



*Shaping the Future of Aerospace*

# Exhibitor Manual

AIAA Aviation and Aeronautics Forum and  
Exposition

22-26 June 2015  
Hilton Anatole  
Dallas, Texas

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

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Dear Exhibitor,

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

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

**The forms for Exhibitor Guide Listing and Exhibitor Badges are online.** Those forms are located at [www.aiaa-aviation.org](http://www.aiaa-aviation.org) under **EXHIBIT**. Please fill out those forms by the deadline listed on page 5 and submit. The form will be emailed directly to Jean Riley. **To be consistent we ask that you email your logo in .eps or .ai to Jean Riley to ensure we have the most updated version.**

A block of rooms has been reserved at the Hilton Anatole hotel. You can book your room on line through our web site at [www.aiaa-aviation.org](http://www.aiaa-aviation.org). The link is located under "Plan your Trip".

We have several networking events scheduled in the Exposition Hall during the Forum. All networking coffee breaks, the Tuesday Networking Reception and Wednesday Networking Luncheon will be located in the hall. Your exhibitor badge allows access to any event held in the Exposition Hall. You are allowed 4 exhibit badges per 10X10 booth.

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

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

Regards,

*Jean*

Jean Riley  
Senior Event Planner  
[jeanr@aiaa.org](mailto:jeanr@aiaa.org)  
703-264-7509



## IMPORTANT DEADLINES

### Aviation 2015

Item	Deadline
Exhibit Guide Listing Form (on-line)	23 March 2015
Exhibit Booth Staff Badge Form (on-line)	1 June 2015
Decorator Non-Official Contractor	22 May 2015
Decorator Furniture Discount Deadline	5 June 2015
Decorator Freight Discount Deadline	12 June 2015



Shaping the Future of Aerospace

# AIAA RULES AND REGULATIONS Aviation 2015

## NON OFFICIAL CONTRACTOR

If an exhibitor requires a service-contracting firm other than the designated contractor to install, dismantle, or work on their booth, notification must be provided to Arata by 22 May 2015. If credentials are not on file, contractors may be prohibited from entering the show floor. **AIAA will not supply information to display houses who are “bidding” for your business. The exhibitor must make any request for information required in writing to Arata.**

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

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

- 1) The exhibitor must notify ARATA of the intention to use an independent contractor by 22 May 2015, furnishing the name, address, and telephone number of the firm as well as the name(s) of the onsite appointed contractor(s).
- 2) The exhibitor-appointed contract must abide by all show and building rules and regulations. **IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SURE THE NON OFFICIAL CONTRACTOR HAS THIS INFORMATION WHICH IS PROVIDED IN THIS EXHIBITOR MANUAL.**
- 3) The nonofficial contractor must have all licenses, permits, or bonding required by the federal, state, county or municipal governments, and the exposition hall management prior to commencing work, and shall provide Arata with evidence of compliance.
- 4) **The nonofficial contractor must have purchased, and have in effect, insurance, and have provided Arata with a copy of a valid insurance certificate within 30 days of the event. AIAA must be named as additional insured.** This insurance must be maintained in a financially sound insurance company admitted and licensed to provide insurance in the state where the exhibitor-appointed contractor is domiciled for the following coverage:
  - a. **An active worker's compensation insurance policy covering all permanent employees and all temporary labor hired to perform work on this event.**
  - b. **Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1,000,000.00 each occurrence.**
  - c. **Automobile liability insurance of not less than \$500,000.00 for bodily injury and property damage, each occurrence.**
- 5) The nonofficial contractor must follow the scheduled work times or pay any additional cost incurred because of extended hours.
- 6) The nonofficial contractor must furnish Arata with a list of employees, who will be working on the exposition floor, and see that they have and wear at all times the temporary set-up and tear-down badges that will be provided by AIAA.
- 7) The nonofficial contractor must not solicit business on the show floor.
- 8) The nonofficial contractor must confine their operation to the exhibit area of their client(s). No service desk, storage areas, or other work facilities will be located elsewhere at the exhibition site.
- 9) The nonofficial contractor must comply with labor agreements and practices, and must not commit or allow to be committed by persons in their employment, any acts that could lead to work stoppages, strikes, or labor problems.

- 10) The exposition floor, aisles, loading docks, service, and storage areas will be under the control of AIAA's official service contractor. The nonofficial contractor must coordinate activities with the official service contractor. Appeals of the decisions of the show manager will be made to AIAA, who will render the final and binding determinations.
- 11) Violation of above stated rules will lead to expulsion from the exhibit hall.

## **GENERAL RULES**

### **International Traffic in Arms Regulations**

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

### **Booth Staffing**

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

### **Operating Area**

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

### **Carpet/ Floor Covering**

Floor covering is required for all exhibits at all AIAA events. The Exhibit hall at Hilton Anatole is carpeted.

### **Children**

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

### **Shoes**

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

## DISPLAY RULES

### In-line Booths

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

#### Size

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

#### Rules Applying to In-line Booths

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

#### Variations to In-line Booths

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

#### Hanging Signs

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

### End-cap Booths

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

#### Rules Applying to End-cap Booths

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

## **Peninsula Booths**

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

### **Size**

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

### **Rules Applying to Peninsula Booths**

**In-line** - When a Peninsula Booth backs to two In-line booths, back wall height is restricted to 4 feet within 5 feet of each aisle to allow for reasonable sight-lines for the adjacent In-line booths. The maximum height is 16' including signage for all other parts of the space.

**Split-island** – When a Peninsula Booth shares a common back wall with another Peninsula Booth, the entire cubic content of the space may be used without any back wall sight-line restrictions up to a maximum height of 16'.

## **HANGING SIGNS**

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.

## **Island Booths**

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

### **Size**

Island Booths are generally 20'x20' or larger.

### **Rules Applying to Island Booths**

The entire cubic content of the space may be used up to the maximum height of 16'.

### **Hanging Signs**

Hanging signs are permitted to a maximum height of 16' (to the top of the sign) and should be set back at least 10' from adjacent booths. Those exhibitors who wish to use a hanging sign must submit a request (written request, and any applicable line drawings or renderings) to AIAA at least 30 days prior to installation. All hanging signs must be installed by the official general service contractor/ decorator or their designee (in some cases this will be the facility itself). In other words, exhibitors are prohibited from contracting to have their sign hung by any entity not designated in the service kit.



## **OTHER THINGS TO CONSIDER**

### **More on Hanging Signs**

PLEASE NOTE: Hanging points for signs may differ from actual ceiling heights and may depend on the weight of the sign. This information must be requested of the general service contractor/ decorator BEFORE asking for approval by show management. As a general rule, AIAA allows the top of the hanging sign to be no more than 16 feet from the floor when being hung over an island or peninsula booth. This is a *general rule* and varies depending on ceiling height and other factors. Please get the appropriate approvals before designing your display and hanging signs!!

### **Structural Integrity**

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

### **Multi-story Exhibits**

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

### **Towers**

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

### **Americans with Disabilities Act (ADA)**

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

### **Flammable and Toxic Materials**

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

## **Electrical**

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

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

## **Lighting**

The following guidelines should be considered when determining booth lighting:

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



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

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming AVIATION 2015 scheduled for 23 - 25 June 2015 at the Hilton Anatole in Dallas, Texas.

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 8.25% SALES TAX TO THE TOTAL.**

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

Sincerely,

Arata Expositions, Inc.

Enclosures



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

# SHOW FACTS

## AVIATION 2015

**AVIATION 2015**  
**23 - 25 June 2015**  
**Hilton Anatole**  
**Dallas, Texas**

### SHOW SCHEDULE

SET UP TIMES		
Sunday	21 June	1300 - 1700
Monday	22 June	0800 - 1700
SHOW HOURS		
Tuesday	23 June	0900 - 1230 1400 - 1600 1730 - 1900 Reception
Wednesday	24 June	0900 - 1200 1230 - 1400 <small>Ticket required for lunch</small> 1400 - 1600
Thursday	25 June	0900 - 1200
DISMANTLE TIMES		
Thursday	25 June	1200 - 1700

### BOOTH EQUIPMENT:

All linear booths will be set with 8' high back wall draped in grey/white/white/grey. The 3' side rail drape will be grey. Each booth will be provided pipe & drape and a 7" x 44" ID sign indicating company name and booth number.

### BALLROOM CARPET:

The exhibit hall is fully carpeted. If you would like to select a solid color carpet to enhance your booth space, please see the carpet order forms located in this manual.

### SHIPPING INFORMATION:

#### ADVANCE SHIPPING WAREHOUSE ADDRESS (Shipments should arrive no later than 12 June 2015)

To: **(Name of Exhibitor and booth number)**  
 For: AVIATION 2015  
 c/o: Arata Expositions, Inc.  
 c/o: YRC  
 12340 E. Northwest Hwy  
 Dallas, TX 75228

#### DIRECT SHOWSITE SHIPMENTS

(Deliver on 21 – 22 June 2015 only)

To: **(Name of Exhibitor and booth number)**  
 For: AVIATION 2015  
 c/o: Arata Expositions, Inc.  
 c/o: Hilton Anatole  
 Chantilly Ballroom  
 2201 Stemmons Freeway  
 Dallas, TX 75207



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## HELPFUL HINTS

### AVIATION 2015

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

#### PRIOR TO THE SHOW

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

#### SHOWSITE

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

#### OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the show site. It is the Customer's responsibility to stay with their property. Arata Expositions is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.
- Make sure you have properly filled out an Arata Expositions, Inc. Bill of Lading (one for each destination you are shipping to) and that you have turned all of your shipping paperwork into the Arata Customer Service Center before you leave the exhibit hall.
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than 2000 Thursday, June 25, 2015 or your freight will be re-routed onto T-3 Logistics.



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# HOW TO PLACE YOUR ORDER

## AVIATION 2015

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

### FORMS TO ARATA EXPOSITIONS, INC.

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

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

### FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, 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

## AVIATION 2015

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

**Arata Expositions, Inc.** requires settlement of **ALL** invoices prior to the close of the show by payment in full (100%, including applicable tax is due at show site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. Please contact our office for wire transfer information. **A \$25.00 bank fee for wire transfers must be added to the amount transferred. Any and all bank fees will be the responsibility of the exhibiting company.** 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 AVIATION 2015

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   
 Account #

MasterCard

Visa

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

**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)**





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

# THIRD PARTY PAYMENT AVIATION 2015

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

Name of Organization \_\_\_\_\_

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

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

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

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

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

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

### THIRD PARTY

Third Party Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_

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

### CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name \_\_\_\_\_

Address \_\_\_\_\_

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

American Express  Visa

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

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

Account Number

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

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

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

### EXHIBITING COMPANY

Exhibiting Company \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_

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

### CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name \_\_\_\_\_

Address \_\_\_\_\_

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

American Express  Visa

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

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

Account Number

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

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

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

**THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF 5 JUNE 2015**



arata expositions, inc.  
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# COST CALCULATION

## AVIATION 2015

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

### COST CALCULATION WORKSHEET

1. Furniture .....
2. Display Tables.....
3. Plush Carpet/Standard Carpet .....
4. Custom Furniture .....
5. Rental Booths/Display Cases.....
6. Cleaning .....
7. Signs .....
8. Add 8.25% Sales Tax (lines 1 - 7).....
9. Labor Installation .....
10. Labor Dismantling.....
11. Material Handling Estimate.....
12. **BALANCE DUE\***.....

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

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

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

Cardholder's Billing Address:

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

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

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



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**SAFETY**

## **AVIATION 2015**

### **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 ! ! !**

## STANDARD BOOTH CARPET

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



burgundy



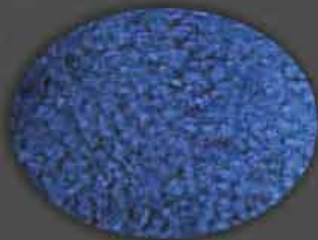
red



black



grey



blue



purple



teal



hunter green

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# STANDARD CARPET AVIATION 2015

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STANDARD LINEAR BOOTH CARPET				
Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$180.00	\$234.00	\$
<input type="checkbox"/>	10' x 20' Carpet	\$360.00	\$468.00	\$
<input type="checkbox"/>	10' x 30' Carpet	\$540.00	\$702.00	\$
<input type="checkbox"/>	10' x 40' Carpet	\$720.00	\$936.00	\$

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.			
<b>BOOTH SIZE</b>			
_____ x _____ = _____ sq. ft.			
<b>Total sq. ft</b>	<b>Discount Price</b>	<b>Standard Price</b>	<b>Extended Price</b>
_____ x _____	\$4.05 per sq. ft	\$5.27 per sq. ft	= \$_____

STANDARD CARPET COLORS	
(CHECK COLOR BELOW)	
<input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Hunter Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Purple <input type="checkbox"/> 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	\$1.55 per sq. ft	\$2.02 per sq. ft	= \$_____
Double Padding _____ x _____ = _____ sq. ft. x	\$3.10 per sq. ft	\$4.04 per sq. ft	= \$_____

VISQUEEN	Discount Price	Standard Price	Extended Price
_____ x _____ = _____ sq. ft. x	\$1.00 per sq. ft	\$1.30 per sq. ft	= \$_____

**Discount Deadline: 5 June 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.

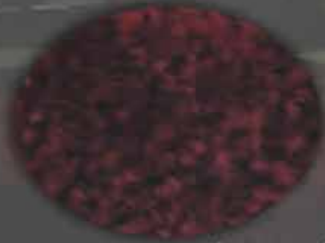
All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total	
8.25% Sales Tax	
Total	

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

## CUSTOM PLUSH CARPET

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



burgundy



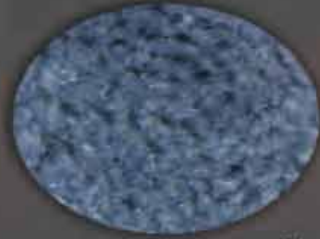
red



ice



silver cloud



new blue



navy



black



charcoal



beige



emerald

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# PLUSH CARPET

## AVIATION 2015

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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 _____	x \$4.50 per sq. ft	\$5.85 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 @ \$5.85 per sq. ft discount or \$7.61 standard price.

### CARPET PADDING

	Discount Price	Standard Price	Extended Price
Single Padding    _____ x _____ = _____ sq. ft.    x	\$1.55 per sq. ft	\$2.02 per sq. ft	= \$ _____
Double Padding    _____ x _____ = _____ sq. ft.    x	\$3.10 per sq. ft	\$4.04 per sq. ft	= \$ _____

**Discount Deadline: 5 June 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	
8.25% Sales Tax	
<b>Total</b>	

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

# STANDARD BOOTH FURNISHINGS

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

**SHOWN:**

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



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# FURNITURE

## AVIATION 2015

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CHAIRS				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Arm Chair	\$87.00	\$113.10	\$
	Side Chair	\$82.00	\$106.60	\$
	Counter Stool	\$92.50	\$120.25	\$

ACCESSORIES				
Qty.	Description	Discount Price	Standard Price	Extended Price
	Wastebasket	\$24.75	\$32.18	\$
	Literature Rack	\$130.00	\$169.00	\$
	Bag Holder	\$99.00	\$128.70	\$
	Easel (Tripod)	\$50.50	\$65.65	\$
	Chrome Sign Holder (22" x 28")	\$97.00	\$126.10	\$
	Fishbowl	\$35.00	\$45.50	\$
	Posterboard, 4' x 8', Vertical	\$170.00	\$221.00	\$
	Posterboard, 4' x 8', Horizontal	\$170.00	\$221.00	\$
	Tensa Barriers	\$40.00	\$52.00	\$
	Credenza (18"d x 36"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$280.00	\$420.00	\$
	Pedestal (18"d x 18"w x 42"h) white <input type="checkbox"/> grey <input type="checkbox"/> black <input type="checkbox"/>	\$245.00	\$367.50	\$

SPECIAL DRAPERY/SKIRTING				
Qty.	Description	Discount Price	Standard Price	Extended Price
	8' High (per lin. foot) (\$55 min)	\$15.00	\$19.50	\$
	3' High (per lin. foot) (\$55 min)	\$11.00	\$14.30	\$
	Special Skirting (per lin. foot)	\$6.50	\$8.45	\$
	8' High End Cap / Close Off	\$55.00	\$71.50	\$

**(CHECK COLOR BELOW)**

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

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

Furniture Total	
8.25% Sales Tax	
Total	

**Discount Deadline: 5 June 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.**

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



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# DISPLAY TABLES

## AVIATION 2015

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DRAPED DISPLAY TABLES 30" HIGH				
Qty.	Description	Discount Price	Standard Price	Extended Price
	2' x 4' x 30"	\$115.00	\$149.50	\$
	2' x 6' x 30"	\$140.00	\$182.00	\$
	2' x 8' x 30"	\$165.00	\$214.50	\$
	4th Side Drapes for 30" Tables	\$50.00	\$65.00	\$

DRAPED DISPLAY TABLES 42" HIGH				
	2' x 4' x 42"	\$140.00	\$182.00	\$
	2' x 6' x 42"	\$165.00	\$214.50	\$
	2' x 8' x 42"	\$190.00	\$247.00	\$
	4th Side Drapes for 42" Tables	\$55.00	\$71.50	\$

**(CHECK COLOR BELOW)**

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Silver
<input type="checkbox"/> White	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> Gold

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

UNDRAPED DISPLAY TABLES 30" HIGH						
	2' x 4' x 30"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		\$68.00	\$88.40	\$
	2' x 6' x 30"			\$80.00	\$104.00	\$
	2' x 8' x 30"			\$92.00	\$119.60	\$

UNDRAPED DISPLAY TABLES 42" HIGH						
	2' x 4' x 42"	EXHIBITOR MUST SUPPLY TOP & TABLE SKIRT		\$92.00	\$119.60	\$
	2' x 6' x 42"			\$107.00	\$139.10	\$
	2' x 8' x 42"			\$122.00	\$158.60	\$

DRAPED TABLE RISERS 12" HIGH				
	4 ft. Riser (white vinyl)	\$60.00	\$78.00	\$
	6 ft. Riser (white vinyl)	\$70.00	\$91.00	\$

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

Display Tables Total	
8.25% Sales Tax	
Total	

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

Street Address
----------------

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

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

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



custom furniture



# PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

## ROMA



CHR003



SFA003

## MIRABEL



CHR001



SFA001

## ALLEGRO



CHR002



SFA002

## KEY WEST



OCB



LSM



SOM

## SOUTH BEACH



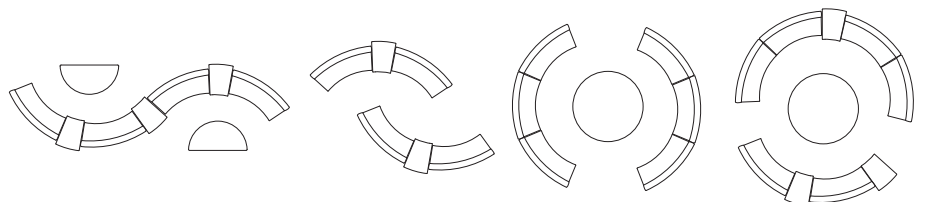
OTS

SO1



SO2

Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008

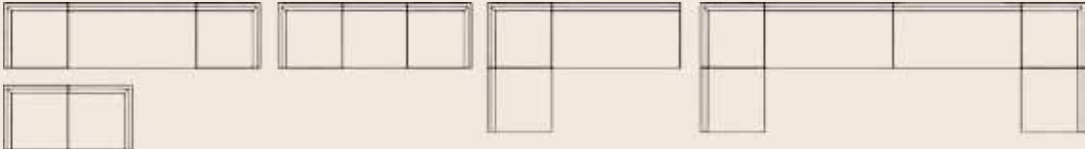


HCH08



HEA08

Suggested Uses of Heathrow



# SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

# LOVESEATS



LSM



NPLLOV

## SOFAS & SECTIONALS

**HEA08 Heathrow Sofa**  
Black Vinyl  
48"L 24"D 28"H

**SO1 South Beach Sofa**  
Platinum Suede  
69"L 29"D 33"H

**SFA001 Mirabel Sofa**  
Brown Leather  
76"L 35"D 32"H

**SFA002 Allegro**  
Blue Fabric  
73"L 34.5"D 30"H

**NPLSOF Naples Sofa**  
Black Vinyl  
87"L 30"D 28"H

**TANSOF Tangiers Sofa**  
Beige Textured  
78"L 37"D 36"H

**SOM Key West Sofa**  
Black  
85"L 35"D 33"H

**SFA003 Roma**  
White Vinyl  
78"L 31"D 33"H

**HS008 Heathrow 3 pc. Sectional**  
Black Vinyl  
72"L 48"D 28"H

**SO2 South Beach 3 pc. Sectional**  
Platinum Suede  
152"L 40"D 33"H

## LOVESEATS

**LSM Key West Loveseat**  
Black  
57"L 35"D 33"H

**NPLLOV Naples Loveseat**  
Black Vinyl  
62"L 30"D 28"H

## CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

## OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

## MEETING CHAIRS



OCMESP



OCMTAU

### CLUB CHAIRS

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

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

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

**NPLCHR Naples Chair**  
Black Vinyl  
36"L 30"D 28"H

**TANCHR Tangiers Chair**  
Beige Textured  
34"L 37"D 36"H

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

**HCH08 Heathrow Chair**  
Black Vinyl  
24"L 24"D 28"H

**HC008 Heathrow Corner Chair**  
Black Vinyl  
24"L 24"D 28"H

### OCCASIONAL CHAIRS

**SWAN Swanson Swivel Chair**  
White Vinyl  
28"L 25"D 18"H

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

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

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

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

**LABREA La Brea Swivel Chair**  
Charcoal Gray, Fabric  
35"L 27"D 40"H

**MADGRY Madden Arm Chair**  
Light Gray, Vinyl  
27"L 32"D 33"H

### MEETING CHAIRS

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

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

# OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

## OTTOMANS

**BNO08 Bench Ottoman**  
Black Vinyl  
60"L 20"D 18"H

**BN075 Bench Ottoman**  
White Vinyl  
60"L 20"D 18"H

**END02B Endless Square Ottoman**  
Black  
34"L 34"D 15"H

**END02W Endless Square Ottoman**  
White  
34"L 34"D 15"H

**SAL Sally Stool**  
White  
12" Round 17"H

**OSC Milano Cube**  
White Leather  
17"L 17"D 18"H

**OTH Milano Cube**  
Black Leather  
17"L 17"D 18"H

**PUZ2SW Puzzle Bench Ottoman**  
White  
48"L 24"D 18"H

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

**Vibe Cube Ottoman**  
Waterproof  
18"L 18"D 18"H  
**VIB05** Yellow Vinyl  
**VIB06** Gold/Bronze Vinyl  
**VIB07** Beige Vinyl  
**VIB08** Orange Vinyl  
**VIB01** Green Vinyl  
**VIB02** Blue Vinyl  
**VIB03** Pink Vinyl  
**VIB04** Red Vinyl

**OTS South Beach Wedge Ottoman**  
Platinum Suede  
25"L 31"D 18"H

**OTK Half Round Ottoman**  
Black Leather  
72"L 36"D 17"H

**OTL Half Round Ottoman**  
White Leather  
72"L 36"D 17"H

**CCB Circle Ottoman**  
Black Leather  
72"L 72"D 17"H

**CCW Circle Ottoman**  
White Leather  
72"L 72"D 17"H

**CCZ Circle Ottoman**  
Black, White Leather  
72"L 72"D 17"H



# GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

## GROUP SEATING

**RSTDIN Rustique Chair with arms**  
Gunmetal  
20"L 18"D 31"H

**DUET Duet Chair**  
Black, Chrome  
21"L 23"D 33"H

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

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

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

**SC1 New York Chair**  
Black, Maple  
18"L 17"D 34"H

**XCHR Christopher Chair**  
White Vinyl, Chrome  
17"L 19"D 35"H

**SC9 Panton Chair**  
White  
20"L 24"D 33"H

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

**CH002 Wendy Chair**  
Clear Acrylic  
15"L 20"D 36"H

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

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

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

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

**SC8 Flex Chair with wheels**  
24"L 22"D 31"H

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

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

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

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

## COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

## SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

### COCKTAIL TABLES

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

**C1E Silverado Cocktail Table**  
Glass, Chrome  
36" Round 17"H

**C1D Soho Cocktail Table**  
Espresso, Metal  
38"L 38"D 18.5"H

**C1K Inspiration Cocktail Table**  
Glass, Brushed Steel  
42"L 28"D 18"H

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

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

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

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

### END TABLES

**TMBTBL Timber Table**  
Wood  
16" Round 17"H

**NEMSAC Mosaic Tables, Set of 3**  
12"L 14"D 16"H  
16.5"L 15"D 18"H  
20.5"L 16"D 20"H

**ETBL E Table**  
Wood  
21"L 15.5"D 27.5"H

**AURA Aura Round Table**  
White Metal  
15" Round 22"H

**EOLI Oliver End Table**  
Walnut Finish  
22" Round 22"H

**E1E Silverado End Table**  
Glass, Chrome  
24" Round 22"H

**E1D Soho End Table**  
Espresso, Metal  
26"L 26"D 27"H

**E1K Inspiration End Table**  
Glass, Brushed Steel  
24"L 28"D 22"H

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

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

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

**E1W Sydney End Table**  
White, Brushed Steel  
27"L 23"D 22"H

**E1Y Sydney End Table**  
Black, Brushed Steel  
27"L 23"D 22"H

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

## CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6-CB2



MERLIN



WD3



8-CB3



6-CO2



8-CO3



6-CC6  
8-CC7  
10-CC8



6-CT06GR  
8-C508GR  
10-CT10GR



CC5



CB1



CONF42

## SAMPLE CONFERENCE SETS



### CONFERENCE TABLES

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

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

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

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

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

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

**CB2 Table**  
6' Graphite Nebula  
72"L 42"D 29"H

**MERLIN Merlin Multi Use Table**  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3 Work Table**  
White Laminate, White  
48"L 24"D 30"H

**CB3 Table**  
8' Graphite Nebula  
96"L 48"D 29"H

**CD2 Table**  
6' Gray Nebula  
72"L 42"D 29"H

**CD3 Table**  
8' Gray Nebula  
96"L 48"D 29"H

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

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

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

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

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

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

**CC5 Table**  
Mahogany  
42" Round 29"H

**CB1 Table**  
Graphite Nebula  
42" Round 29"H

**CONF42 Table**  
White Laminate  
42" Round 29"H

## EXECUTIVE CHAIRS



PROEXE



XC2



XC1



XC5



XC4



OTO

## G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS



G30CWW

## TABLE TOP OPTIONS



MAPLE



WHITE

### EXECUTIVE CHAIRS

**PROEXE Pro Executive Chair**  
White Classic Vinyl  
27.5"L 27.5"D 45.7"H  
Adjustable

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

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

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

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

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

### BAR TABLES

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

**G30BMW Bar Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 42"H

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

**G30BWW Bar Table**  
with Grommet Holes,  
White Top  
72"L 26"D 42"H

### CAFÉ TABLES

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

**G30DMW Café Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 30"H

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

**G30DWW Café Table**  
with Grommet Holes,  
White Top  
72"L 26"D 30"H

### COCKTAIL TABLES

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

**G30CMW Cocktail Table**  
with Grommet Holes,  
Maple Top  
72"L 26"D 18"H

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

**G30CWW Cocktail Table**  
with Grommet Holes,  
White Top  
72"L 26"D 18"H

# BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD

## BARSTOOLS

**RSTSTL Rustique Barstool**  
Gunmetal  
13"L 13"D 30"H

**BS001 Shark Barstool**  
White, Chrome  
22"L 19"D 34-44"H

**BS002 Zoey Barstool**  
White, Chrome  
15"L 16"D 26-30.5"H

**BS003 Zoey Barstool**  
Black, Chrome  
15"L 16"D 26-30.5"H

**ROLLRD Lift Barstool**  
Red Vinyl  
15" Round  
23-33.5"H Adjustable

**ROLLGY Lift Barstool**  
Gray Vinyl  
15" Round  
23-33.5"H Adjustable

**ROLLWH Lift Barstool**  
White Vinyl  
15" Round  
23-33.5"H Adjustable

**ROLLBL Lift Barstool**  
Black Vinyl  
15" Round  
23-33.5"H Adjustable

**BSN Jetson Barstool**  
Black  
18"L 19"D 29"H

**BCE Ice Barstool**  
Transparent, Chrome  
16"L 14"D 33"H

**BSS Banana Barstool**  
Black, Chrome  
21"L 22"D 30"H

**BST Banana Barstool**  
White, Chrome  
21"L 22"D 30"H

**BSL Gin Barstool**  
Maple, Chrome  
16"L 16"D 29"H

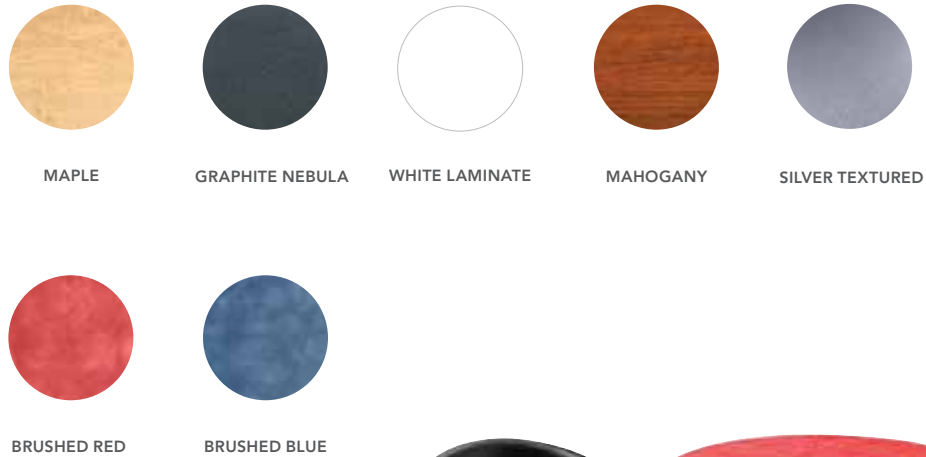
**BSC Oslo Barstool**  
White  
17"L 20"D 30"H

**BSD Oslo Barstool**  
Blue  
17"L 20"D 30"H

# BAR TABLES



# TABLE TOP OPTIONS



## BAR TABLES

### Standard Black Base

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

### Standard Black Base

36" Round 42"H  
 VTP Maple Top  
 VTN Graphite Nebula Top  
 VTW White Laminate Top

### Tulip Chrome Base

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

### Tulip Chrome Base

36" Round 42"H  
 WTP Maple Top  
 WTN Graphite Nebula Top  
 WTW White Laminate Top



# CAFÉ TABLES



# SAMPLE BAR TABLE SETS



## CAFÉ TABLES

**Standard Black Base**  
 30" Round 29"H  
 ZTK Maple Top  
 ZTJ Graphite Nebula Top  
 30MHSC Mahogany Top  
 ZTG Silver Textured Top  
 ZTB Brushed Red Top  
 ZTC Brushed Blue Top

**Standard Black Base**  
 36" Round 29"H  
 ZTP Maple Top  
 ZTN Graphite Nebula Top  
 ZTQ White Laminate Top

**Tulip Chrome Base**  
 30" Round 29"H  
 XTK Maple Top  
 XTJ Graphite Nebula Top  
 30MHTC Mahogany Top  
 XTS Silver Textured Top  
 XTB Brushed Red Top  
 XTC Brushed Blue Top

**Tulip Chrome Base**  
 36" Round 29"H  
 XTP Maple Top  
 XTN Graphite Nebula Top  
 XTR White Laminate Top



## TRAINING ROOM



MERLIN



WD3

## BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36"- PDL36W  
42"- PDL42W



BC6



BC7



36"- PDL36B  
42"- PDL42B



ET2



ET1

## UTILITY CHAIRS



SY1



DF1

### TRAINING ROOM

**MERLIN Merlin Multi Use Table**  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3 Work Table**  
White Laminate, White  
48"L 24"D 30"H

### BOOKCASES & PRODUCT DISPLAYS

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

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

**Powered Locking Pedestal**  
White  
PDL36W  
24"L 24"D 36"H  
PDL42W  
24"L 24"D 42"H

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

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

**Powered Locking Pedestal**  
Black  
PDL36B  
24"L 24"D 36"H  
PDL42B  
24"L 24"D 42"H

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

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

### UTILITY CHAIRS

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

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



## DESKS & CREDENZAS



JD6



JD7



CR6



CR7

## FILES



VF4



VF2



L26



L27

## FRIDGES



R1R



R1Q

### DESKS & CREDENZAS

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

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

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

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

### FILES

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

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

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

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

### FRIDGES

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

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

## MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR



TBSTDW



TBSTND

## LAMPS



LA15



LA14

## LIGHTED PRODUCTS



CUBL20



CUBTBL

### LED color guide



### MOBILE TABLET STAND ACCESSORIES

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

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

**TBPNTR Wireless Printer Holder**  
Black  
3.3"L 1.9"D 5.28"H

### MOBILE TABLET STANDS

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

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

### LAMPS

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

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

### LIGHTED PRODUCTS

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

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

# BARS



### Suggested Uses of Martini Bar



## BARS

**BRC Martini Bar Circle**  
Comprised of three  
**BR1 Martini Bars**  
100"L 100"D 45"H

**BR1 Martini Bar**  
67"L 22"D 45"H

trade shows

sales meetings

corporate events

conventions

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# CUSTOM FURNITURE

(page 1 of 4)

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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>SOFAS/SECTIONALS AND LOVESEATS</b>			
HEA08		Heathrow Sofa/Black Vinyl	639.00
SO1		South Beach Sofa/Platinum Suede	599.00
SFA001		Mirabel Sofa/Brown Leather	761.00
SFA002		Allegro Sofa/Blue Fabric	628.00
NPLSOF		Naples Sofa/Black Vinyl	806.00
TANSOF		Tangiers Sofa/Beige Textured	639.00
SOM		Key West Sofa/Black	527.00
SFA003		Roma Sofa/White Vinyl	761.00
HS008		Heathrow 3 Piece Sectional/Black Vinyl	1676.00
SO2		South Beach 3 Piece Sectional/Plat. Suede	1304.00
LS M		Key West Loveseat/Black	469.00
NPLLOV		Naples Loveseat/Black Vinyl	678.00
<b>CLUB/OCCASIONAL/MEETING CHAIRS</b>			
CHR003		Roma Chair/White Vinyl	497.00
CHR001		Mirabel Chair/Brown Leather	497.00
CHR002		Allegro Chair/Blue Fabric	417.00
NPLCHR		Naples Chair/Black Vinyl	562.00
TANCHR		Tangiers Chair/Beige Textured	415.00
OCB		Key West Tub Chair/Black	384.00
HCH08		Heathrow Chair/Black Vinyl	498.00
HC008		Heathrow Corner Chair/Black Vinyl	537.00
SWAN		Swanson Swivel Chair/White Vinyl	345.00
OCA		T-Vac/Translucent/Chrome	267.00
OCH		Madrid Chair/Black Leather	722.00
BCW		Madrid Chair/White Leather	722.00
CCE		Ice Chair/Transparent	197.00
LABREA		La Brea Swivel Chair/Charcoal Grey Fabric	396.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>CLUB/OCCASIONAL/MEETING CHAIRS (CONTINUED)</b>			
MADGRY		Madden Arm Chair/Light Grey Vinyl	409.00
OCMESP		Espresso Meeting Chair	179.00
OCMTAU		Taupe Meeting Chair	257.00
<b>OTTOMANS</b>			
BNO08		Bench Ottoman/Black Vinyl	396.00
BNO75		Bench Ottoman/White Vinyl	396.00
END02B		Endless Square Ottoman/Black	345.00
END02W		Endless Square Ottoman/White	345.00
SAL		Sally Stool/White	87.00
OSC		Cube Ottoman/White Leather	110.00
OTH		Cube Ottoman/Black Leather	110.00
PUZZ2SW		Puzzle Bench Ottoman/White	299.00
CUBL20		Edge LED Cube Ottoman/White Plastic	185.00
VIB01		Vibe Cube Ottoman/Green Vinyl	126.00
VIB02		Vibe Cube Ottoman/Blue Vinyl	126.00
VIB03		Vibe Cube Ottoman/Pink Vinyl	126.00
VIB04		Vibe Cube Ottoman/Red Vinyl	126.00
VIB05		Vibe Cube Ottoman/Yellow Vinyl	126.00
VIB06		Vibe Cube Ottoman/Gold/Bronze Vinyl	126.00
VIB07		Vibe Cube Ottoman/Beige Vinyl	126.00
VIB08		Vibe Cube Ottoman/Orange Vinyl	126.00
OTS		South Beach Wedge Ottoman/Plat. Suede	233.00
OTK		Half Round Ottoman/Black Leather	373.00
OTL		Half Round Ottoman/White Leather	373.00
CCB		Circle Ottoman/Black Leather	580.00
CCW		Circle Ottoman/White Leather	580.00
CCZ		Circle Ottoman/Black/White Leather	580.00
<b>GROUP SEATING</b>			
RSTDIN		Rustique Chair with arms/Gunmetal	140.00
DUET		Duet Chair/Black/Chrome	63.00
CS8		Berlin Chair/Black/White	104.00

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



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CODE	QTY	ITEM (DESCRIPTION)	PRICE	CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>GROUP SEATING (CONTINUED)</b>				<b>COCKTAIL AND END TABLES (CONTINUED)</b>			
CS9		Berlin Chair/Red/White	104.00	E1C		Geo End Table/Chrome	224.00
SC4		Jetson Chair/Black	180.00	CDYTB		Candy Table/White/Black Top	193.00
SC1		New York Chair/Onyx/Maple Back	171.00	E1W		Sydney End Table/White	245.00
XCHR		Christopher Chair/White Vinyl/Chrome	102.00	E1Y		Sydney End Table/Black	245.00
SC9		Panton Side Chair/White	171.00	CUBTBL		Edge LED Cube Table/Plexi Top/White Plastic	185.00
SC10		Razor Chair/White	79.00	<b>CONFERENCE TABLES</b>			
CH002		Wendy Chair/Clear Acrylic	114.00	CG1		Manhattan Conference Table/Black	276.00
SCF		Fusion Chair/Black/White	132.00	CF2		Geo Rectangle Conference Table/Black	373.00
SCC		Fusion Chair/Clear/White	132.00	CE2		Geo Rectangle Conference Table/Chrome	387.00
SCE		Fusion Chair/Red/White	132.00	OCT6W		Nova Oval Table/6' White	510.00
SCD		Fusion Chair/Green/White	132.00	CE1		Geo Square Rounded Conference Table	267.00
SC8		Flex Chair with Wheels	154.00	CF1		Geo Square Rounded Conference Table/Black	255.00
SC3		Brewer Chair/Onyx/Black	161.00	CB2		Conference Table/6' Graphite Nebula	417.00
XC3		Luxor Guest Chair/Black Leather	335.00	MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
XC6		Altura Guest Chair//Black Crepe	299.00	WD3		Work Table/White Laminate	319.00
CO4		Iso Mesh Chair/Black	284.00	CB3		Conference Table/8' Graphite Nebula	506.00
<b>COCKTAIL AND END TABLES</b>				CD2		Conference Table/6' Grey Nebula	417.00
COLI		Oliver Cocktail Table	231.00	CD3		Conference Table/8' Grey Nebula	506.00
C1E		Silverado Cocktail Table	254.00	CC6		Conference Table/6' Rectangle/Mahogany	387.00
C1D		Soho Cocktail Table/Chocolate Top	361.00	CC7		Conference Table/8' Rectangle/Mahogany	477.00
C1K		Inspiration Cocktail Table	290.00	CC8		Conference Table/10' Rectangle/Mahogany.	758.00
C1F		Geo Rectangle Cocktail Table/Black	231.00	CT06GR		6' Granite Conference Table	301.00
C1C		Geo Rectangle Cocktail Table/Chrome	239.00	C508GR		8' Granite Conference Table	366.00
C1W		Sydney Cocktail Table/White	272.00	CT10GR		10' Granite Conference Table	550.00
C1Y		Sydney Cocktail Table/Black	272.00	CC5		Conference Table/42" Round Mahogany	342.00
TMBTBL		Timber Table/Wood	166.00	CB1		Conference Table/42" Round/Graphite	342.00
NEMSAC		Mosaic Tables/Set of 3	281.00	CONF42		Table/White Laminate	370.00
ETBL		E Table/Wood	172.00	<b>EXECUTIVE CHAIRS</b>			
AURA		Aura Round Table/White Metal	140.00	PROEXE		Pro Executive Chair/White Classic Vinyl	358.00
EOLI		Oliver End Table	212.00	XC2		Luxor Executive Chair/Black Leather	364.00
E1E		Silverado End Table	239.00	XC1		Luxor Executive/High Back/Black Leather	387.00
E1D		Soho End Table/Chocolate Top	326.00	XC5		Altura Executive Chair/Mid Back/Black Crepe	328.00
E1K		Inspiration End Table	277.00	XC4		Altura/Executive Chair/High Back/Black	357.00
E1F		Geo End Table/Black	217.00	OTO		Perth Chair/High Back/Black	422.00

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

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



# CUSTOM FURNITURE

## AVIATION 2015

(page 3 of 4)

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

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>COMMUNAL BAR, CAFÉ AND COCKTAIL TABLES</b>			
G30BMS		Bar Table/Maple Top	609.00
G30BMW		Bar Table/Maple Top/w Grommet Holes	609.00
G30BWS		Bar Table.White Top	609.00
G30BWW		Bar Table/White Top/w Grommet Holes	609.00
G30DMS		Café Table/Maple Top	490.00
G30DMW		Café Table/Maple Top/w Grommet Holes	490.00
G30DWS		Café Table/White Top	490.00
G30DWW		Café Table/White Top/w Grommet Holes	490.00
G30CMS		Cocktail Table/Maple Top	325.00
G30CMW		Cocktail Table/Maple Top/w Grommet Holes	325.00
G30CWS		Cocktail Table/White Top	325.00
G30CWW		Cocktail Table/White Top/w Grommet Holes	325.00
<b>BARSTOOLS</b>			
RSTSTL		Rustique Barstool/Gunmetal	127.00
BS001		Shark Swivel Barstool/White Plastic	299.00
BS002		Zoey Swivel Barstool/White Vinyl	271.00
BS003		Zoey Swivel Barstool/Black Vinyl	271.00
ROLLRD		Lift Barstool/Red Vinyl	204.00
ROLLGY		Lift Barstool/Gray Vinyl	204.00
ROLLWH		Lift Barstool/White Vinyl	204.00
ROLLBL		Lift Barstool/Black Vinyl	204.00
BSN		Jetson Barstool/Black	257.00
BCE		Ice Barstool/Transparent/Chrome	212.00
BSS		Banana Barstool/Black	229.00
BST		Banana Barstool/White	229.00
BSL		Gin Barstool/Maple	181.00
BSC		Oslo Barstool/White	239.00
BSD		Oslo Barstool/Blue	239.00
<b>BAR TABLES</b>			
V TK		Maple Bar Table/Black Base	224.00
V TJ		Graphite Nebula Bar Table/Black Base	224.00
30MHSB		Mahogany Bar Table/Black Base	280.00
VTG		Silver Textured Bar Table/Black Base	237.00
V TB		Brushed Red Bar Table/Black Base	224.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>BAR TABLES (CONTINUED)</b>			
V TC		Brushed Blue Bar Table/Black Base	224.00
V TP		Maple Bar Table/Black Base	233.00
V TN		Graphite Nebula Bar Table/Black Base	233.00
VTW		White Laminate Bar Table/Black Base	255.00
WTK		Maple Bar Table/Tulip Base	284.00
W TJ		Graphite Nebula Bar Table/Tulip Base	284.00
30MHTB		Mahogany Bar Table/Tulip Base	312.00
WTS		Silver Textured Bar Table/Tulip Base	365.00
WTB		Brushed Red Bar Table/Tulip Base	284.00
WTC		Brushed Blue Bar Table/Tulip Base	284.00
WTP		Maple Bar Table//Tulip Base	312.00
WTN		Graphite Nebula Bar Table/Tulip Base	312.00
WTW		White Laminate Bar Table/Tulip Base	422.00
<b>CAFÉ TABLES</b>			
ZTK		Café Table/Maple	195.00
ZTJ		Café Table//Graphite Nebula	195.00
30MHSC		Café Table/Mahogany/30" Round	268.00
ZTG		Café Table/Silver Textured Top	217.00
ZTB		Café Table/Brushed Red	216.00
ZTC		Café Table/Brushed Blue	195.00
ZTP		Café Table/36" Top/Maple	216.00
ZTN		Café Table/36" Top/Graphite Nebula	216.00
ZTQ		Café Table/36" Round/White Laminate	274.00
XTK		Café Table/Maple/Tulip Base	267.00
XTJ		Café Table/Graphite Nebula/Tulip Base	267.00
30MHTC		Café Table/Mahogany/Tulip Base	290.00
XTS		Café Table/Silver Textured Top	345.00
XTB		Café Table/Brushed Red/Tulip Base	267.00
XTC		Café Table/Brushed Blue/Tulip Base	267.00
XTP		Café Table/36" Top/Maple/Tulip Base	290.00
XTN		Café Table/Graphite Nebula/Tulip Base	290.00
XTR		Café Table//White Laminate Top/Tulip Base	345.00

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

Street Address
----------------

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

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

Telephone	Fax
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 4104 l.b.mcleod road  
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# CUSTOM FURNITURE

## AVIATION 2015

(page 4 of 4)

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

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>TRAINING ROOM</b>			
MERLIN		Merlin Multi Use Table/Gray Laminate/Black	332.00
WD3		Work Table/White Laminate/White	319.00
<b>BOOKCASES AND PRODUCT DISPLAYS</b>			
PMB36		Plastic Pedestal/Black	371.00
PMB42		Plastic Pedestal/Black	437.00
PDL		Locking Door Pedestal/Black	426.00
PDL36W		Powered Locking Pedestal/White	460.00
PDL42W		Powered Locking Pedestal/White	550.00
BC6		Bookcase/Mahogany	320.00
BC7		Bookcase/Graphite	312.00
PDL36B		Powered Locking Pedestal/Black	460.00
PDL42B		Powered Locking Pedestal/Black	550.00
ET2		Etagere/Black	320.00
ET1		Etagere/Pewter	320.00
<b>UTILITY CHAIRS</b>			
SY1		Altura Task Chair/Black Crepe	186.00
DF1		Altura Drafting Stool/Black Crepe	277.00
<b>DESKS/CREDENZAS AND FILES</b>			
JD6		Executive Desk/Mahogany	521.00
JD7		Executive Desk/Graphite	499.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>DESKS/CREDENZAS AND FILES (CONTINUED)</b>			
CR6		Credenza/Mahogany	521.00
CR7		Credenza/Graphite	491.00
VF4		Vertical File/4 Drawer	245.00
VF2		Vertical File/2 Drawer	180.00
L26		Lateral File/Mahogany	395.00
L27		Lateral File/Graphite	374.00
<b>FRIDGES</b>			
R1R		Refrigerator/White/20" x 30" x 65"/14.0 cubic	782.00
R1Q		Refrigerator/White/20" x 22" x 33"/4.0 cubic	261.00
<b>MOBILE TABLE STANDS AND ACCESSORIES</b>			
TBCHR		Brochure Holder/8.625"x1.1"x11.325"	60.00
TBSHLF		Charging Shelf/14.85"x7.17"x1"	60.00
TBPNTN		Wireless Printer Holder/3.3"x1.9"x5.28"	60.00
TBSTDW		Mobile Tablet Stand/White/14"x13"x44.5"	193.00
TBSTND		Mobile Tablet Stand/Black/14"x13"x44.5"	193.00
<b>LAMPS AND LIGHTED PRODUCTS</b>			
LA15		Mason Floor Lamp/Brushed Silver	205.00
LA14		Mason Table Lamp/Brushed Silver	139.00
CUBL20		Edge Lighted Cube Ottoman/White Plastic	185.00
CUBTBL		Edge LED Cube Table/White Plastic	185.00
<b>BARS</b>			
BR1		Martini Bar	1295.00
BRC		Circle Martini Bar	3728.00

**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: 5 June 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 6/5/15	
8.25% 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

## AVIATION 2015

(page 1 of 4)

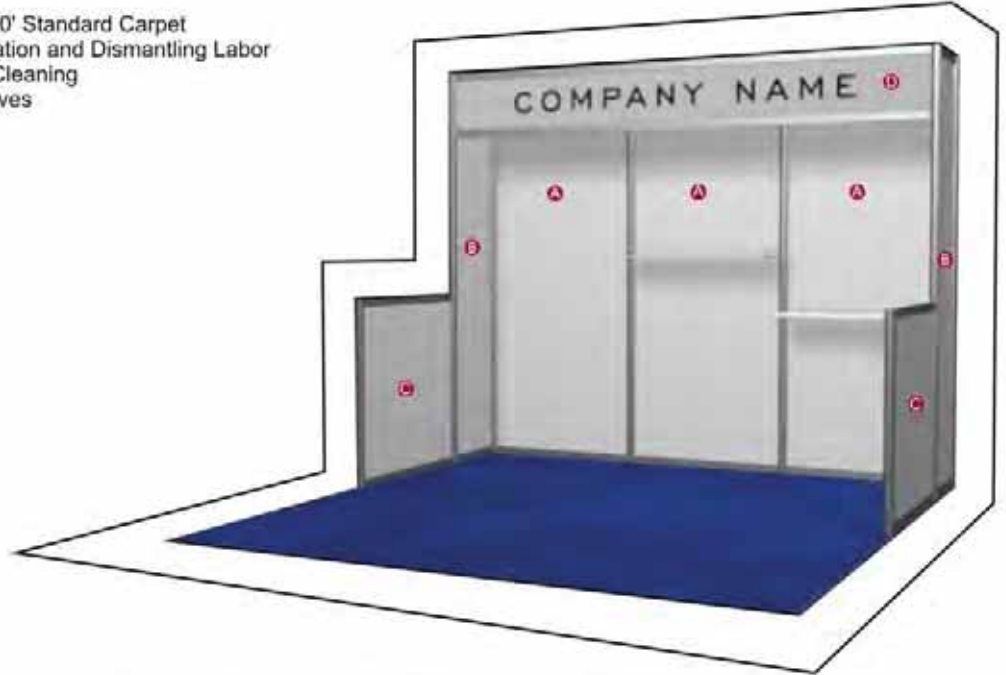
# A

PACKAGE

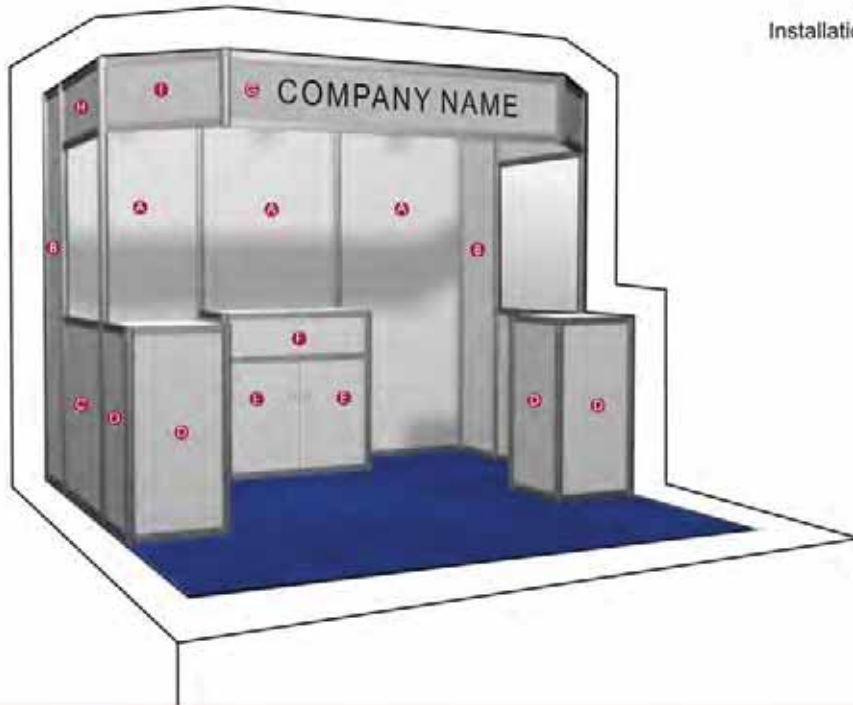
\$ 2,240.00

- Actual Panel Sizes:**
- Ⓐ 3 - 38.125" x 92.875"
  - Ⓑ 2 - 18.5" x 92.875"
  - Ⓒ 2 - 38.125" x 38.875"
- Header:**
- Ⓓ 1 - 116.875" x 11.875"

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



Please **DO NOT** place any text 1/8" from all finished edges for panel insertion. Files must be setup with 1/8" Bleed.



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

# B

PACKAGE

\$ 2,860.00

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

**Discount Deadline: 5 June 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.  
**Please add 8.25% sales 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

## AVIATION 2015

(page 2 of 4)

# C

## PACKAGE

\$ 5,330.00

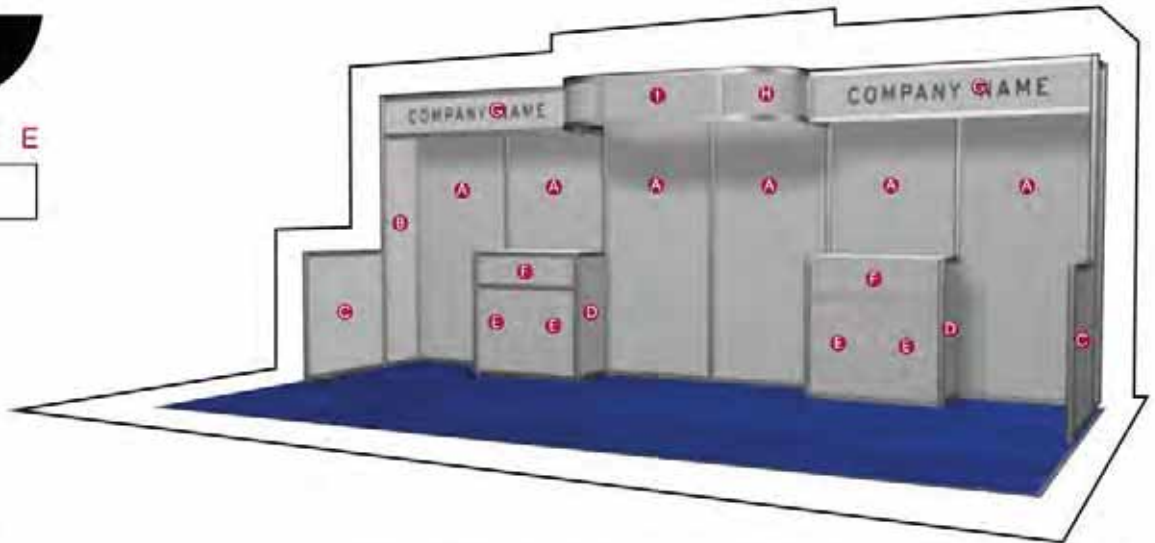
### Actual Panel Sizes:

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

### Header:

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

10' x 20' Standard Carpet  
Installation and Dismantling Labor  
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

## PACKAGE

\$ 6,100.00

### Actual Panel Sizes:

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

### Header:

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



**Discount Deadline: 5 June 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

**Please add 8.25% sales 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

## AVIATION 2015

(page 3 of 4)

# E

## PACKAGE

**\$ 9,350.00**

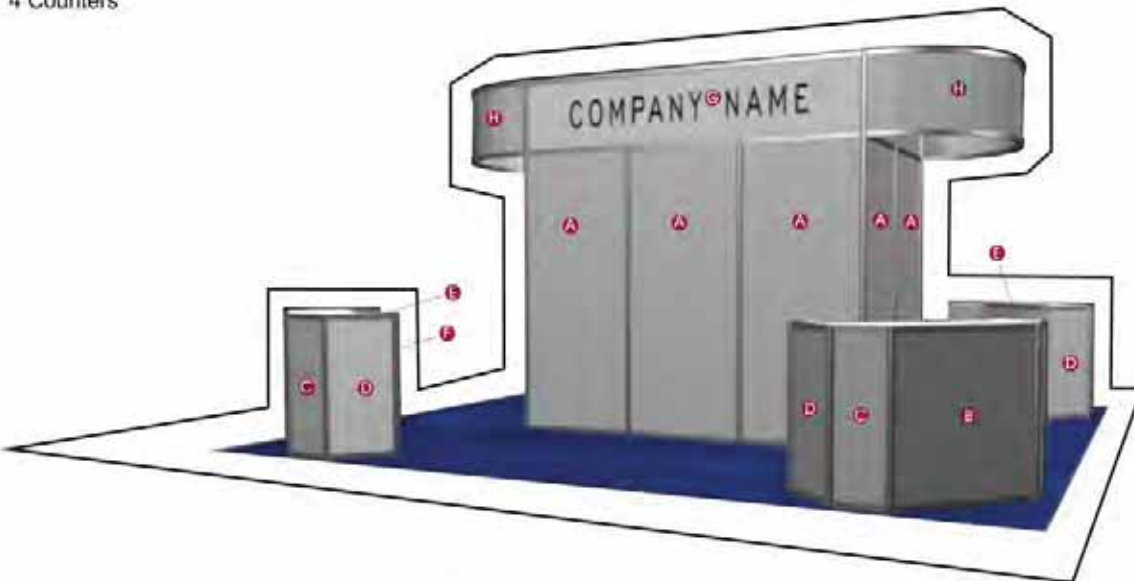
**Actual Panel Sizes:**

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

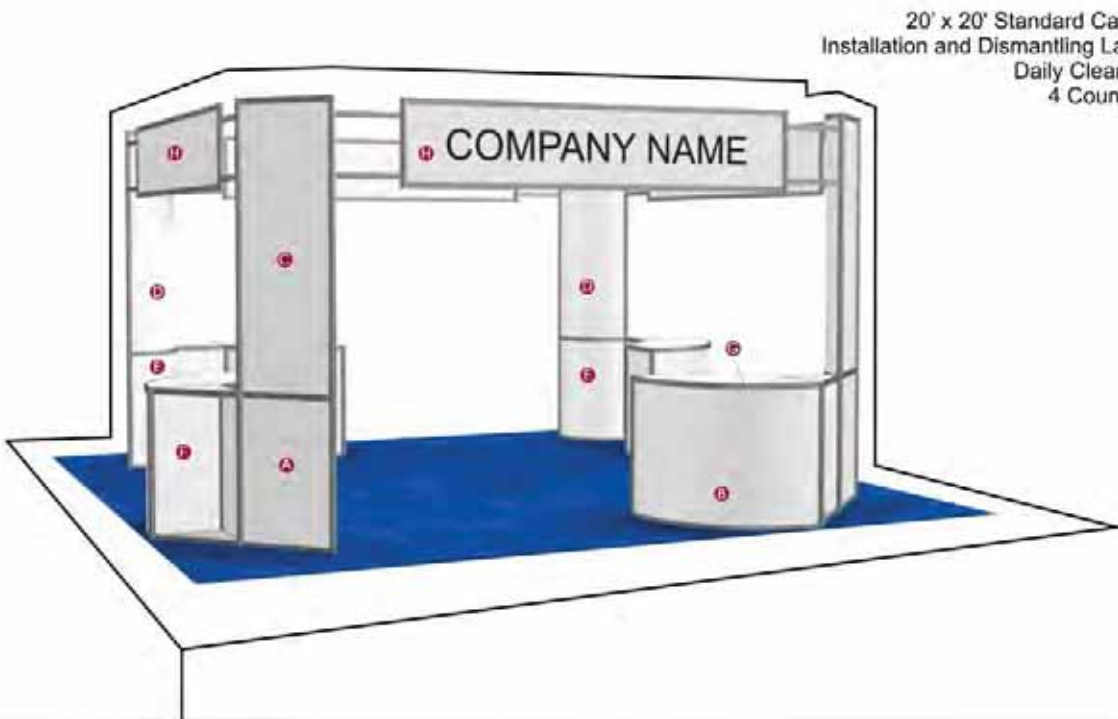
**Header:**

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

20' x 20' Standard Carpet  
 Installation and Dismantling Labor  
 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

**\$ 10,075.00**

**Actual Panel Sizes:**

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

**Header:**

- H 4 - 116.875" x 20.875"

**Discount Deadline: 5 June 2015 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.  
**Please add 8.25% sales 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

## AVIATION 2015

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### CUSTOM RENTAL PACKAGES

**Please Select Rental Package:**

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

**Select Standard Carpet Color:**

Black     Grey     Blue     Red     Teal   
 Burgundy     Purple     Hunter Green

Header Copy = **BLACK BOLD LETTERS**

**Select Panel Color:**

Black     White

**Please contact us for additional information and pricing on:**

Color Changes     Logos     Velcro Panels     Custom Designs     Custom Graphics

Other: \_\_\_\_\_

### RENTAL PACKAGE ACCESSORIES

Add the following accessories to my Custom Rental Package:

**Credenza**

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

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



**Pedestal**

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

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



**Shelves**

12" x 36"  
 \$44.00 each

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



**Clip-On Lights**

\$28.00 each

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



**Discount Deadline: 5 June 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	
Add 50% after 6/5/15	
8.25% Sales Tax	
<b>Total</b>	

Company Name Booth Number

Street Address

City State Zip Code Country

Email Address Contact Name

Telephone Fax



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# DISPLAY CASES

## AVIATION 2015

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FULL VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Full View (18"d x 70"l x 38"h)	\$595.00	\$773.50	\$
	5' Full View (18"d x 60"l x 38"h)	\$595.00	\$773.50	\$
	4' Full View (18"d x 48"l x 38"h)	\$595.00	\$773.50	\$



HALF VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Half View (18"d x 70"l x 38"h)	\$595.00	\$773.50	\$
	5' Half View (18"d x 60"l x 38"h)	\$595.00	\$773.50	\$
	4' Half View (18"d x 48"l x 38"h)	\$595.00	\$773.50	\$



QUARTER VIEW DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	6' Quarter View (18"d x 70"l x 38"h)	\$595.00	\$773.50	\$
	5' Quarter View (18"d x 60"l x 38"h)	\$595.00	\$773.50	\$
	4' Quarter View (18"d x 48"l x 38"h)	\$595.00	\$773.50	\$



CORNER DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	5' Corner (18"d x 48.5"l x 38"h)	\$595.00	\$773.50	\$



VERTICAL DISPLAY CASE				
Qty.	Description	Discount Price	Standard Price	Extended Price
	7' Vertical (20"d x 20"l x 79"h)	\$625.00	\$812.50	\$

**Discount Deadline: 5 June 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.**

Display Case Total	
8.25% Sales Tax	
Total	

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

Street Address
----------------

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

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

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



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 4104 l.b.mcleod road  
 orlando, fl 32811  
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# BOOTH CLEANING

## AVIATION 2015

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

### BOOTH CLEANING

Vacuuming of booth and emptying of wastebaskets.

	Discount Price	Standard Price	Extended Price
Pre Show Cleaning    _____ x _____ = _____ sq. ft. x \$ .48 per sq. ft		\$ .58 per sq. ft	= \$ _____
Daily Cleaning        _____ x _____ = _____ sq. ft. x \$ 1.44 per sq. ft		\$ 1.73 per sq. ft	= \$ _____

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

### PORTER SERVICE

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

	Cost per Day	Number of Show Days	Extended Price
Up to 500 square feet	\$110.00	x _____	= _____
501 to 1000 square feet	\$120.00	x _____	= _____
1001 to 2500 square feet	\$130.00	x _____	= _____
Greater than 2500 square feet	\$140.00	x _____	= _____

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

**Discount Deadline: 5 June 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	
8.25% Sales Tax	
<b>Total</b>	

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

Street Address
----------------

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

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

Telephone	Fax
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# SPECIAL SIGNS

## AVIATION 2015

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

### CUSTOM SIGNS/SERVICES

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

#### DIGITAL SHOWCARD SIGNS (10 words or less)

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

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

#### FILE PREPARATION

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

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

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

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

**Discount Deadline: 5 June 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.

#### 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.

Special Sign Total	
Add 100% after 6/5/15	
8.25% Sales Tax	
Total	

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

Street Address
----------------

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

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

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



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

# LABOR REGULATIONS

## AVIATION 2015

### 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.

#### LOCAL DECORATOR UNION

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

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 ½ hour. They may not use power tools. After the ½ hour is up, exhibitors must use union labor. Your labor requirements can be ordered on the enclosed Order Form for Installation and Dismantling Labor.

#### 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. Union jurisdiction allows individually hand carried items only, by one person in one trip, and will not permit exhibitors use of dollies, hand trucks or pushcarts.

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. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to an Arata 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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**AVIATION 2015**

**MECHANICAL LIFTS**

## **OPERATION OF ALL MECHANICAL LIFTS**

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



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

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

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

Thank you for your cooperation.



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# DISPLAY LABOR

## AVIATION 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.  
**Discount rate applies to all orders received by 5 June 2015**

RATES: (ONE HOUR MINIMUM PER MAN)	DISCOUNT RATE	STANDARD RATE
<b>STRAIGHT TIME:</b> 8:00 AM to 4:30 PM WEEKDAYS	\$109.00 PER MAN PER HOUR	\$141.70 PER MAN PER HOUR
<b>OVERTIME:</b> 4:30PM - MIDNIGHT MON - FRI AND 8:00AM - MIDNIGHT SAT & SUN	\$190.00 PER MAN PER HOUR	\$247.00 PER MAN PER HOUR
<b>DOUBLETIME:</b> HOLIDAYS & MIDNIGHT - 8:00AM ALL DAYS	\$218.00 PER MAN PER HOUR	\$283.40 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						_____

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

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

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

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

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

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

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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



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# AEI SUPERVISED LABOR AVIATION 2015

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

## INBOUND SHIPPING INFORMATION

Display will be shipped to: Warehouse \_\_\_\_ Showsite \_\_\_\_ Date Shipped \_\_\_\_\_ Date to arrive \_\_\_\_\_  
 Carrier \_\_\_\_\_ Shipped from: City/State \_\_\_\_\_  
 Total number of: Crates \_\_\_\_ Cartons \_\_\_\_ Cases \_\_\_\_ Other (please specify) \_\_\_\_\_

## SET UP INFORMATION

Display Carpet: Shipped with exhibit: \_\_\_\_ Rented from AEI \_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_  
 Electrical Placement: Electrical under carpet: \_\_\_\_ Drawing attached (required): \_\_\_\_ Drawing with exhibit \_\_\_\_  
 Special Electrical Instructions: \_\_\_\_\_  
 Set up instructions: Attached: \_\_\_\_ Shipped with display: \_\_\_\_ Special tools/hardware: \_\_\_\_\_  
 Special set up or dismantle instructions: \_\_\_\_\_  
 Graphics: Shipped with display: \_\_\_\_ Shipped separately: \_\_\_\_ Carrier \_\_\_\_\_ Date to arrive: \_\_\_\_\_  
 Special instructions for graphics: \_\_\_\_\_

## OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

Emergency contact at show site: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

Hotel: \_\_\_\_\_ Hotel phone #: \_\_\_\_\_ Arrival date: \_\_\_\_\_

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



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# EXHIBITOR APPOINTED CONTRACTOR AVIATION 2015

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

## DEADLINE:

Friday, 22 May 2015

## RETURN TO:

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

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received no later than 22 May 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 Texas, must be provided with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage to property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Arata Expositions, Inc., Show Mgt. 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 \$0.25 per square foot to cover all miscellaneous costs related to the restoration of exhibit space to its initial condition.

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

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



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## AVIATION 2015

# MATERIAL HANDLING

### LIMITS OF LIABILITY

(page 1 of 2)

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



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# MATERIAL HANDLING

## AVIATION 2015

### LIMITS OF LIABILITY

(page 2 of 2)

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



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# TIPS FOR MATERIAL HANDLING AVIATION 2015

## HELPFUL HINTS

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

### THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
12 June 2015	80 Lbs.	200 Lbs. Min.	\$94.00	\$188.00
12 June 2015	50 Lbs.	200 Lbs. Min.	\$94.00	\$188.00
12 June 2015	70 Lbs.	200 Lbs. Min.	\$94.00	\$188.00
	200 Lbs. Total		Total Material Handling Charges	\$564.00

### THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
12 June 2015	200 Lbs.	200 Lbs. Min.	\$94.00	\$188.00
	200 Lbs. Total		Total Material Handling Charges	\$188.00



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# SHIPPING INFORMATION

## AVIATION 2015

### ADVANCE SHIPPING WAREHOUSE ADDRESS (Shipments should arrive no later than 12 June 2015)

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

To: **(Name of Exhibitor and booth number)**  
For: AVIATION 2015  
c/o: Arata Expositions, Inc.  
c/o: YRC  
12340 E. Northwest Hwy  
Dallas, TX 75228

### DIRECT SHOWSITE SHIPMENTS

(Deliver on 21 – 22 June 2015 only)

To: **(Name of Exhibitor and booth number)**  
For: AVIATION 2015  
c/o Arata Expositions, Inc.  
c/o Hilton Anatole Atlanta  
Chantilly Ballroom  
2201 Stemmons Freeway  
Dallas, TX 75207

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 1600 Friday, June 12, 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 by 1300, Sunday, 21 June 2015.

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

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

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

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

**If your designated carrier fails to pick up or refuses to accept your shipment by 1700 Thursday, 25 June 2015, your freight will be shipped by T-3 Logistics you 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.





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

# MATERIAL HANDLING RATE SCHEDULE

## AVIATION 2015

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

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

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

Crated Shipment	94.00 per CWT
Special Handling Shipment	117.50 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	96.00 per CWT
Special Handling Shipment	120.00 per CWT
Uncrated/pad wrapped Shipment	144.00 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	24.00 per CWT
Special Handling Shipment	30.00 per CWT
Uncrated/pad wrapped Shipment	36.00 per CWT

**LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER 12 JUNE 2015**

Crated Shipment	24.00 per CWT
Special Handling Shipment	30.00 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 RATE CALCULATION

## AVIATION 2015

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

### WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	450 lbs (500) Divided by 100 =	5	x	\$94.00	=	\$470.00
Warehouse Crated			x	\$94.00	=	
Warehouse Special Handling			x	\$117.50	=	

**NOTE: Overtime and late arrival charges may be applicable. Overtime charges include warehouse shipments that are moved to show site during overtime hours. Please refer to the Arata Expositions 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	\$96.00	=	\$480.00
Showsite Crated			x	\$96.00	=	
Showsite Special Handling			x	\$120.00	=	
Showsite Uncrated/Pad-Wrapped			x	\$144.00	=	

**NOTE: Overtime arrival 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 un-skidded machinery without proper lifting bars or hooks.

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

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



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## AVIATION 2015

# SPECIAL HANDLING

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

## SPECIAL HANDLING DEFINITIONS

### **Ground Unloading/Loading:**

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

### **Stacked Shipments:**

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

### **Constricted Space Unloading/Loading:**

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

### **Designated Piece Unloading/Loading:**

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

### **Mixed Loads:**

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

### **Crated vs. Uncrated:**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or un-skidded 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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## AVIATION 2015

# FREIGHT ROUTING

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

**Please return this form by:  
June 5, 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., 4104 L B McLeod Road, Orlando, FL 32811, phone (407) 422-3636.
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

### INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Ship to \_\_\_\_\_  
Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Carrier \_\_\_\_\_ 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: \_\_\_\_\_

AVIATION 2015  
c/o arata exhibitions, inc.  
c/o YRC  
12340 E. Northwest Hwy  
Dallas, TX 75228

**HOLD FOR STORAGE**

DELIVER NO LATER THAN JUNE 12 TO AVOID LATE FEES

**EXHIBIT MATERIAL, DO NOT DELAY**

FOR ADVANCE SHIPMENTS ONLY

TO: \_\_\_\_\_

NAME OF EXHIBITING COMPANY

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

AVIATION 2015  
c/o arata exhibitions, inc.  
c/o YRC  
12340 E. Northwest Hwy  
Dallas, TX 75228

**HOLD FOR STORAGE**

DELIVER NO LATER THAN JUNE 12 TO AVOID LATE FEES

**EXHIBIT MATERIAL, DO NOT DELAY**

FOR ADVANCE SHIPMENTS ONLY

TO: \_\_\_\_\_

NAME OF EXHIBITING COMPANY

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

AVIATION 2015  
c/o arata exhibitions, inc.  
c/o YRC  
12340 E. Northwest Hwy  
Dallas, TX 75228

**HOLD FOR STORAGE**

DELIVER NO LATER THAN JUNE 12 TO AVOID LATE FEES

**EXHIBIT MATERIAL, DO NOT DELAY**

FOR ADVANCE SHIPMENTS ONLY

TO: \_\_\_\_\_

NAME OF EXHIBITING COMPANY

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

AVIATION 2015  
c/o arata exhibitions, inc.  
c/o YRC  
12340 E. Northwest Hwy  
Dallas, TX 75228

**HOLD FOR STORAGE**

DELIVER NO LATER THAN JUNE 12 TO AVOID LATE FEES

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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

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

AVIATION 2015  
c/o arata expositions, inc.  
c/o Hilton Anatole  
Chantilly Ballroom  
2201 Stemmons Freeway  
Dallas, TX 75207

**SHOW SITE DELIVERY**

DELIVER ON JUNE 21 - 22 ONLY

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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

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

AVIATION 2015  
c/o arata expositions, inc.  
c/o Hilton Anatole  
Chantilly Ballroom  
2201 Stemmons Freeway  
Dallas, TX 75207

**SHOW SITE DELIVERY**

DELIVER ON JUNE 21 - 22 ONLY

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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

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

AVIATION 2015  
c/o arata expositions, inc.  
c/o Hilton Anatole  
Chantilly Ballroom  
2201 Stemmons Freeway  
Dallas, TX 75207

**SHOW SITE DELIVERY**

DELIVER ON JUNE 21 - 22 ONLY

**EXHIBIT MATERIAL, DO NOT DELAY**

**FOR SHOW SITE SHIPMENTS ONLY**

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

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

AVIATION 2015  
c/o arata expositions, inc.  
c/o Hilton Anatole  
Chantilly Ballroom  
2201 Stemmons Freeway  
Dallas, TX 75207

**SHOW SITE DELIVERY**

DELIVER ON JUNE 21 - 22 ONLY

**EXHIBIT MATERIAL, DO NOT DELAY**



**Official Carrier For:**

**Aviation 2015**

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**Services Offered**

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**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**.



## 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	<input type="text"/>
Phone # / Fax #	<input type="text"/>
E-mail	<input type="text"/>

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 <i>(Subject to change)</i>	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>			

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



# Electrical Service Order

Please provide the appropriate information below and turn form in to our Meeting Services Dept.



Convention Name _____	Room _____	Show Date _____
Exhibitor Name _____	Booth # _____	
On-Site Contact _____	Telephone _____	
Exhibitor's Address _____	City/State/Zip _____	

**NOTICE:**  
The Deadline for ordering goods and services is 15 days prior to function.

RETURN TO:

Meeting Services Dept.  
Hilton Anatole Hotel  
2201 N. Stemmons Fwy.  
Dallas, Texas 75207  
[dfwan-ShowServices@hilton.com](mailto:dfwan-ShowServices@hilton.com)  
214-761-7836 Ph  
214-761-7856 Fax

## RATE SCHEDULE

LIGHTING	PRICE	QTY	AMOUNT
(1) Remote Dimmer Control (Chantilly, Grand, Khmer only)	\$375.00		
POWER	PRICE	QTY	AMOUNT
120-volt Circuit ( 500 watt max.)	\$140.00		
120-volt Circuit (1000 watt max.)	150.00		
120-volt Circuit (1500 watt max.)	170.00		
120-volt Circuit (2000 watt max.)	200.00		
208-volt (Single Phase 20 Amp)	\$300.00		
208-volt (Single Phase 30 Amp)	350.00		
208-volt (Three Phase 20 Amp)	375.00		
208-volt (Three Phase 30 Amp)	475.00		
208-volt (Single/Three Phase 60 Amp)	600.00		
208-volt (Single Phase 100 Amp)	800.00		
208-volt (Single Phase 200 Amp)	900.00		
208-volt (Single Phase 400 Amp)	1,400.00		
208-volt (Three Phase 100 Amp)	1,000.00		
208-volt (Three Phase 200 Amp)	1,600.00		
208-volt (Three Phase 400 Amp)	3,000.00		
Extension Cord - 4-Gang Box (requires power)	\$30.00		
Extension Cord - One Outlet (requires power)	30.00		
Water (in Trinity I only - priced per request)			
<b>Sub-Total:</b>			
25% Late Charge (if applicable)			
24% Service Charge			
Dallas Sales Tax (@ 8.25%)			
<b>Total:</b>			
LABOR (2-hour minimum charge)	RATE	QTY	AMOUNT
Straight Time Labor - 7am to 4pm	\$75/hr		
Overtime Labor (before 6am, after 4pm, & Saturday)	\$125/hr		
Sunday & Holiday Labor	\$150/hr		
Hanging Banner (in meeting space - up to 4ft L x 4ft W)	\$50		
Hanging Banner (in meeting space - L or W > 4ft)	\$10/l.f.		
Hanging Banner* (in public space - up to 4ft L x 4ft W)	\$100		
Hanging Banner* (in public space - L or W > 4ft)	\$20/l.f.		
Hanging Banner* (Atrium II Clock Tower)	\$750		
ACR - Sign (install/dismantle)	\$10 ea		
*Requires hotel approval and placement			
<b>Sub-Total:</b>			
25% Late Charge (if applicable)			
<b>Grand Total:</b>			

The Hilton Anatole is not responsible for any damage related with electrical service provided by the hotel. All material and equipment furnished remains the property of the Hilton Anatole Hotel.

I understand the terms, conditions, and rates stated above and agree to pay all charges incurred to my exhibit(s) and on my behalf.

Exhibitor Signature _____	Printed Name _____	Date _____
Credit Card Type/Brand _____	Credit Card # _____	Exp. Date _____
Card Member Signature _____	Printed Name _____	Date _____

HAH ESO 131230

## GENERAL CONDITIONS OF RENTAL & SALES

### Placement & Confirmation of Service Order

To place your order, please email this Service Order (completed) to [dfwan-ShowServices@hilton.com](mailto:dfwan-ShowServices@hilton.com) or fax it to 214-761-7856.

To confirm orders, you may call 214-761-7836 from outside the hotel, or dial ext. 2727 from any house phone while on property.

### Changes or Additions to Your Order

Any changes or additions to your order must be made in person at the Service Desk. Note: The workmen are not permitted to take orders or make changes to the orders.

### Adjustments to Orders/Invoices

All adjustments to orders and invoices must be made in person at the Service Desk. No adjustments to your order/invoice will be made unless reported prior to close of show.

### Inventory of Services

Exhibit booths will be inventoried at the show site. Any additional materials or wattage used will be added to the final invoice and priced as "floor order" (subject to applicable rates).

### Receptacles/Outlets

Wall or post receptacles are not a part of the booth space. For a booth to have electricity, a separate outlet & electrical service must be ordered.

### Electric Motors

All electric motors of one (1) horsepower (HP) or larger must be equipped with a fusible switch.

### Electrical Power and Service

Normal Usage: 120-volt single-phase, four- or five-wire.

120/208-volt three-phase, four- or five-wire.

Heavy Loads: Heavy loads are limited to certain locations within the building, and require advanced arrangements. Please contact our office for information.

High Voltage: 277/480-volt three-phase, four-wire power is available. Advanced arrangements are required.

Other Service: Any special requirements for electrical service not listed must be arranged prior to the agreed deadline (listed on the reverse).

### "Special Work/Special Setup" Rates

All special work is charged on a Materials and Labor basis, on the following rate schedule:

Materials: Retail cost (as published in the "Trade Service" pricing book)

Labor: Priced under "Miscellaneous Services"

Late Charge: All special work required and requested after the deadline (less than 15 days prior to the function) is subject to an additional 25% late charge, regardless of when the work is done.

## PAYMENT

- Payment for exhibit goods and services must be made in advance, by checks, money orders, or credit cards, and must accompany this Electrical Services Order Form.

- Purchase Orders are not accepted as a form of payment.

- A 25% Late Charge must be added for services required and requested after the deadline (less than 15 days prior to the function), regardless of when the work is done.

- Make checks or money orders payable to Hilton Anatole Hotel.

- Payment for labor and services, whether ordered by the exhibitor, display builder or other parties, shall be the responsibility of the exhibitor.



# EXHIBITOR AUDIO VISUAL ORDER FORM-2014



Event Name \_\_\_\_\_  
 Exhibit Dates \_\_\_\_\_  
 Exhibit Hall/Room \_\_\_\_\_

**All Prices are for DURATION of exhibition**  
 If you have a special request or need additional equipment, please call **214-761-5820**.

Video Equipment					Qty x SHOW RATE = Total		Advanced		On-Site		Customer Information	
DVD Player			\$215.00	\$	275.00							Firm Name:
LCD Accessories Package <i>Includes Tripod Screen, projector stand, &amp; cabling</i>			\$415.00	\$	515.00							Address:
LCD Projection Package <i>Includes LCD Projector, Tripod Screen, AV cart, &amp; cabling</i>			\$1,500.00	\$	1,875.00							City:
DVD Player/Monitor Package <i>Includes DVD Player, 32" LCD Monitor, Cart, &amp; cabling</i>			\$965.00	\$	1,195.00							State: Zip:
54" Rolling Cart w/Black Skirt			\$75.00	\$	95.00							Ordered By:
Tripod Screen			\$190.00	\$	225.00							Telephone # (required):
												Fax #:
												Email (required):
Audio Equipment					Qty x SHOW RATE = Total		Advanced		On-Site		Telephone & Power	
CD Player <i>(requires Powered Spkr &amp; Mixer or Sound System)</i>			\$215.00	\$	250.00							All telephone and power requests should be made through the Hilton Anatole Event Services Dept.
iPod/Computer Audio Connection <i>(requires Mixer &amp; Powered Speaker or Sound System)</i>			\$150.00	\$	185.00							
Small Desktop Computer Speakers			\$185.00	\$	230.00							
Powered Speaker w/ stand and 4-channel mixer			\$350.00	\$	435.00							
Sound System with (2) powered speaker,(2) stands, (1) 4 channel mixer and 1 Wireless Microphone: Handheld or Lavalier (circle one)			\$1,050.00	\$	1,300.00							<input type="checkbox"/> The total charge per item is determined as a <i>SHOW RATE</i> , that is the requested items are charges dor the duration of the exhibition.
Internet Service					Qty x SHOW RATE = Total		Advanced		On-Site		<input type="checkbox"/> Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state of Texas in which the services are to be provided.	
Exhibit Wireless internet			\$150.00	\$	250							
Exhibit Wired internet service			\$600.00	\$	800							<input type="checkbox"/> To guarantee equipment availability, and advanced rate this order should reach us <b>20 days prior</b> to delivery.
Computer Display Equipment					Qty x SHOW RATE = Total		Advanced		On-Site		<input type="checkbox"/> Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. Call for rates.	
Laptop with Windows Office			\$625.00	\$	700.00							
42"-46" LCD Monitor on floor stand			\$1,250.00	\$	1,500.00							
46"-55" LCD Monitor on floor stand			\$1,500.00	\$	1,650.00							
Other Items					Qty x SHOW RATE = Total		Advanced		On-Site		<b>CANCELLATIONS</b> A) Cancellation of equipment ordered must be received <b>48 hours prior</b> to delivery to avoid minimum one-day charge. B) If services have already been provided at time of cancellation, <b>100%</b> of original charges will be applied.	
LED light (for up-lighting)			\$200.00	\$	225							
Wii Gaming System			Call for Information									
DIRECTV Service & Receiver			Call for Information									
Rental Totals					PAYMENT IS DUE WHEN ORDER IS PLACED							
EQUIPMENT TOTAL			1									<b>Delivery Information</b> On-Site Contact: On-Site Contact Phone #: Booth #: Delivery Date: Time: Pickup Date: Time: <b>A) You must be present during the time you state for delivery</b> <b>B) Cancellation of equipment ordered must be received 48 hours prior to delivery to avoid minimum one day charge.</b>
DELIVERY/SETUP/PICKUP (24% of line 1 or minimum of \$140)			2									
SUBTOTAL (add lines 1 through 3)			3									
SALES TAX (8.25% of line 3)			4									
TOTAL DUE			5									
Method of Payment (Please print clearly)					Please Check One							
Card Number:					American Express							Submit Order To: <b>PSAV</b> <b>Hilton Anatole</b> <b>2201 North Stemmons Fwy Dallas TX 75207</b> <b>214.761.5820 (Main)</b> <b>214.761.5821 (Fax)</b>
_____ Exp Date ___ / ___					Visa							
Cardholder's Name (as appears on card):					MasterCard							
Cardholders Signature: _____ Date _____					Check							
Zip Code for Credit Card's Billing Address: _____												
Hotel Master Account Number _____												
<b>RIGGING SERVICES are required for Banners, Signage, and any overhead fixtures over 25lbs. Contact PSAV for an estimate- 214-761-5820</b>												



PARTNERS IN SHOW



**Credit Card Consent / Security Deposit Form**

PSAV LOCATION NUMBER: \_\_\_\_\_ Property Name: \_\_\_\_\_

Credit Card Type: *American Express* \_\_\_\_\_ *Discover* \_\_\_\_\_ *MasterCard* \_\_\_\_\_ *Visa* \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

*(As it appears on credit card)*

Cardholder Billing Address: \_\_\_\_\_ Zip Code **(REQUIRED)**: \_\_\_\_\_

*(Only numeric portion required)*

Cardholder email address: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

*(Name as it should appear on the invoice)*

Invoice/Order Number(s): \_\_\_\_\_ Customer PO: \_\_\_\_\_

*(If a PO # is not provided use loc # and Order ID XXXX XXXX)*

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Exhibitor Signage Order Form

The Hilton Anatole  
Dallas, TX



Event Name:		Location/Booth Number:		Event Dates:	
Exhibiter Company Name:				Delivery Date/Time:	
Billing Name and Street Address:					
City:		State:		Zip Code:	
Telephone Number:			Email Address:		
Ordered By:			Print Card Holder's Name:		
CC Type:	EXP Date:	CC #:			
Cardholder's Signature:				CC Security Code:	

Ordering Instructions	Pricing Information			
<ul style="list-style-type: none"> <li>All ceiling and rigging must conform to Show Management rules and regulations and facility limitations</li> <li>All overhead signs and banners must be assembled and disassembled by the exhibitor company, or exhibitor</li> <li>All electronica signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider</li> <li>All signs, banners, and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition hall, lobbies, atriums, or gazebos. Banner placement must be approved in advance by Conference Services</li> <li>The total charge per item is determined as a SHOW RATE, that is the requested items selected are charges of the actual show days of the exhibition</li> <li>A service charge of 24% will be added to the subtotal before tax</li> <li>Please include applicable Sales Tax on equipment rental. TAX EXEMPTION STATUS - if you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are provided</li> <li><b>CANCELLATIONS/CHARGES</b> <ul style="list-style-type: none"> <li>Cancellation or charges to order must be received 24 hours prior to scheduled event load in time</li> <li>If services have already been provided at the time of the cancellation, 100% of original charges will be applied</li> <li>If services have already been provided at the time of changes additional charges will be applied</li> </ul> </li> </ul>	Equipment		Install/Remove	Qty.
	Sign Hang Rate/Advance (per sign)		\$110	
	Sign Hang Rate/On-Site (per sign)		\$170	
	Sign Weight:	Length:	Width:	Height:
	<p>Services schedule 21 day or more prior to the load in will be billed at the Advance Rate. Services scheduled less than 21 days prior to load in will be billed at the On-Site Rate. Sign Hang price for single PSAV approved signage to include rigging labor and scissorlift. PSAV reserves the right to deem the signage as qualifying for the package guideline. The rate applies for banners or signs hung from a single point. If sign is over 25 lbs and/or 10ft in length, additional equipment may be required.</p>			
	Labor			Rate/Hr
	**Additional Labor per person/per hour (4 hr minimum)**			
	Straight Time - 8:00am-5:00pm (M-F)			\$ 80.00
	Overtime - 5:00pm-12:00am (M-F)			\$ 120.00
	Double Time - 12:00am-8:00am (M-S)			\$ 160.00
	Saturday - 8:00am-12:00am (Sat only)			\$ 120.00
	Sunday - All Day (Sun only)			\$ 120.00
	Holidays - All Day			\$ 120.00
	Scissor/Boom Lift			\$ 315.00
	<b>MAIL OR FAX FORMS WITH CREDIT CARD INFO TO:</b> <b>PRESENTATION SERVICES</b> 2201 N. Stemmons Fwy Dallas, TX 75207 Phone: (214) 761-5820 Fax: (214) 731-5821			
<p>Once your order form is received, a PSAV representative will contact you will follow up questions, and provide you a total cost for the service. PSAV exclusively provides rigging and banner hanging services.</p>				