$150.00	\$0.00	
	Personal Self Powered Speaker								\$75.00	\$0.00	
	Small Exhibit Sound System Package (includes (1)wired microphone,(1)speaker,(1) stand)								\$205.00	\$0.00	
	Wireless Microphone (please specify Handheld, Lavalier, or Headset *additional \$75*)								\$195.00	\$0.00	
*Labor charges may apply at a rate of \$80/hour											
For information on technology not listed please contact PSAV at (213)612-4725											
High Speed Internet											
	Hard Wired Internet Line								\$200.00	\$0.00	
	Wireless Internet (per device)								\$30.00	\$0.00	
	Wireless Internet (5 devices)								\$145.00	\$0.00	
	Wireless Internet (10 devices)								\$280.00	\$0.00	
For information on bandwidth reservation please contact PSAV at (213)612-4725											
Electrical											
	Extension Cord								\$25.00	\$0.00	
	Power Strip								\$30.00	\$0.00	
	Goose neck ( light )								\$25.00	\$0.00	
	Dedicated 20 amp Circuit								\$115.00	\$0.00	
	Power Drop/Subpanel ( 6 dedicated circuits )								\$800.00	\$0.00	
Furnishings											
	6' x 30" Table								\$0.00	\$0.00	
	Chair (each)								\$0.00	\$0.00	
	Tablecloth: Westin Green								\$0.00	\$0.00	
	Easel								\$0.00	\$0.00	
	Wastebasket								\$0.00	\$0.00	
	Banner Hanging ( not to exceed 4' by 10' )								\$60.00	\$0.00	
Box Handling											
	Box or parcel – 0 to 5 lbs. (each)								\$6.00	\$0.00	
	Box or parcel – 6 to 20 lbs. (each)								\$11.00	\$0.00	
	Box or parcel – 21 to 50 lbs (each)								\$16.00	\$0.00	
	Box or parcel – over 50 lbs.(each)								\$26.00	\$0.00	
	Crates (each)								\$50.00	\$0.00	
	Pallets (each)								\$100.00	\$0.00	
	Oversized or Odd Sized (each)								\$125.00	\$0.00	
	Out Going Packages (To Be Billed by FedEx)								TBD	\$0.00	
Special Instructions:									Sub Total	\$0.00	
									Svc Charge 24%	\$0.00	
									Tax 9%	\$0.00	
									TOTAL	\$0.00	
<div>If you have any questions or need assistance, feel free to contact</div> <div>The Westin Bonaventure Hotel &amp; Suites, Catering Department at (213) 612-4808.</div>											



## EXHIBITOR & PROFESSIONAL ORGANIZER PARTNER (POP) VENDOR RULES & REGULATIONS

NAPO shall have full power to interpret and enforce all regulations contained herein, and the power to make such amendments and such further rules and regulations as may be deemed necessary for the proper conduct of the Expo. Failure to abide by such rules and regulations will result in forfeiture of all monies paid or due to NAPO under terms of the Professional Organizer Partners (POP) and Exhibitor space application contracts.

A signed Professional Organizer Partners (POP) or Exhibitor Application Contract is considered an agreement to pay the total amount due. Payment in full must accompany the application. Space will not be held or assigned without full payment and a completed contract.

**1. Application and Eligibility.** Applications for Professional Organizer Partners (POP) and Exhibit space must be made on the National Association of Professional Organizers (hereinafter "the Association") Space Applications, contain the information as requested, and be executed by an individual who has authority to act for the applicant. This Expo is designed for the display and demonstration of products and services relating to the practice and advancement of the art and science of professional organizing and the professional education of those individuals attending the Association's Annual Conference & Organizing Expo. The Association shall determine the eligibility of any company, product, or service. The Association may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of the Association, with the educational character and objectives of the Expo. In the event an application is not accepted, any paid space rental fees or deposits will be returned.

**2. Payment Dates.** No exhibit space will be guaranteed until the Association receives full payment along with a signed contract. Exhibitors and Professional Organizer Partners (POP) Vendors expressly understand and agree that all amounts paid hereunder will be applied first to any outstanding obligations due the Association, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the Association will have the right to cancel this agreement if the Exhibitor/Vendor is or becomes in arrears with respect to any outstanding obligation due the Association.

**3. Cancellation of Exhibit Space.** In the event that the Exhibitor/Vendor notifies the Association of the Exhibitor's intent to repudiate the contract after acceptance but prior to January 15, 2015, a full refund of monies received, minus a \$200 administrative fee, will be made. No refunds will be given for cancellations made on or after January 15, 2015. If, for any cause beyond its control; such as, but not limited to, the destruction of the Professional Organizer Partners (POP)/Exhibit facilities by an act of God, the public enemy, authority of the law, fire, or other force majeure; the Association is unable to comply with the terms of this contract and deliver the space allotted hereunder, this contract shall be considered terminated and any payments made by the Exhibitor shall be refunded to the Exhibitor, less expenses incurred by the Association to the date of the termination allocable to the Exhibitor after proration thereof among all Exhibitors.

**4. Assignment of Booth Space.** Booth Space will be assigned based on NAPO2015 Sponsor Level, and then according to the date on which the contract and payment are received, the availability of the requested area, the amount of space requested, special needs, and compatibility of the Exhibitor's/Vendor's products with the Association's aims and purposes. Professional Organizer Partners (POP) space is very limited and is assigned on a first-come, first served basis, at the time of receipt of a completed application and full payment. **Each Professional Organizer Partners (POP) vendor may only reserve one POP vendor booth.** Exhibitor may not share or resell space under any circumstances. The Association reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any Exhibit booth.

**5. Conduct of Professional Organizer Partners (POP) Exhibits.** Professional Organizer Partners (POP) vendors are not eligible to participate in NAPO's Organizers' Choice Awards. The advertisement or display of goods or services other than those manufactured or sold by the Exhibitor/Vendor in the regular course of business and identified here within is prohibited. An Exhibitor/Vendor may not assign, sublet, or apportion all or any part of the contracted space, nor may an Exhibitor/Vendor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the Exhibitor/Vendor. Canvassing or distributing of advertising outside the Exhibitor's/Vendor's own table, or the Exhibitor's booth space will not be permitted. There is no restriction on selling on the Expo floor, provided that sales transactions are conducted only within an Exhibitor's booth space. Exhibitors and Professional Organizer Partners (POP) vendors must comply with all sales tax requirements and must be aware of and adhere to business license, sales, and use tax regulations, which vary from state to state. Exhibitors and vendors may not poll or survey any NAPO2015 attendees without prior permission from NAPO. This applies to both paper and electronic methods of data collection.

Exhibitors and Professional Organizer Partners (POP) vendors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without consent of the Association and Hotel. No part of the display, including products, is permitted outside the exhibit spaces. Products and furnishings should be arranged with the safety of the Exhibitors and attendees in mind. The Association reserves the right to restrict the operation of, or evict completely, any booth or Professional Organizer Partners (POP) exhibit which, in the sole opinion of the Association, detracts from the general character of the Expo as a whole. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. No exhibits will be permitted which interfere with the use of, or impede access to, other booths or Professional Organizer Partners (POP) exhibits or impede free use of the aisle.

**6. Installation/Dismantling.** All exhibit booths must be set up as indicated on the Exhibitor Schedule that will be found within the Exhibitor Service Kit, without exception. Assembly of exhibits and Professional Organizer Partners (POP) displays during scheduled Expo hours will not be permitted. An inspection will be made during the set-up time, and exhibits and Professional Organizer Partners (POP) that obviously are not being worked on and have no representative present will be assigned to the labor contractor for uncrating and erecting to facilitate the removal of crates and the initial cleaning prior to the opening. Charges will be billed to the Exhibitor/Vendor. All material must be packed and ready for removal from the Expo area no later than the time and date indicated on the Exhibitor Schedule in the Service Kit. **No packing of equipment or literature or**

**dismantling of the exhibits is permitted until closing time.** Any company violating this regulation may be denied space at future Association conferences.

**7. Additional Exhibitor Services.** All other services are available to exhibitors at normal charges and responsibility of exhibitors/POP vendors through the official NAPO Annual Conference & Organizing Expo contractor (hereinafter "Official Contractor"). A Exhibitor's Service Kit will be available approximately 60 to 90 days in advance of the Expo with complete details and deadline order dates for rental displays, additional decorating, furniture, carpeting (this Expo hall is carpeted throughout), cleaning, electrical, telephone, audio-visual services, drayage, and labor.

**8. Contractor and Labor Coordination.** The Official Contractor will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles, and in any freight traffic area. The Official Contractor will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the Expo. Use of the labor services of the Official Contractor for setup and dismantling is highly recommended. If an outside contractor is used, the following steps must be taken: A. The Association and the Official Contractor must be notified, and proof of adequate liability insurance for an amount no less than \$1 million must be given, at least 30 days prior to show setup. The booth number, name of the exhibitor, and identification of the outside contractor must be included. B. Check-in by all labor will be required at the labor service desk prior to the start of setup. No setup will be permitted without the authorization of the Official Contractor. C. All outside contractor personnel shall confine their activities to the booth in which they are working and will not be permitted to solicit on the floor or elsewhere in the Expo hall.

**9. Hospitality and Entertainment.** Hospitality suites or events sponsored by Exhibitors must be approved by the Association. No entertainment may be scheduled to conflict with the Association's program hours, activity hours, or Expo hours. Reservations should be made directly with the hotel. Firms that are not exhibiting are not permitted to have hospitality functions.

**10. Exhibitor and Professional Organizer Partners (POP) Staff Registration. Professional Organizer Partners (POP) Vendors** receive a total of one (1) Expo Hall Only badge with their booth space. The number of Expo hall badges allotted to each Exhibitor will vary depending on the booth package options purchased by the exhibiting company. Please refer to the Exhibitor Prospectus for more detailed information.

All Exhibitor/Professional Organizer Partners (POP) staff member must have an exhibitor badge. Additional Expo Hall Only badges may be purchased for \$75 per badge. Each Exhibitor/Vendor that registers in advance of the conference will have a printed Expo badge available at the registration desk at the conference site. Exhibitors must wear badges at all times including setup times, exhibit hours, and dismantling. Exhibitor badges are not transferable.

**11. General Conference Registration.** Professional Organizer Partners (POP) Vendors must register for NAPO2015 as a conference attendee at their own expense. Please visit [NAPO2015.net](http://NAPO2015.net) for the registration rates and program schedule.

**12. Special Visual and Sound Effects.** Audiovisual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of the Association does not interfere with the activities of neighboring Exhibitors. Operation of equipment being demonstrated may not create noise levels objectionable to neighboring exhibitors.

**13. Unacceptable Exhibits/Professional Organizer Partners (POP) Display.** The Exhibitor/Vendor agrees not to use any displays that the Association determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of other Exhibitors/Vendors, are in bad taste, are liable to discredit or subject the Association to criticism or legal liability, are inconsistent with the stated purposes of the Association and the interest and welfare of its members, are inimical to the property rights of the Association, or violate the booth regulations or any other provision of this contract. In the event the Association determines at any time that any exhibit may or does violate this contract and the Exhibitor is unable or unwilling to cure or correct such violation, the Association may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the Exhibitor's expense, and the Exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any Exhibitor who is uncertain whether an exhibit is in compliance with all applicable regulations and requirements should contact the Association.

**14. Insuring Exhibitors/Professional Organizer Partners (POP) Exhibits.** Exhibitors/Vendors must insure their exhibits, merchandise, and display materials against theft, fire, etc., at their own expense. It is suggested by the Association that the Exhibitor contact the Exhibitor's insurance broker and obtain all risk insurance covering exhibit property while absent from home premises for exhibit purposes, or a rider to the Exhibitor's existing policy covering same. Neither the Expo facility, the Association, nor the Official Contractor will be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while in the Expo building for any loss of income as a result of any reduced sales due to such loss or damage. All property of the Exhibitor will be deemed to remain under the Exhibitor's custody and control in storage, in transit to or from, or within the confines of the Expo hall, even though it may at times be under the temporary control or direction of the Association or the Official Contractor.

**15. Music Licensing.** The Exhibitor represents and warrants that it shall comply with all copyright restrictions applicable to Exhibitors including, but not limited to, any music performance agreement between the Association and ASCAP or BMI. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of Exhibitors under the copyright laws and present the Association with a copy of such license or grant no less than 30 days prior to the start of the show.

**16. Liability for Damages or Loss of Property.** Guard service is provided by the Association on a 24-hour basis from move-in through move-out. Notwithstanding the guard service provided by the Association for purposes of general security in the Expo premises, the

Exhibitor/Vendor shall protect, indemnify, and hold harmless the Association, the exhibit facility, and the Official Contractor from any and all liability, loss, damage, or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived there from occurring in or about the Expo premises or entrances thereto or exits there from, including that caused by or resulting from the negligence of the Association. The exhibit facility shall not be responsible or liable for any injury, loss, or damage to any property or person brought in by the exhibitor or otherwise located in the Expo premises.

**17. Shipping Instructions.** Information on shipping methods and rates will be sent to each Exhibitor by the Official Contractor. The Exhibitor/Professional Organizer Partner (POP) will ship, at his/her own risk and expense, all articles to be exhibited. The Official Contractor will provide storage for incoming freight, delivery to the table, and removal, storage, and return of empty crates, and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The address on all crated shipments shall include the Exhibitor's name and booth/table number(s). Exhibit material cannot be received at the hotel prior to the show setup dates. Such freight will be directed to and stored at the Association's designated freight handling and storage firm at the Exhibitor/POP's expense. The Exhibitor/POP expressly agrees that any exhibit material remaining in the Expo hall after the contracted move-out time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the Exhibitor/Vendor and without liability to the Association or the Official Contractor.

**18. Failure to Occupy Space.** Any space not occupied in the exhibit facility by the date and time indicated on the Exhibitor Schedule, shall be forfeited by the Exhibitor/Vendor, and space may be resold, reassigned, or used by the Association without refund, unless a request for delayed occupancy has received prior approval by the Association.

**19. Fire Regulations.** No Exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

**20. Advertising Material.** The use or distribution of any souvenirs during the convention shall be subject to prior written approval by the Association. Such material shall be submitted to the Association for approval 60 days prior to the Annual Conference & Organizing Expo. Except as otherwise provided, the Association will not endorse, support, or be liable for the claims made by the Exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

**21. Conference App:** Exhibitor/Vendor information will be available to conference attendees via the conference mobile app, which will allow attendees to view the company names, booth locations for each Exhibitor/Vendor who submits the description by the deadline.

**22. Exhibit Space Floor Plan.** Every effort will be made to maintain the general configuration of the floor plan for this conference. However, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

**23. Miscellaneous.** The Association shall have the sole authority to interpret and enforce all terms and conditions governing Exhibitors and this Expo. Any and all matters not specifically covered herein are subject to decision by the Association. These terms and conditions may be amended at any time by the Association upon written notice to all Exhibitors. The Exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the Association from time to time.