



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

Dear Exhibitor:

It is indeed a pleasure to provide the enclosed information for your exhibit participation in the upcoming 2007 AAS/AAPT Joint Meeting scheduled for January 6-10, 2007, at the Washington State Convention and Trade Center in Seattle, Washington.

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

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

Exhibitors will be provided one 7" x 44" one-line identification sign, with exhibitor's name and booth number indicated on each. All booths will be set with 8' high blue/white/green/white/blue backwalls and 3' high blue siderails.

**ALL PAYMENTS FOR SERVICES AND/OR RENTALS, INCLUDING DRAYAGE CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD IN ADVANCE. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, WIRE TRANSFER, OR COMPANY CHECK. PLEASE DO NOT FORGET TO INCLUDE THE 8.8% SALES TAX TO THE TOTAL.**

We are looking forward to assisting you with the 2007 AAS/AAPT Joint Meeting. If you find that you need additional information on any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures

## **SHOW FACT SHEET**

**2007 AAS/AAPT Joint Meeting  
January 6-10, 2007  
Washington State Convention and Trade Center  
Seattle, Washington**

**BOOTH EQUIPMENT:** Each 10' x 10' booth will receive an 8' high backwall draped in blue/white/green/white blue. The 3' high siderail drape will be blue. A one-line identification sign will be provided indicating the name of the exhibiting company and booth number.

**WAREHOUSE SHIPMENTS:** To: (Name of exhibitor and booth number)  
For: 2007 AAS/AAPT Joint Meeting  
C/O: Arata Expositions, Inc.  
C/O: Yellow Freight  
12855 48<sup>th</sup> Avenue South  
Seattle, WA 98168

**SITE SHIPMENTS:** To: (Name of exhibitor and booth number)  
For: 2007 AAS/AAPT Joint Meeting  
C/O: Arata Expositions, Inc.  
C/O: Washington State Convention  
and Trade Center  
800 Convention Place  
Seattle, WA 98101

- **Warehouse shipments must be received by December 27, 2006.**
- **Please note: our warehouse will be closed on January 1, 2007 for the Holiday.**
- **Site shipments will not be accepted prior to January 6, 2007.**

**SET-UP TIMES:** Saturday, Jan. 6 8:00am - 5:00pm

**SHOW HOURS:** Sunday, Jan. 7 9:00am - 6:30pm  
Monday, Jan. 8 9:00am - 6:30pm  
Tuesday, Jan. 9 9:00am - 6:30pm  
Wednesday, Jan. 10 9:00am - 1:00pm

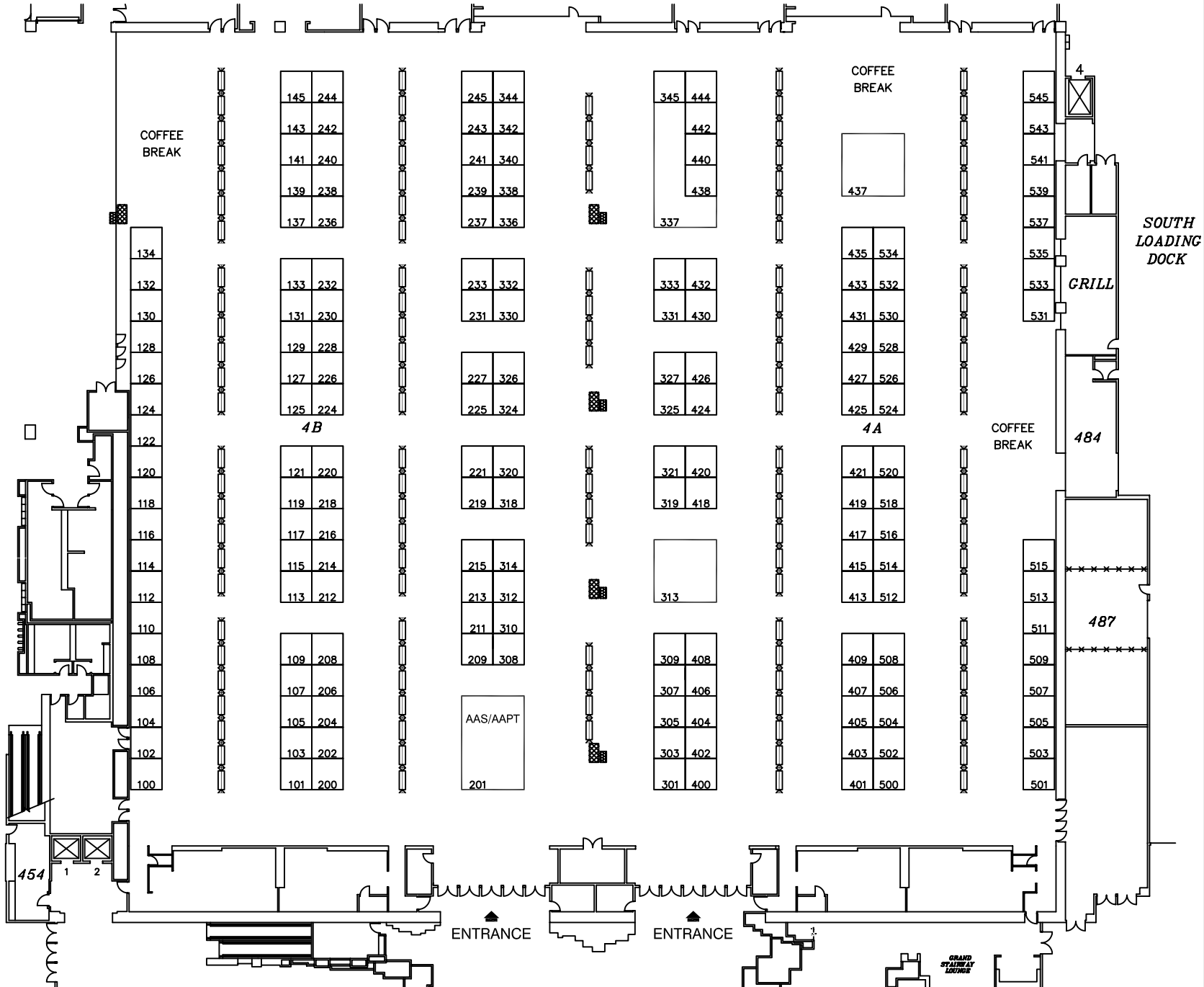
**MOVE-OUT HOURS:** Wednesday, Jan. 10 1:00pm - 5:00pm

# AAS/AAPT Joint Meeting

January 6-10, 2007  
 Washington State Convention & Trade Center  
 Exhibit Halls 4 A-B  
 Seattle, Washington

DRAWINGS 11/08/06  
 AS OF  
 Drawing Started on: 3/13/06

Rev.	Date
1	7/13/06
2	7/31/06
3	9/20/06



**Washington, DC**  
 15928 Tournament Drive  
 Gaithersburg, MD 20877  
 301-921-0800  
 fax 301-990-1717

**Orlando, FL**  
 4104 L. B. McLeod Road  
 Orlando, FL 32811  
 407-422-3636  
 fax 407-839-5929

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AAS-AAPT 07\_Washington State CTC.dwg

Show Name:	AAS-AAPT Joint Mtng
Show Dates:	1/7-11/07
Facility:	Washington State CTC
Location:	Exhibit Halls 4 A&B
Acct. Exec:	Christine Dietz

NOT TO SCALE

**DISCLAIMER**  
 ALL EFFORTS HAVE BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOORPLAN. HOWEVER, NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS FLOORPLAN, IF THE LOCATION OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSIONS AND LOCATIONS.  
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# HELPFUL HINTS FOR THE EXHIBITOR



15928 tournament drive  
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www.arataexpo.com

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Dear Exhibitor:

**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.
- 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.
- If you have any questions on ordering services, call the appropriate vendor.

## **At 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 .

## **Before the Show Has Closed:**

- 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. All invoices will be available for review and payment starting at 9:00am on Monday, January 8, 2007.
- 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 your shipping paper work into the Customer Service Center before you leave the exhibition hall!
- Please be sure to have your freight carrier of choice scheduled to pick up your exhibit material from the hall, no later than Wednesday, January 10, 2007 by 5:00pm or your freight will be forced to the designated official show carrier.

# HOW TO PLACE YOUR PRE-SHOW ORDERS



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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.** Make checks payable to Arata Expositions, Inc.. **Orders with payment received after the Deadline Date will be charged showsite prices.**

**TO SUBMIT FORMS TO ARATA EXPOSITIONS, INC., we suggest the following procedure:**

- A. Complete the necessary Arata Expositions, Inc. forms and calculate the cost of each order.
- B. Review our PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT IN FULL AND A CREDIT CARD AUTHORIZATION ON FILE.**
- C. Complete the COST CALCULATION WORKSHEET.
- D. For your files, make a photocopy of all the Arata Expositions, Inc. forms used from this Manual. Staple all the original Arata Expositions, Inc. forms together with the COST CALCULATION WORKSHEET on top. Attach your form of payment to the COST CALCULATION WORKSHEET.  
Mail or fax this set of documents to:

Arata Expositions, Inc.  
15928 Tournament Drive  
Gaithersburg, MD 20877  
Phone (301) 921-0800  
Fax (301) 990-1717

## **FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS**

(Audiovisual needs, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

## **FOR ORDERS AFTER THE DEADLINE DATE**

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

## **FOR 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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**2007 AAS/AAPT Joint Meeting**  
**COST CALCULATION WORKSHEET**

- 1. Furniture ..... \$ \_\_\_\_\_
- 2. Plush Carpet/Standard Carpet .....
- 3. Custom Furniture .....
- 4. Rental Units .....
- 5. Cleaning .....
- 6. Signs .....
- 7. **TOTAL Lines 1- 6** ..... \$ \_\_\_\_\_
- 8. Add 8.8% Sales Tax ..... \$ \_\_\_\_\_
- 9. Labor Installation .....
- 10. Labor Dismantling .....
- 11. Freight (Drayage) .....
- 12. **Total Lines 9-12** ..... \$ \_\_\_\_\_
- 13. **BALANCE DUE \* (Total Lines 7, 8, 12)** \$ \_\_\_\_\_

**\* Your order will not be processed without a method of payment and a credit card on file.**

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

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

# PAYMENT POLICY AGREEMENT



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**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. Wire transfers must be made in U.S. funds and routed as follows:

<b>Arata Expositions, Inc.</b> c/o Suntrust Bank Account # 1000032302472 Bank Routing # 061000104	<b>To properly credit your account, please provide the following information:</b> <ul style="list-style-type: none"><li>• Exhibiting company name, show name, and booth number</li><li>* <b>A \$25.00 bank fee for wire transfers must be added to the amount transferred.</b></li></ul>
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It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

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

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. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW. Any credit card refunds must be resolved with 60 days.**

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 CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED.

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

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

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

# ORDER FORM FOR CHARGE AUTHORIZATION



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gaithersburg, md 20877  
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fax: (301) 990-1717  
www.arataexpo.com

Please complete and return this form to charge the final balance for show services to your credit card account. A credit card authorization and/or imprint must be received prior to show opening. Any remaining balance after completion of all show services will be charged to your authorized credit card.

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

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## PLEASE PRINT OR TYPE

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

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

Ordered by \_\_\_\_\_ Date \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

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# CREDIT CARD AUTHORIZATION

**American Express**

**MasterCard**

**Visa (Circle One)**

**Account#**

**Expiration Date** \_\_\_\_\_

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

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

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

Cardholder's Billing Address:

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

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

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

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



# STANDARD BOOTH CARPET

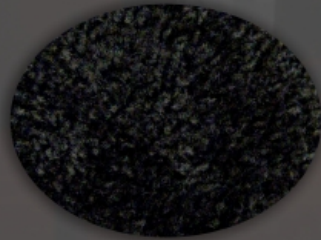
Give your booth the classic look you need with one of our inviting color selections of attractive, high-quality carpet



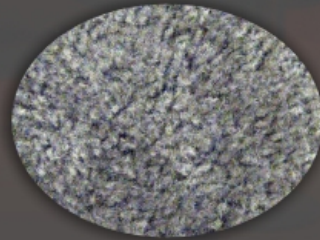
burgundy



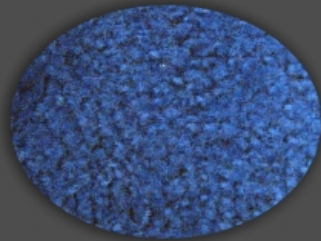
red



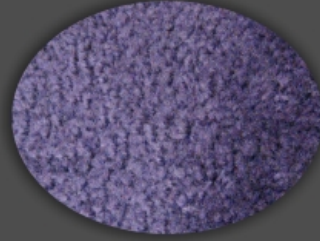
black



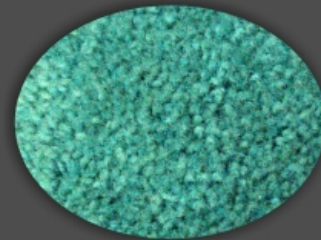
grey



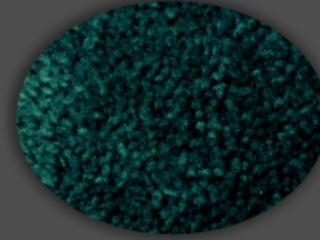
blue



purple



teal



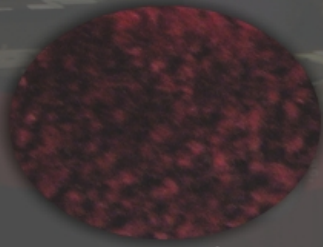
hunter green

**washington d.c.**  
15928 tournament drive  
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p|301.921.0800  
f|301.990.1717

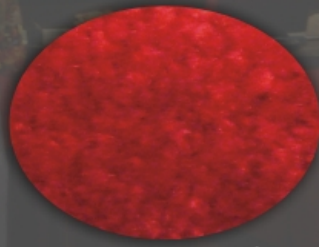
**orlando, fl**  
4104 l.b. mcleod road  
orlando, fl 32811  
p|407.422.3636  
f|407.839.5929

## CUSTOM PLUSH CARPET

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



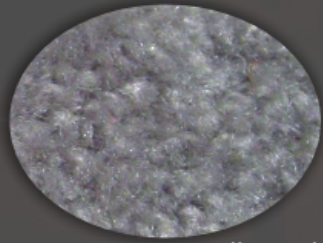
burgundy



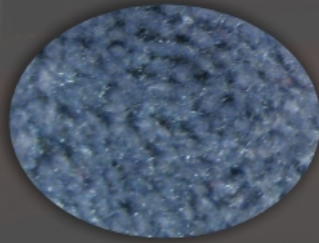
red



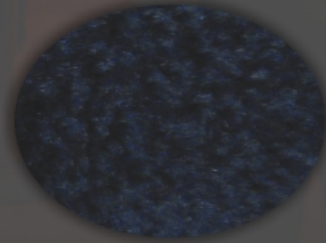
ice



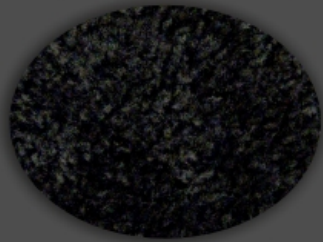
silver cloud



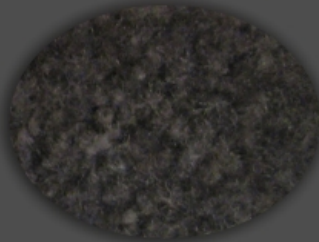
new blue



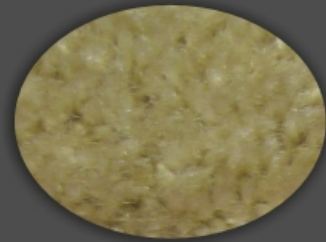
navy



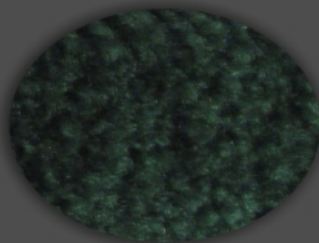
black



charcoal



beige



emerald

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# ORDER FORM FOR BOOTH CARPET



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fax: (301) 990-1717  
www.arataexpo.com

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. If your rental carpet is damaged, you will be charged the full replacement cost which is equal to the rental charge.

STANDARD LINEAR BOOTH CARPET			
Qty.	Description	Discount Price	Total
	10' x 10' Carpet	\$ 129.00	\$
	10' x 20' Carpet	\$ 258.00	\$
	10' x 30' Carpet	\$ 387.00	\$
	10' x 40' Carpet	\$ 516.00	\$

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.

**SPECIAL CUT STANDARD CARPETING:** Special sizes are available at \$2.75 per square foot in any dimensions. Price includes all necessary taping and visqueen for protection of carpet during set-up.  
Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x \$2.75 = \$ \_\_\_\_\_

**STANDARD CARPET COLORS (circle color)**  
red blue purple black grey hunter green burgundy teal  
If item colors are not selected in advance, AEI will do so at no risk.

**CARPET PADDING** is available at \$1.10 per sq. ft. installed.  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x \$1.10 = \$ \_\_\_\_\_

**DOUBLE PADDING** is available at \$2.20 per sq. ft. installed.  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x \$2.20 = \$ \_\_\_\_\_

**VISQUEEN** is available at \$ .85 per sq. ft. installed.  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x \$.85 = \$ \_\_\_\_\_

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

**BOOTH SIZE**  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
@ \$3.25/sq ft. = \$ \_\_\_\_\_

**PLUSH CARPET COLORS (circle color)**

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

\*\* Purchase only @ \$3.85 per sq. ft.

**CARPET PADDING** is available at \$1.10 per sq. ft. installed.  
\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x \$1.10 = \$ \_\_\_\_\_

Booth Carpet Total	
8.8% Sales Tax	
Total	

**Discount Deadline: December 15, 2006 (Received By)** Discount price applies only to orders that are accompanied by payment and received by the discount deadline. **Add 30% to orders received after the deadline.** Standard carpet cancelled after move-in begins will be charged at 100% of the published price. Plush carpet cancelled after orders have been received will be charged 100%. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

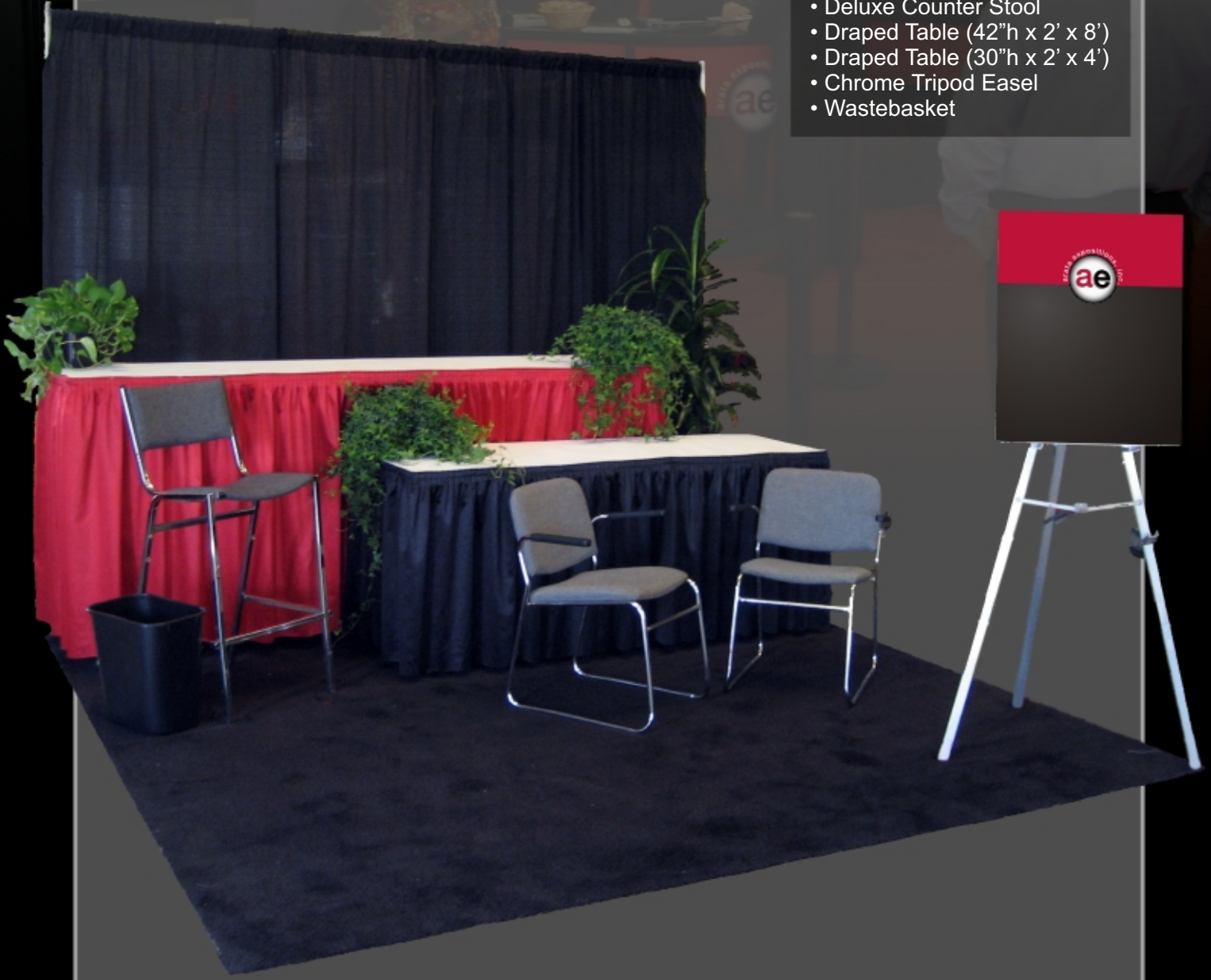
E-Mail \_\_\_\_\_ Signature \_\_\_\_\_

# 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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# ORDER FORM FOR RENTAL EQUIPMENT AND SPECIAL ITEMS



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CHAIRS			
Qty.	Description	Discount Price	Total
	Arm Chair	\$74.00	\$
	Side Chair	\$62.00	\$
	Counter Stool	\$70.00	\$

ACCESSORIES			
Qty.	Description	Discount Price	Total
	Wastebasket	\$18.00	\$
	Chrome Stanchion	\$30.00	\$
	White Plastic Chain (per ft.)	\$2.00	\$
	Easel (Tripod)	\$29.00	\$
	Pegboard, 4' x 8', Vertical	\$125.00	\$
	Pegboard, 4' x 8', Horiz.	\$125.00	\$
	Posterboard, 4' x 8', Vertical	\$125.00	\$
	Posterboard, 4' x 8', Horiz.	\$125.00	\$
	Bag Holder	\$68.00	\$
	Literature Rack	\$99.00	\$

SPECIAL DRAPERY/SKIRTING			
Qty.	Description	Discount Price	Total
	8' High (per lin. foot) (\$55 min)	\$15.00	\$
	3' High (per lin. foot) (\$55 min)	\$11.00	\$
	Special Skirting (per lin. foot)	\$6.50	\$

**(CHECK COLOR BELOW)**

Blue     Teal     Burgundy     Black  
 Red     Silver     Purple     White

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

**Discount Deadline: December 15, 2006 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Add 30% 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.**

DRAPED DISPLAY TABLES 30" HIGH			
Qty.	Description	Discount Price	Total
	2' x 4'	\$85.00	\$
	2' x 6'	\$103.00	\$
	2' x 8'	\$121.00	\$
	4th Side Drapes for 30" Tables	\$35.00	\$

DRAPED DISPLAY TABLES 42" HIGH			
Qty.	Description	Discount Price	Total
	2' x 4'	\$103.00	\$
	2' x 6'	\$121.00	\$
	2' x 8'	\$139.00	\$
	4th Side Drapes for 42" Tables	\$45.00	\$

**(CHECK COLOR BELOW)**

Red     Gold     Burgundy     White  
 Blue     Silver     Black     Teal

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

UNDRAPED DISPLAY TABLES 30" HIGH			
Qty.	Description	Discount Price	Total
	2' x 4'	\$56.00	\$
	2' x 6'	\$70.00	\$
	2' x 8'	\$84.00	\$

UNDRAPED DISPLAY TABLES 42" HIGH			
Qty.	Description	Discount Price	Total
	2' x 4'	\$68.00	\$
	2' x 6'	\$81.00	\$
	2' x 8'	\$96.00	\$

DRAPED TABLE RISERS 12" HIGH			
Qty.	Description	Discount Price	Total
	4 ft. Riser (white vinyl)	\$45.00	\$
	6 ft. Riser (white vinyl)	\$58.00	\$

Rental Equipment Total	
8.8% Sales Tax	
<b>Total</b>	

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(Please Print)

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

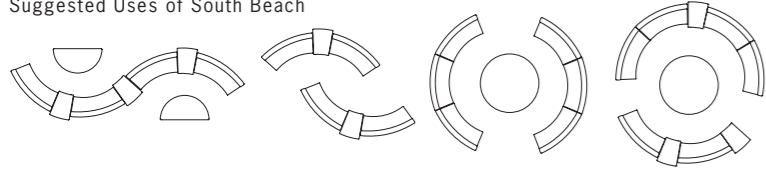




## south beach



Suggested Uses of South Beach



## t-vac



## panton

Complementary Items for South Beach Include:

- |   |                                    |
|---|------------------------------------|
| C1E Silverado Cocktail Table                  | CG1 Manhattan Glass, Black Table   |
| E1E Silverado End Table                       | SC6 Manhattan Oyster Side Chair    |
| WTN 36" Graphite Bar Table, Tulip Chrome Base | OTH Black Leather Cube             |
| BSN Jetson Barstool                           | PWB Black and Red Pinwheel Ottoman |

## cappuccino



## florence



Complementary Items for Florence Include:

- |                           |
|---------------------------|
| C1G Paris Cocktail Table  |
| LAE Orange Lumalight Lamp |

Complementary Items for Monaco Include:

- |  |
|--|
| C1L Chestnut Cocktail Table                  |
| E1L Chestnut End Table                       |
| VTK 30" Maple Bar Table, Standard Black Base |
| BSL Gin Barstool                             |
| CC2 6' Maple Conference Table                |
| XC4 Altura High Back Chair                   |



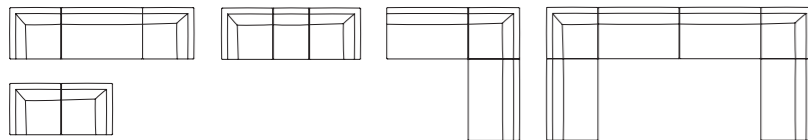
## monaco



## newport



Suggested Uses of Newport



Complementary Items for Newport Include:

- |                         |
|-------------------------|
| C1D Soho Cocktail Table |
| E1D Soho End Table      |
| BS3 Grey Ohio Barstool  |
| BR1 Martini Bar         |



## lisbon



## key west



Complementary Items for Key West Include:

- |  |                         |
|--|-------------------------|
| C1M Visions Cherry Cocktail Table                | BS2 Black Ohio Barstool |
| E1M Visions Cherry End Table                     | LAF Red Lumalight Lamp  |
| CF1 42" Black Geo Conference Table               |                         |
| SC3 Black Brewer Chair                           |                         |
| WTB 30" Brushed Red Bar Table, Tulip Chrome Base |                         |

Complementary Items for Lisbon Include:

- |                                     |                             |
|-------------------------------------|-----------------------------|
| C1C Chrome Geo Cocktail Table       | SC8 Flex Chair, With Wheels |
| E1C Chrome Geo End Table            | ET2 Black Etagere           |
| LA1 Pewter Floor Lamp               |                             |
| CE1 42" Chrome Geo Conference Table |                             |



## rio



Complementary Items for Rio Include:

- |                                  |
|----------------------------------|
| Ottomans                         |
| C1K Inspiration Cocktail Table   |
| E1K Inspiration End Table        |
| CC1 42" Maple Conference Table   |
| SC1 New York Maple, Chrome Chair |

## Sofas & Sectionals



## Loveseats



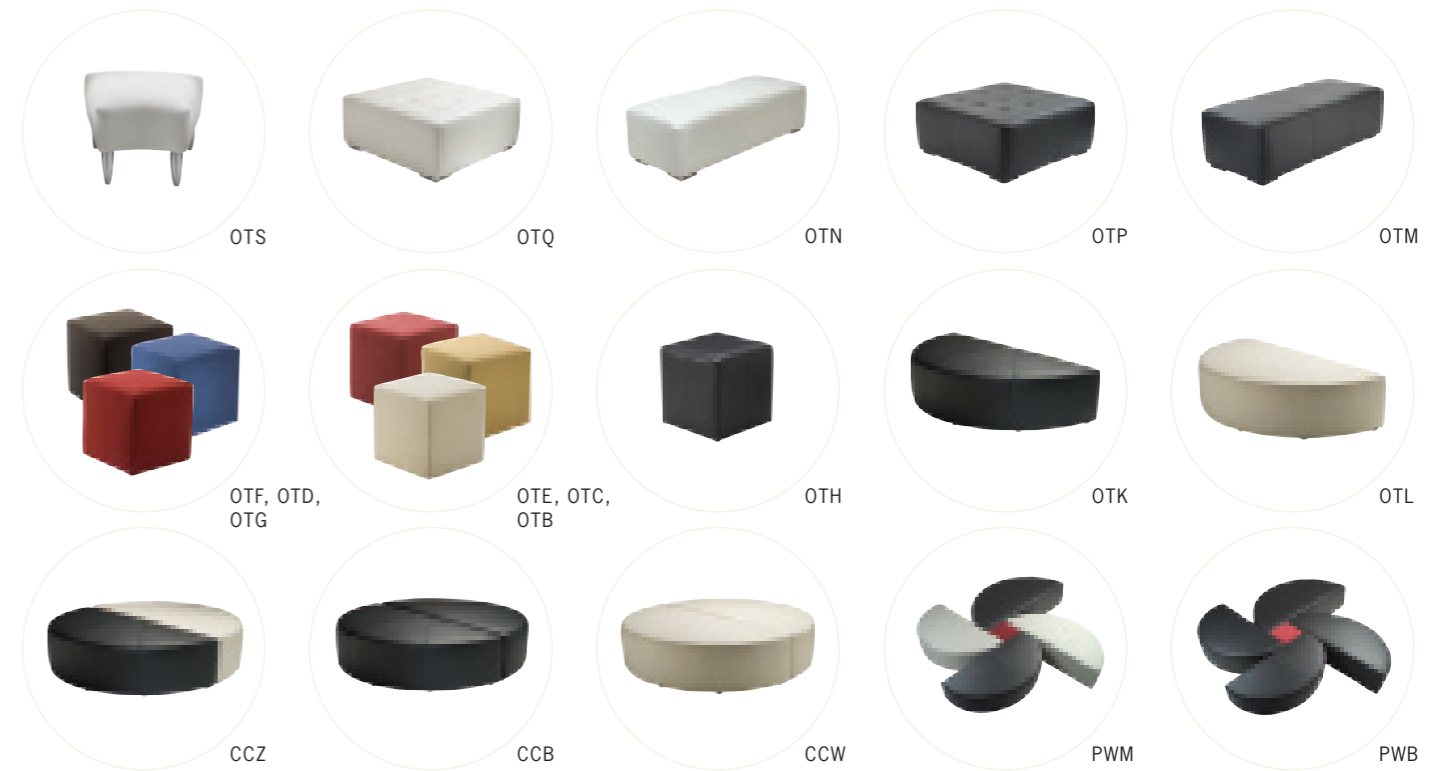
## Club Chairs



## Occasional Chairs



## Ottomans



### Sofas & Sectionals

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

**SOC** Lisbon Sofa  
Black Leather  
88"L 36"D 34"H

**SOG** Florence Sofa  
Cream  
77"L 38"D 34"H

**SOL** Monaco Sofa  
Gold Suede  
88"L 37"D 32"H

**SOK** Rio Sofa  
Blue Suede  
76"L 34"D 33"H

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

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

**SED** Newport 3 pc. Sectional  
Charcoal Leather  
113"L 34"D 33"H

### Loveseats

**LSD** Newport Loveseat  
Charcoal Leather  
54"L 34"D 33"H

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

**LSC** Lisbon Loveseat  
Black Leather  
64"L 36"D 34"H

### Club Chairs

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

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

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

**CHG** Florence Chair  
Cream  
40"L 38"D 34"H

**CHK** Rio Chair  
Blue Suede  
39"L 34"D 33"H

### Occasional Chairs

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

**OCH** Barcelona Chair  
Black Leather  
30"L 31"D 35"H

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

**OCX** Tub Chair  
Black  
29"L 31"D 32"H

**OCK** Camouflage Chair  
Black Leather  
37"L 36"D 37"H

**OCL** Cappuccino Chair  
Chocolate  
29"L 29"D 34"H

**OCY** Stage Chair  
Onyx  
24"L 26"D 36"H

**OCC** Stage Chair  
Camel  
24"L 26"D 36"H

**OCZ** Stage Chair  
Beige  
24"L 26"D 36"H

**OCR** Stage Chair  
Red  
24"L 26"D 36"H

### Ottomans

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

**OTQ** Square Ottoman  
White Leather  
40"L 40"D 17"H

**OTN** Bench Ottoman  
White Leather  
24"L 60"D 17"H

**OTP** Square Ottoman  
Black Leather  
40"L 40"D 17"H

**OTM** Bench Ottoman  
Black Leather  
24"L 60"D 17"H

**OTF** Cube  
Chocolate Brown  
17"L 17"D 18"H

**OTD** Cube  
Blueberry  
17"L 17"D 18"H

**OTG** Cube  
Russet  
17"L 17"D 18"H

**OTE** Cube  
Raspberry  
17"L 17"D 18"H

**OTC** Cube  
Lemon  
17"L 17"D 18"H

**OTB** Cube  
Natural  
17"L 17"D 18"H

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

**OTK** Half Round Ottoman  
Black Leather  
6"L 3"D 17"H

**OTL** Half Round Ottoman  
White Leather  
6"L 3"D 17"H

**CCZ** Circle Ottoman  
Black/White Leather  
6"L 6"D 17"H

**CCB** Circle Ottoman  
Black Leather  
6"L 6"D 17"H

**CCW** Circle Ottoman  
White Leather  
6"L 6"D 17"H

**PWM** Pinwheel Ottoman  
Black/White/Red  
10"7"L 10"7"D 17"H

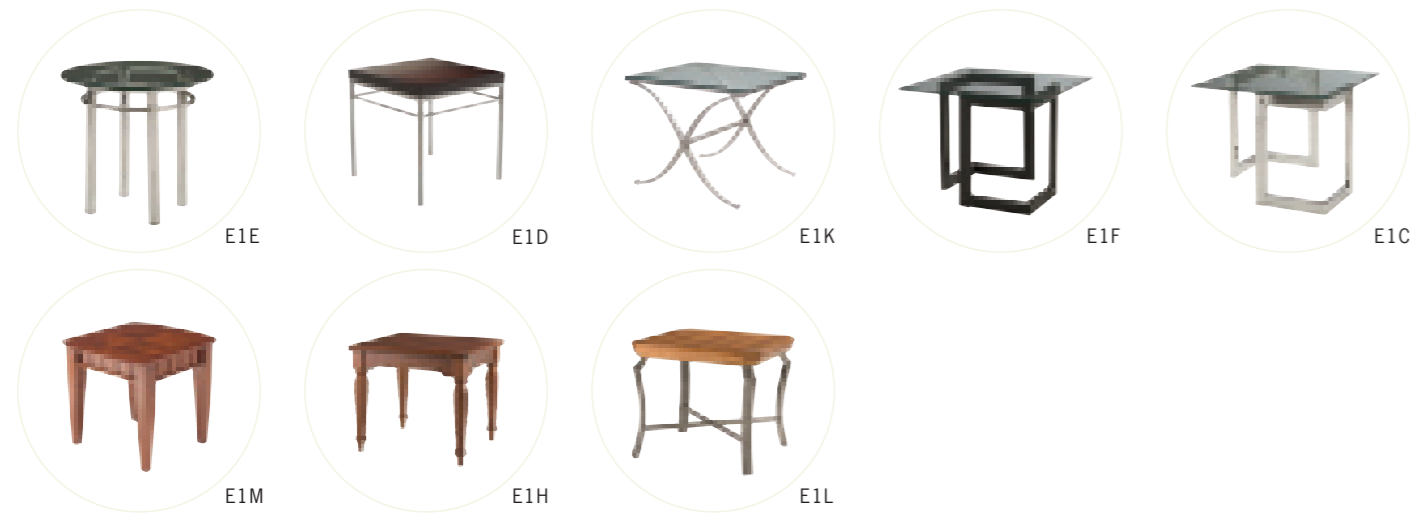
**PWB** Pinwheel Ottoman  
Black/Red  
10"7"L 10"7"D 17"H

Custom Configurations Available.

## Occasional Cocktail Tables



## Occasional End Tables



## Conference Tables



## Sample Conference Sets



### Occasional Cocktail Tables

- C1E** Silverado Table  
36" Round 17"H
- C1D** Soho Table  
Steel Base, Chocolate Top  
38"L 38"D 18.5"H
- C1K** Inspiration Table  
42"L 28"D 18"H
- C1F** Geo Rectangle Table  
Glass, Black  
50"L 22"D 16"H
- C1C** Geo Rectangle Table  
Glass, Chrome  
50"L 22"D 16"H
- C1M** Visions Table  
Cherry  
48"L 28"D 17"H
- C1H** West Indies Table  
50"L 30"D 19"H
- C1L** Table  
Chestnut, Graphite  
48"L 26"D 18"H
- C1G** Paris Table  
20" Round 20"H

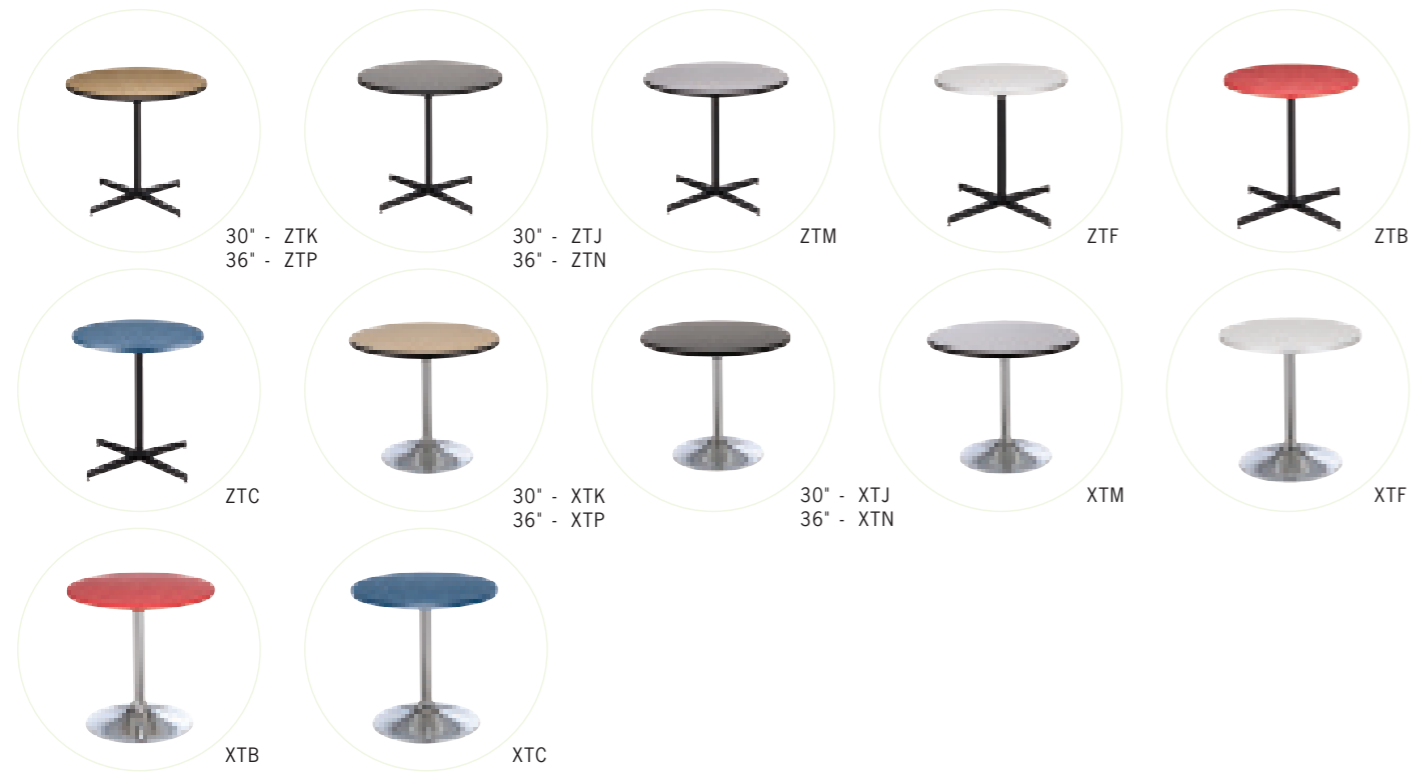
### Occasional End Tables

- E1E** Silverado End Table  
24" Round 22"H
- E1D** Soho End Table  
Steel Base, Chocolate Top  
26"L 26"D 27"H
- E1K** Inspiration End Table  
24"L 28"D 22"H
- E1F** Geo End Table  
Glass, Black  
26"L 26"D 20"H
- E1C** Geo End Table  
Glass, Chrome  
26"L 26"D 20"H
- E1M** Visions End Table  
Cherry  
22"L 24"D 21"H
- E1H** West Indies End Table  
24"L 28"D 24"H
- E1L** End Table  
Chestnut, Graphite  
23"L 27"D 22"H

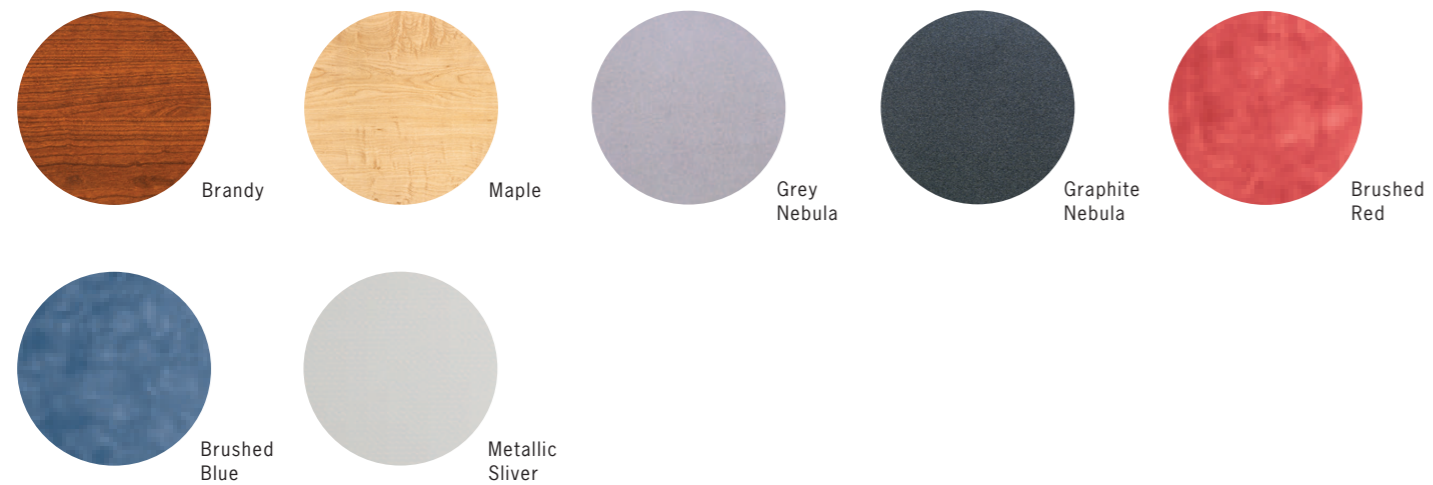
### Conference Tables

- CE2** Geo Table  
Rectangle Glass, Chrome  
60"L 36"D 29"H
- CF2** Geo Table  
Rectangle Glass, Black  
60"L 36"D 29"H
- CE1** Geo Table  
Square Rounded Glass, Chrome  
42"L 42"D 29"H
- CF1** Geo Table  
Square Rounded Glass, Black  
42"L 42"D 29"H
- CG1** Manhattan Table  
Glass, Black  
42" Round 29"H
- CB2** Table  
6' Graphite Nebula  
72"L 36"D 29"H
- CB3** Table  
8' Graphite Nebula  
96"L 36"D 29"H
- CD2** Table  
6' Grey Nebula  
72"L 36"D 29"H
- CD3** Table  
8' Grey Nebula  
96"L 36"D 29"H
- CA2** Table  
6' Rectangle, Brandy  
72"L 36"D 29"H
- CA3** Table  
8' Rectangle, Brandy  
96"L 36"D 29"H
- CA4** Table  
10' Rectangle, Brandy  
120"L 36"D 29"H
- CC2** Table  
6' Rectangle Maple  
72"L 36"D 29"H
- CC3** Table  
8' Rectangle Maple  
96"L 36"D 29"H
- CC4** Table  
10' Rectangle Maple  
120"L 36"D 29"H
- CB1** Table  
Graphite Nebula  
42" Round 29"H
- CD1** Table  
Grey Nebula  
42" Round 29"H
- CA1** Table  
Brandy  
42" Round 29"H
- CC1** Table  
Maple  
42" Round 29"H

## Café Tables



## Table Tops



## Conference Chairs



## Conference Chairs Stacking & Utility Seating



### Café Tables

**ZTK** Table  
Standard Black Base  
Maple Top  
30" Round 29"H

**ZTP** Table  
Standard Black Base  
Maple Top  
36" Round 29"H

**ZTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 29"H

**ZTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 29"H

**ZTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 29"H

**ZTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 29"H

**ZTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 29"H

**ZTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 29"H

**XTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 29"H

**XTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 29"H

**XTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 29"H

**XTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 29"H

**XTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 29"H

**XTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 29"H

**XTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 29"H

**XTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 29"H

### Table Top Options

Brandy  
Maple  
Grey Nebula  
Graphite Nebula  
Brushed Red  
Brushed Blue  
Metallic Silver

### Conference Chairs

**SCR** Panton Chair  
Orange  
20"L 24"D 33"H

**SCY** Panton Chair  
Yellow  
20"L 24"D 33"H

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

**SC8** Flex Chair  
With Wheels  
24"L 22"D 31"H

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

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

**SC6** Manhattan Chair  
Oyster  
26"L 22"D 34"H

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

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

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

**C04** Iso Mesh Chair  
Black  
26"L 24"D 38"H

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

**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

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

**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

### Conference Chairs Stacking & Utility Seating

**CS1** Stacking Chair  
Blue  
21"L 21"D 37"H

**CS2** Stacking Chair  
Red  
21"L 21"D 37"H

**TC1** Tablet Chair  
Flip Top  
22"L 30"D 31"H

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

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

## Bar Tables



## Sample Bar Table Sets



### Bar Tables

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

**VTP** Table  
Standard Black Base  
Maple Top  
36" Round 42"H

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

**VTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 42"H

**VTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 42"H

**VTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 42"H

**VTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 42"H

**VTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 42"H

**WTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 42"H

**WTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 42"H

**WTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 42"H

**WTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 42"H

**WTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 42"H

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

**WTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 42"H

### Sample Bar Table Sets

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

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**BS2** Ohio Barstool  
Black, Chrome  
18" Round 31"H Adjustable

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

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

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

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

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

## Bars

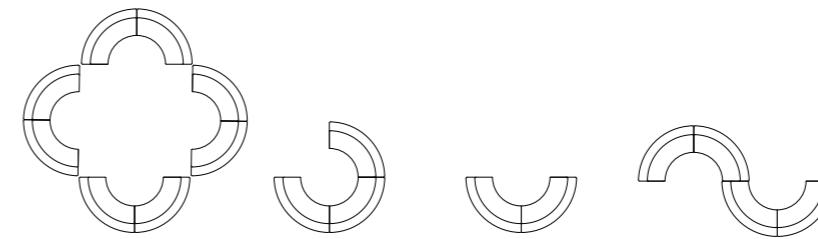


BRC



BR1

Suggested Uses of Martini Bar



## Barstools



### Bars

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

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

### Barstools

**BS3** Ohio Barstool  
Grey, Chrome  
18" Round 31"H Adjustable

**BS1** Ohio Barstool  
Red, Chrome  
18" Round 31"H Adjustable

**BS2** Ohio Barstool  
Black, Chrome  
18" Round 31"H Adjustable

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

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

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

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

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

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

## Training Room



CP5



P03



P02



P01



CP3



WD2



C04

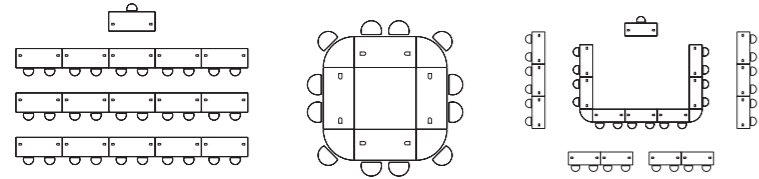


TC1



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



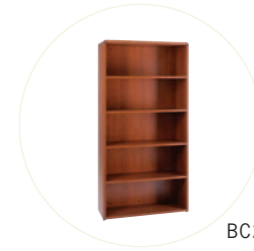
## Desks & Bookcases



JD2



JD1



BC2



BC1

## Credenzas & Lateral Files



CR2



CR1



L22



L21

## Files



VF4



VF2

### Training Room

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

**P03** Kiosk  
Black, Maple  
24"L 21"D 42"H

**P02** Podium  
Adjustable Height  
32"L 19"D 45"H

**P01** Lecturn Podium  
Cherry  
24"L 19"D 50"H

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

**C04** Flex Back Chair  
Charcoal Mesh, Black  
26"L 24"D 38"H

**TC1** Tablet Chair  
Flip Top  
22"L 30"D 31"H

**CP3** Training Table  
Wire Grommets,  
Privacy Panel, Grey  
48"L 24"D 30"H

**CP4** Connector Wedge  
Matches Training Table  
24"L 24"D 30"H

### Desks & Bookcases

**JD2** Desk  
Brandy  
60"L 30"D 29"H

**JD1** Desk  
Maple  
60"L 30"D 29"H

**BC2** Bookcase  
Brandy  
36"L 13"D 71"H

**BC1** Bookcase  
Maple  
33"L 13"D 66"H

### Credenzas & Lateral Files

**CR2** Credenza  
Brandy  
72"L 24"D 29"H

**CR1** Credenza  
Maple  
72"L 24"D 29"H

**L22** Lateral File  
Brandy  
36"L 20"D 29"H

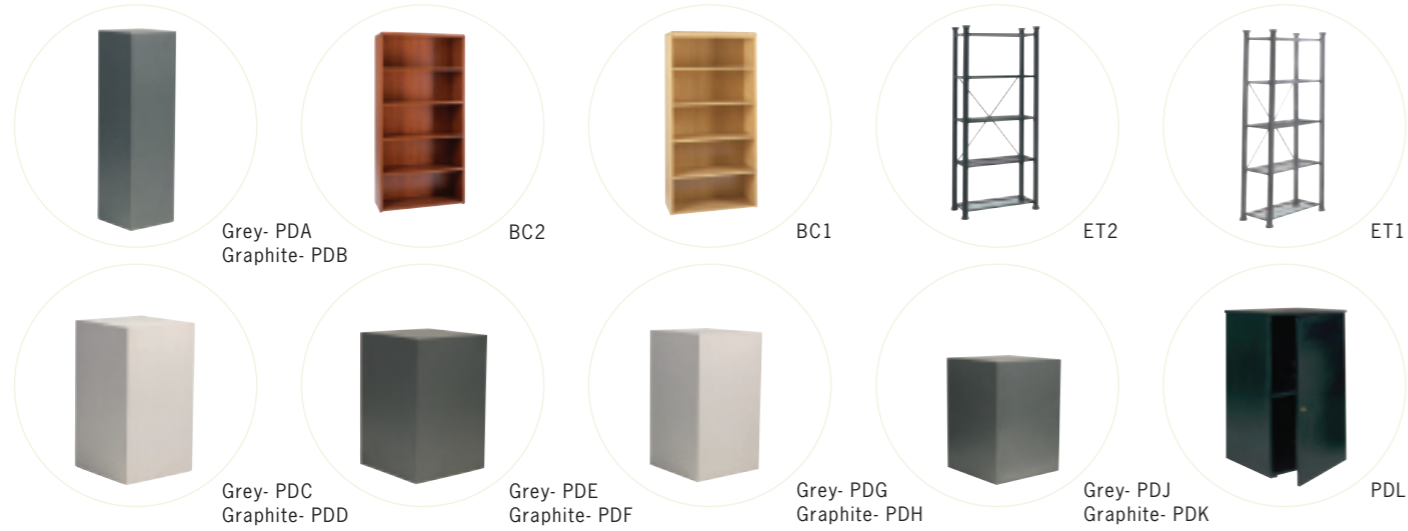
**L21** Lateral File  
Maple  
36"L 24"D 29"H

### Files

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

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

## Product Display



## Lamps



## Refrigerators



### Product Display

**PDA** Pedestal  
Grey Nebula  
12"L 12"D 42"H

**PDB** Pedestal  
Graphite Nebula  
12"L 12"D 42"H

**BC2** Bookcase  
Brandy  
36"L 13"D 71"H

**BC1** Bookcase  
Maple  
33"L 13"D 66"H

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

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

**PDC** Pedestal  
Grey Nebula  
18"L 18"D 30"H

**PDD** Pedestal  
Graphite Nebula  
18"L 18"D 30"H

**PDE** Pedestal  
Grey Nebula  
24"L 24"D 36"H

**PDF** Pedestal  
Graphite Nebula  
24"L 24"D 36"H

**PDG** Pedestal  
Grey Nebula  
24"L 24"D 42"H

**PDH** Pedestal  
Graphite Nebula  
24"L 24"D 42"H

**PDJ** Pedestal  
Grey Nebula  
30"L 30"D 42"H

**PDK** Pedestal  
Graphite Nebula  
30"L 30"D 42"H

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

### Lamps

**LAF** Lumalight Lamp  
Red  
15"L 13"D 90"H

**LAD** Lumalight Lamp  
White  
15"L 13"D 90"H

**LAE** Lumalight Lamp  
Orange  
15"L 13"D 90"H

**LA1** Floor Lamp  
Pewter  
58"H

**LA2** Parisian Lamp  
Pewter  
28"H

**LA3** Lamp  
Ruby  
28"H

### Refrigerators

**R1R** Refrigerator  
White  
14.0 cubic feet  
20"L 30"D 65"H

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

**PWM** Pinwheel Ottoman  
Black/White/Red  
10'7"L 10'7"D 17"H



# CUSTOM FURNITURE ORDER FORM (PAGE ONE OF THREE)



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

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.

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

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>SOFAS, SECTIONALS, LOVESEATS AND CLUB CHAIRS</b>			
SO 1		Sofa Only/South Beach	458.00
SO 2		3 Piece Sectional/South Beach	985.00
SO C		Sofa/Lisbon	534.00
LS C		Loveseat/Lisbon	481.00
CH C		Chair/Lisbon	348.00
SO G		Sofa/Florence	440.00
CH G		Chair/Florence	313.00
SO L		Sofa/Monaco	493.00
SO K		Sofa/Rio	429.00
CH K		Chair/Rio	307.00
SO M		Sofa/Key West	420.00
LS M		Loveseat/Key West	372.00
SE D		3 Piece Sectional/Newport	985.00
LS D		Loveseat/Newport	464.00
CH D		Armless Chair/Newport	255.00
CO D		Corner/Newport	319.00
<b>OCCASIONAL CHAIRS AND OTTOMANS</b>			
OC A		Occasional Chair/T-Vac	226.00
OC H		Occasional Chair/Barcelona	580.00
OC B		Tub Chair/Key West	306.00
OC X		Occasional Chair/Tub	216.00
OC K		Chair/Camouflage	330.00
OC L		Occasional Chair/Cappuccino	255.00
OC Y		Stage Chair/Onyx	144.00
OC C		Stage Chair/Camel	144.00
OC Z		Stage Chair/Beige	144.00
OC R		Stage Chair/Red	144.00
OT S		Wedge Ottoman/South Beach	174.00
OT Q		Ottoman/Square/White Leather	249.00
OT N		Ottoman/Bench/White Leather	278.00
OT P		Ottoman/Square/Black Leather	249.00
OT M		Ottoman/Bench/Black Leather	278.00
OT F		Ottoman/Chocolate Brown	75.00
OT D		Ottoman/Blueberry	75.00
OT G		Ottoman/Russet	75.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
OT E		Ottoman/Raspberry	75.00
OT C		Ottoman/Lemon	75.00
OT B		Ottoman/Natural	75.00
OT H		Ottoman/Black Leather	75.00
OT K		Ottoman/Half Round/Black Leather	290.00
OT L		Ottoman/Half Round/White Leather	290.00
CC Z		Ottoman/Black/White Leather Circle	452.00
CC B		Ottoman/Black Leather/Circle	452.00
CC W		Ottoman/White Leather/Circle	452.00
PW M		Ottoman/Pinwheel/Black, White & Red	980.00
PW B		Ottoman/Pinwheel/Black & Red	980.00
<b>OCCASIONAL COCKTAIL TABLES &amp; END TABLES</b>			
C1 E		Cocktail Table/Silverado	204.00
C1 D		Cocktail Table/SoHo	270.00
C1 K		Cocktail Table/Inspiration	225.00
C1 F		Cocktail Table/Black Geo	179.00
C1 C		Cocktail Table/Chrome Geo	185.00
C1 M		Cocktail Table/Visions	186.00
C1 H		Cocktail Table/West Indies	215.00
C1 L		Cocktail Table/Chestnut	198.00
C1 G		Cocktail Table/Paris	120.00
E1 E		End Table/Silverado	192.00
E1 D		End Table/SoHo	226.00
E1 K		End Table/Inspiration	215.00
E1 F		End Table/Black Geo	168.00
E1 C		End Table/Chrome Geo	174.00
E1 M		End Table/Visions	162.00
E1 H		End Table/West Indies	174.00
E1 L		End Table/Chestnut	168.00
<b>CONFERENCE TABLES</b>			
CE 2		Conference Table/Geo/Rectangle/Chrome	302.00
CF 2		Conference Table/Geo/Rectangle/Black	290.00
CE 1		Conference Table/Geo/Sq. Round/Chrome	216.00
CF 1		Conference Table/Geo/Sq. Round/Glass	204.00
CG 1		Conference Table/Manhattan	220.00
CB 2		Conference Table/6' Graphite Nebula	325.00

\* next

# CUSTOM FURNITURE ORDER FORM (PAGE TWO OF THREE)



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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>CONFERENCE TABLES (CONTINUED)</b>			
CB 3		Conference Table/8' Graphite Nebula	394.00
CD 2		Conference Table/6' Grey Nebula	325.00
CD 3		Conference Table/8' Grey Nebula	394.00
CA 2		Conference Table/6' Rectangle Brandy	302.00
CA 3		Conference Table/8' Rectangle Brandy	371.00
CA 4		Conference Table/10' Rectangle Brandy	487.00
CC 2		Conference Table/6' Rectangle Maple	302.00
CC 3		Conference Table/8' Rectangle Maple	371.00
CC 4		Conference Table/10' Rectangle Maple	487.00
<b>CAFÉ TABLES</b>			
CB 1		Conference Table/42" Rd. Graphite Nebula	276.00
CD 1		Conference Table/42" Round Grey Nebula	276.00
CA 1		Conference Table/42" Round Brandy	276.00
CC 1		Conference Table/42" Round Maple	276.00
Z TK		Café Table/Maple	160.00
Z TP		Café Table/36" Top/Maple	182.00
Z TJ		Café Table//Graphite Nebula	160.00
Z TN		Café Table/36" Top/Graphite Nebula	182.00
Z TM		Café Table/36" Top/Grey Nebula	182.00
Z TF		Café Table/Metallic Silver	165.00
Z TB		Café Table/Brushed Red	160.00
Z TC		Café Table/Brushed Blue	160.00
X TK		Café Table/Maple/Tulip Base	216.00
X TP		Café Table/36" Top/Maple/Tulip Base	225.00
X TJ		Café Table/Graphite Nebula/Tulip Base	216.00
X TN		Café Table/36" Top/Graphite Nebula/Tulip Base	225.00
X TM		Café Table/36" Top/Grey Nebula/Tulip Base	225.00
X TF		Café Table/Metallic Silver/Tulip Base	225.00
X TB		Café Table/Brushed Red/Tulip Base	216.00
X TC		Café Table/Brushed Blue/Tulip Base	216.00
<b>CONFERENCE CHAIRS, STACKING AND UTILITY SEATING</b>			
SC R		Side Chair/Panton/Orange	139.00
SC Y		Side Chair/Panton/Yellow	139.00
SC 9		Side Chair/Panton/White	139.00
SC 8		Side Chair/Flex	116.00
SC 1		Side Chair/New York/Onyx	130.00
SC 4		Side Chair/Jetson/Black	140.00
SC 6		Side Chair/Manhattan/Oyster	162.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
SC 2		Side Chair/Brewer/Grey	120.00
SC 3		Side Chair/Brewer/Onyx	120.00
SC 5		Side Chair w/arms/Tilt Executive	235.00
CO 4		Guest Chair/Iso Mesh	220.00
XC 3		Guest Chair/Luxor	255.00
XC 2		Mid Back Executive/Luxor	278.00
XC 1		High Back Executive/Luxor	296.00
XC 6		Guest Chair/Altura	225.00
XC 5		Mid Back Executive/Altura	255.00
XC 4		High Back Executive/Altura	288.00
CS 1		Stack Chair/Group Seating/Blue	81.00
CS 2		Stack Chair/Group Seating/Red	81.00
TC 1		Tablet Chair/Flip Top Tablet	139.00
SY 1		Task Chair/Altura	145.00
DF 1		Drafting Stool/Altura	215.00
<b>BAR TABLES</b>			
V TK		Bar Table/Maple/Standard Base	195.00
V TP		Bar Table/36" Top/Maple/Standard Base	195.00
V TJ		Bar Table/Graphite Nebula	195.00
V TN		Bar Table/36" Top/Graphite Nebula	195.00
V TM		Bar Table/36" Top/Grey Nebula	195.00
V TF		Bar Table/Metallic Silver/Standard Base	205.00
V TB		Bar Table/Brushed Red/Standard Base	195.00
V TC		Bar Table/Brushed Blue/Standard Base	195.00
W TK		Bar Table/Maple/Tulip Base	225.00
W TP		Bar Table/36" Top/Maple/Tulip Base	245.00
W TJ		Bar Table/Graphite Nebula/Tulip Base	225.00
W TN		Bar Table/36" Top/Graphite Nebula/Tulip Base	245.00
W TM		Bar Table/36" Top/Grey Nebula/Tulip Base	245.00
W TF		Bar Table/Metallic Silver/Tulip Base	245.00
W TB		Bar Table/Brushed Red/Tulip Base	225.00
W TC		Bar Table/Brushed Blue/Tulip Base	225.00
<b>BARS &amp; BARSTOOLS</b>			
BR C		Bar/Counter Circle/Martini Bar Circle (3)	2349.00
BR 1		Bar/Counter/Martini Bar	899.00
BS 3		Barstool/Ohio/Grey	133.00
BS 1		Barstool/Ohio/Red	133.00
BS 2		Barstool/Ohio/Black	133.00
BS T		Barstool/Banana/White	180.00

\* next

# CUSTOM FURNITURE ORDER FORM (PAGE THREE OF THREE)



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CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>BARS STOOLS (CONTINUED)</b>			
BS S		Barstool/Banana/Black	180.00
BS D		Barstool/Oslo/Blue	186.00
BS C		Barstool/Oslo/White	186.00
BS L		Barstool/Gin/Maple	139.00
BS N		Barstool/Jetson/Black	205.00
<b>TRAINING ROOM</b>			
CP 5		Computer Table/Graphite Nebula	290.00
PO 3		Kiosk/Black/Maple	348.00
PO 2		Podium/Adjustable Height	458.00
PO 1		Podium/Lecturn/Cherry	220.00
CP 3		Training Table/Grey/Privacy Panel	226.00
CP 4		TT Connector Wedge	103.00
WD 2		Writing Desk/Graphite	255.00
CO 4		Training Chair/Flex Back/Charcoal Mesh	220.00
TC 1		Tablet Chair/Flip Top Tablet	139.00
<b>DESKS, BOOKCASES, CREDENZAS, LATERAL FILES &amp; FILES</b>			
JD 2		Executive Desk/Brandy	389.00
JD 1		Executive Desk/Maple	406.00
BC 2		Bookcase/Brandy	253.00
BC 1		Bookcase/Maple	253.00
CR 2		Storage Credenza/Brandy	383.00
CR 1		Storage Credenza/Maple	406.00
L2 2		Lateral File/Brandy	290.00
L2 1		Lateral File/Maple	307.00
VF 4		Vertical File/4 Drawer	191.00
VF 2		Vertical File/2 Drawer	139.00

CODE	QTY	ITEM (DESCRIPTION)	PRICE
<b>PRODUCT DISPLAY, LAMPS AND REFRIGERATORS</b>			
PD A		Pedestal/Grey Nebula/12" x 12" x 42"	180.00
PD B		Pedestal/Graphite Nebula/12" x 12" x 42"	180.00
BC 2		Bookcase/Brandy	253.00
BC 1		Bookcase/Maple	253.00
ET 2		Etagere/Black	249.00
ET 1		Etagere/Silver Finish	249.00
PD C		Pedestal/Grey Nebula/18" x 18" x 30"	240.00
PD D		Pedestal/Graphite Nebula/18" x 18" x 30"	240.00
PD E		Pedestal/Grey Nebula/24" x 24" x 36"	315.00
PD F		Pedestal/Graphite Nebula/24" x 24" x 36"	315.00
PD G		Pedestal/Grey Nebula/24" x 24" x 42"	320.00
PD H		Pedestal/Graphite Nebula/24" x 24" x 42"	320.00
PD J		Pedestal/Grey Nebula/30" x 30" x 42"	335.00
PD K		Pedestal/Graphite Nebula/30" x 30" x 42"	335.00
PD L		Locking Pedestal/Black/24" x 24" x 42"	335.00
LA F		Lamp/Lumalight/Red	232.00
LA D		Lamp/Lumalight/White	232.00
LA E		Lamp/Lumalight/Orange	232.00
LA 1		Lamp/Pewter/Floor	110.00
LA 2		Lamp/Parisian/Pewter	110.00
LA 3		Lamp/Ruby	110.00
R1 R		Refrigerator/White/20" x 30" x 65"/14.0 cubic	609.00
R1 Q		Refrigerator/White/20" x 22" x 33"/4.0 cubic	203.00

Custom Furniture Total	
8.8% Sales Tax	
<b>Total</b>	

**Discount Deadline: December 15, 2006.** Discount prices applies only to orders that are accompanied by payment and received by deadline date. Add 30% to orders received after the deadline. Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability. **Add \$50.00 delivery charge to your order.** **CANCELLATION POLICY:** Items cancelled after move-in begins will be charged at 100% of original price.

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_  
 Name of Organization \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
 (Please Print)  
 E-Mail \_\_\_\_\_ Signature \_\_\_\_\_

**Discount Deadline: December 15, 2006 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

**Please add 8.8% 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 Packages

## order form

# A package

**\$2040.00**

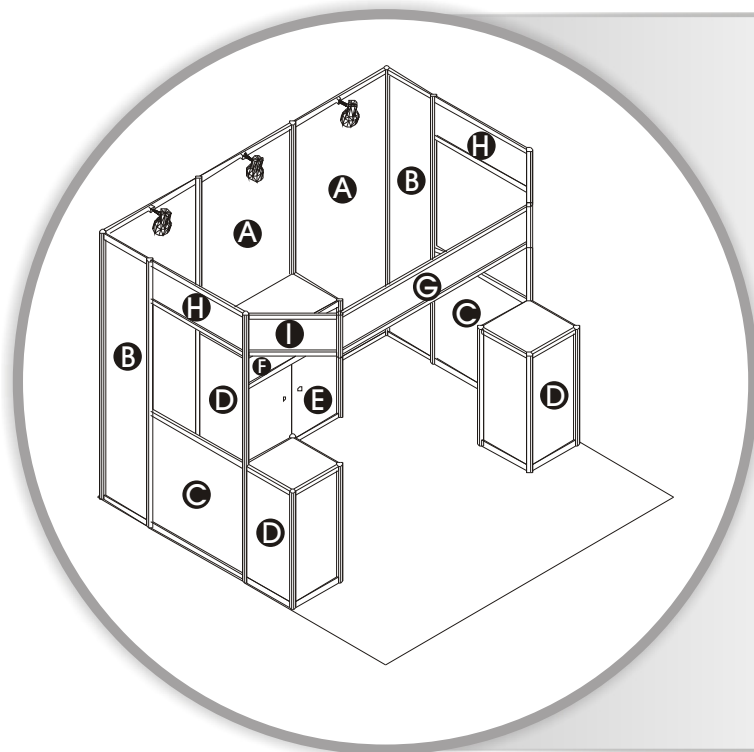
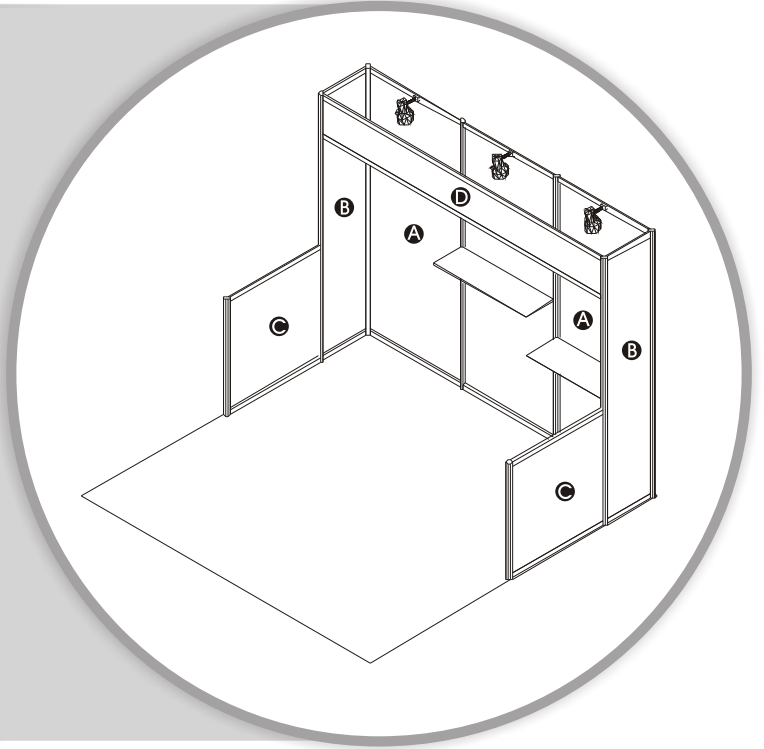
10' x 10' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
2 Shelves  
1 Header  
3 Lights

**Viewable Panel Sizes:**

- Ⓐ 3 - 37.5" x 92.375"
- Ⓑ 2 - 17.875" x 92.375"
- Ⓒ 2 - 37.5" x 38.375"
- Header:**
- Ⓓ 1 - 39.375" x 11.5"

**Actual Panel Sizes:**

- Ⓐ 3 - 38.125" x 92.875"
- Ⓑ 2 - 18.5" x 92.875"
- Ⓒ 2 - 38.125" x 38.875"
- Header:**
- Ⓓ 1 - 40" x 12"



**Viewable Panel Sizes:**

- Ⓐ 3 - 37.5" x 92.375"
- Ⓑ 2 - 17.875" x 92.375"
- Ⓒ 2 - 37.5" x 38.375"
- Ⓓ 10 - 17.875" x 38.375"
- Ⓔ 2 - 19.375" x 27" (doors)
- Ⓕ 2 - 37.5" x 8.75"
- Header:**
- Ⓖ 1 - 77" x 11.5"
- Ⓗ 2 - 37.5" x 11.5"
- Ⓘ 2 - 25.75" x 11.5"

**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)
- Ⓕ 2 - 38.125" x 9.25"
- Header:**
- Ⓖ 1 - 77.625" x 12"
- Ⓗ 2 - 38.125" x 12"
- Ⓘ 2 - 26.375" x 12"

# B package

**\$2600.00**

10' x 10' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
1 Credenza  
2 Pedestals  
1 Header  
3 Lights

**Discount Deadline: December 15, 2006 (Received By).** Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

**Please add 8.8% 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 Packages

# order form



**\$4850.00**

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

**Viewable Panel Sizes:**

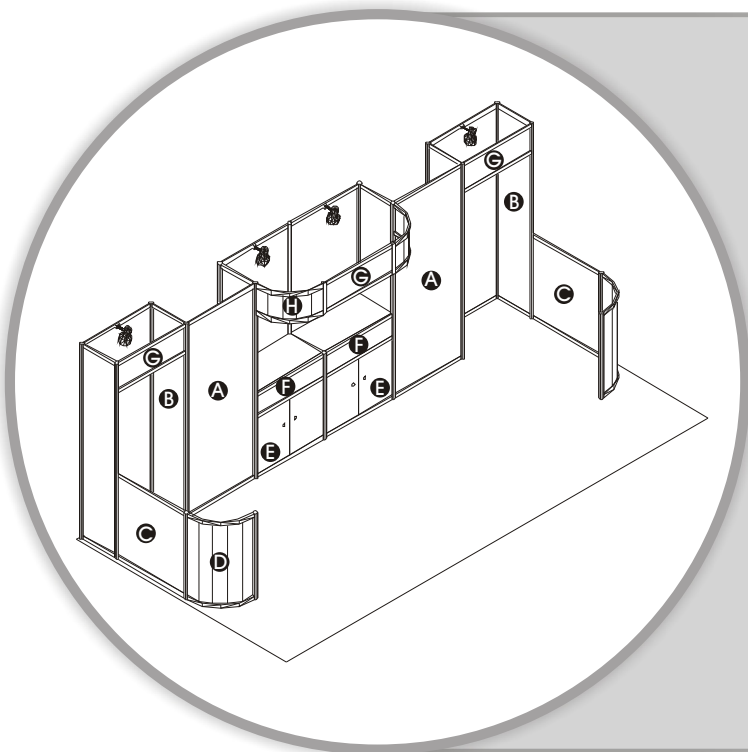
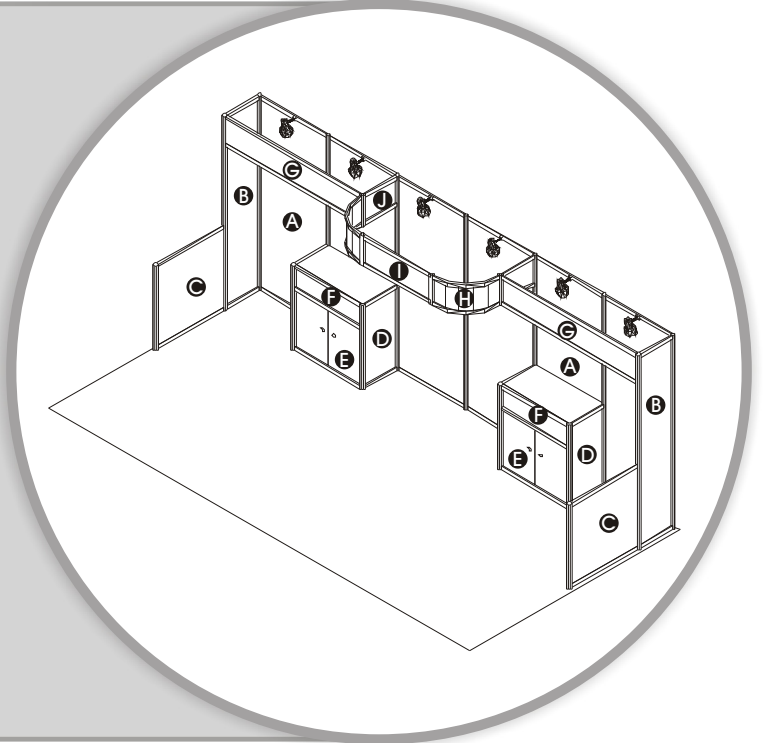
- A 3 - 37.5" x 92.375"
- B 2 - 17.875" x 92.375"
- C 2 - 37.5" x 38.375"
- D 10 - 17.875 x 38.375"
- E 2 - 19.375" x 27"
- F 2 - 37.5" x 8.75"

**Header:**

- G 1 - 77" x 11.5"
- H 2 - 37.5 x 11.5"
- I 2 - 25.75" x 11.5"
- J 2 - 17.875" X 11.5"

**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 2 - 20" x 27.5"
  - F 2 - 38.125" x 9.25"
- Header:**
- G 1 - 77.625" x 12"
  - H 2 - 29.75" x 12"
  - I 2 - 38.125" x 12"
  - J 2 - 18.5" X 12"



**Viewable Panel Sizes:**

- A 3 - 37.5" x 92.375"
- B 6 - 17.875" x 92.375"
- C 2 - 37.5" x 38.375"
- D 2 - 29.125 x 38.375"
- E 2 - 19.375" x 27"
- F 2 - 37.5" x 8.75"

**Header:**

- G 3 - 37.5" x 11.5"
- H 2 - 25.75" x 11.5"

**Actual Panel Sizes:**

- A 6 - 38.125" x 92.875"
  - B 6 - 18.5" x 92.875"
  - C 2 - 38.125" x 38.875"
  - D 2 - 29.75" X 38.875"
  - E 2 - 20" x 27.5"
  - F 2 - 38.125" x 9.25"
- Header:**
- G 3 - 38.125" x 12"
  - H 2 - 29.75" x 12"



**\$5565.00**

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

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# Rental Packages

# order form

package

**\$8500.00**

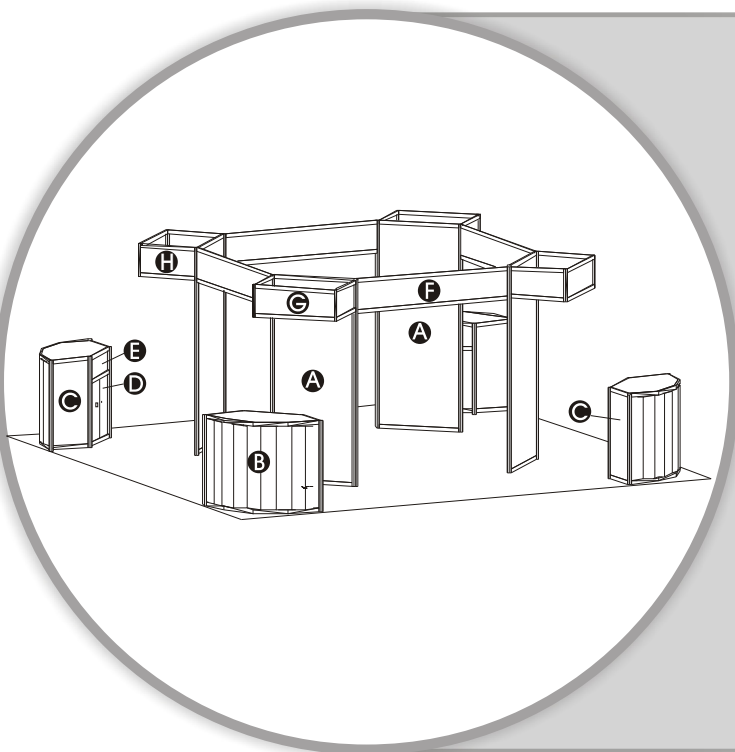
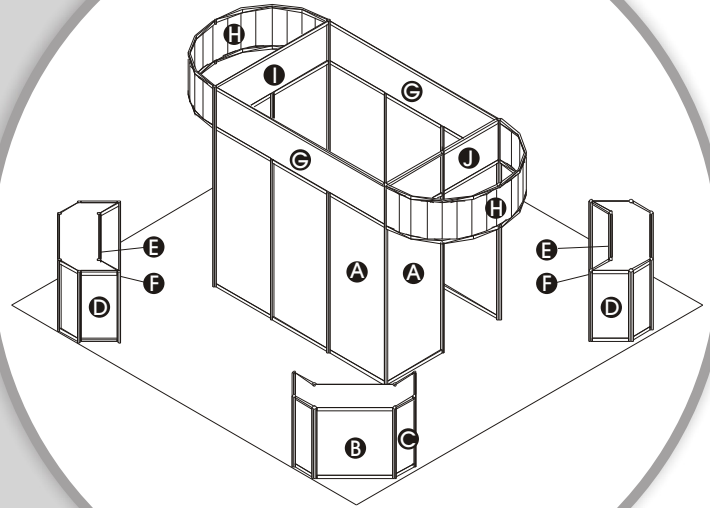
20' x 20' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
4 Counters  
2 Headers

**Viewable Panel Sizes:**

- A 9 - 37.5" x 92.375"
  - B 4 - 37.5" x 38.375"
  - C 8 - 12" x 38.375"
  - D 8 - 17.875" x 38.375"
  - E 4 - 37.5" x 8.75"
  - F 8 - 19.375" x 27" (doors)
- Header:**
- G 2 - 115.375" x 20.375"
  - H 2 - 85.875" x 20.375"
  - I 2 - 77" x 20.375"

**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 9.25"
  - F 8 - 20" x 27.5" (doors)
- Header:**
- G 2 - 116" x 20.875"
  - H 2 - 86.5" x 20.875"
  - I 1 - 77.625" x 20.875"



**Viewable Panel Sizes:**

- A 4 - 37.5" x 92.375"
  - B 4 - 60" x 38.375"
  - C 8 - 17.875" x 37.375"
  - D 8 - 19.375" x 27"
  - E 4 - 26" x 8.75"
- Header:**
- F 4 - 77" x 11.5"
  - G 4 - 37.5" x 11.5"
  - H 8 - 26" x 11.5"

**Actual Panel Sizes:**

- A 4 - 38.125" x 92.875"
  - B 4 - 60.625" x 38.875"
  - C 8 - 18.5" x 38.875"
  - D 8 - 20" x 27.5"
  - E 4 - 26.625" x 9.25"
- Header:**
- F 4 - 77.625" x 12"
  - G 4 - 38.125" x 12"
  - H 8 - 26.625" x 12"

package

**\$9160.00**

20' x 20' Standard Carpet  
Installation and Dismantling Labor  
Daily Cleaning  
4 Counters  
4 Headers

# Rental Packages Order Form

Please Provide Custom Rental Package **A B C D E F**  
(please circle one)

\$ \_\_\_\_\_  
Total:

Standard Carpet Color  Red  Blue  Purple  Grey  Burgundy  Teal

Standard Display Panel Color  White  Grey

Header Copy = **BLACK BOLD LETTERS**

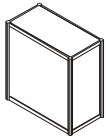
COMPANY NAME ONLY

(please type clearly or type to ensure correct spelling)

**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.

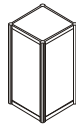
## Add the following **Accessories** to my Custom Rental Package

Credenza  
**\$265.00**(each)  
18"x36"x42"



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

Pedestal  
**\$175.00**(each)  
18"x42"



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

Shelves  
**\$42.00**(each)  
10"x 40"



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

Clip-On Lights  
**\$26.00**(each)



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

\$ \_\_\_\_\_  
Accessories Total:

Please contact us for additional information and pricing on:

- Color Changes  Logos  Velcro Panels  Custom Designs  Custom Graphics  
 Other Requirements: \_\_\_\_\_

## Payment Information

- VISA  Mastercard  American Express

card # \_\_\_\_\_ exp. date \_\_\_\_\_

**100% Payment  
Must Accompany Order**

cardholders name (please print clearly)

authorized signature

Name of Show 2007 AAS/AAPT Booth Number(s) \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tele (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Authorized by \_\_\_\_\_ (please print) Title \_\_\_\_\_ Date \_\_\_\_\_

e-mail \_\_\_\_\_ Signature \_\_\_\_\_

\$ \_\_\_\_\_  
Rental Package  
\$ \_\_\_\_\_  
Accessories  
\$ \_\_\_\_\_  
Sub Total  
\$ \_\_\_\_\_  
Sales Tax (8.8%)  
\$ \_\_\_\_\_  
**TOTAL COST**



15928 tournament dr.  
gaithersburg, md 20877  
phone: (301) 921-0800  
fax: (301) 990-1717

# SEATTLE UNION RULES & REGULATIONS

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## LOCAL DECORATOR UNION (DECORATOR)

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

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

An exhibitor may install or dismantle his own exhibit providing the total time for installation of any of the above does not take more than 30 MINUTES FOR ONE PERSON TO COMPLETE. This does not mean 15 minutes for two persons or ten minutes for three persons. If any of the work to be performed above requires more than 30 minutes for all or partial then the work must be done with the proper union personnel. This does not include putting out brochures and merchandise.

## TEAMSTERS (DRAYAGE CONTRACTORS)

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

## UNION RULES GOVERNING CARTAGE (DRAYAGE)

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

## RIGGERS (*HEAVY MACHINERY SHOWS ONLY*)

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

## ELECTRICIANS

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

SERVICE CONTRACTOR POLICY EXPRESSLY FORBIDS TIPPING  
PLEASE DO NOT TIP

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# ORDER FORM FOR INSTALLATION & DISMANTLING LABOR



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

As stated in our Payment Policy, all invoices must be paid in advance or by the close of the show. Cash, company check, wire transfer and/or credit card are acceptable methods of payment.

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

## RATES: (ONE HOUR MINIMUM PER MAN)

REGULAR TIME: 8:00 AM TO 4:30 PM WEEKDAYS \$ 68.00 PER MAN PER HOUR

OVERTIME: AFTER 4:30 PM WEEKDAYS, SATURDAYS, SUNDAYS AND HOLIDAYS \$ 102.00 PER MAN PER HOUR

## INSTALLATION OF DISPLAY:

Starting time can be guaranteed only when personnel are requested for the start of the working day, which is 8:00 a.m. Every attempt will be made to provide personnel at time requested subsequent to 8:00 a.m. Such starting time must be approximate, as personnel are assigned to jobs at 8:00 a.m. and it is impossible to gauge exact time of completion of first assignments. 25% ADDITIONAL FOR ON-SITE ORDERS.

Please indicate your labor requirements:

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 ON THE BACK SIDE OF THIS PAGE.**

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 when personnel are requested for the start of the working day, which is 8:00 a.m. Every attempt will be made to provide personnel at time requested subsequent to 8:00 a.m. Such starting time must be approximate, as personnel are assigned to jobs at 8:00 a.m. and it is impossible to gauge exact time of completion of first assignments. 25% ADDITIONAL FOR ON-SITE ORDERS.

Please indicate your labor requirements:

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 ON THE BACK SIDE OF THIS PAGE.**

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: \_\_\_\_\_

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

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

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

# AEI SUPERVISED LABOR FORM FOR INSTALLATION & DISMANTLING OF EXHIBITS



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

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

## SET UP AND INBOUND SHIPPING INFORMATION:

Display shipped in advance to warehouse: \_\_\_\_\_ Display shipped directly to show site: \_\_\_\_\_

Date display was shipped: \_\_\_\_\_ Date display is to arrive: \_\_\_\_\_

Carrier: \_\_\_\_\_ Carrier phone number: \_\_\_\_\_

Shipped from: City/State: \_\_\_\_\_

Total number of: Crates: \_\_\_\_\_ Cartons: \_\_\_\_\_ Fibers Cases: \_\_\_\_\_

Other (Please specify): \_\_\_\_\_

Display includes carpet: \_\_\_\_\_ Carpet rented from AEI: \_\_\_\_\_

Electrical placement: Electrical under carpet: \_\_\_\_\_ Drawing attached: \_\_\_\_\_ Drawing with display: \_\_\_\_\_

Special instructions for electrical: \_\_\_\_\_

Set up instructions: Attached: \_\_\_\_\_ Shipped with display: \_\_\_\_\_

Tools or hardware required for assembly: \_\_\_\_\_

Special instructions for set up or dismantle: \_\_\_\_\_

Graphics: Shipped with display: \_\_\_\_\_ Shipped separately: \_\_\_\_\_

Special instructions for graphics: \_\_\_\_\_

## OUTBOUND SHIPPING INFORMATION:

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

Carrier: \_\_\_\_\_

- 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: \_\_\_\_\_

Name of Show **2007 AAS/AAPT Joint Meeting** Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

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

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

# NOTIFICATION OF INTENT TO USE OUTSIDE SERVICE CONTRACTOR



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

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DEADLINE: Friday, December 8, 2006

RETURN TO: Arata Expositions, Inc. (2007 AAS/AAPT Joint Meeting)  
15928 Tournament Drive  
Gaithersburg, MD 20877

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and mail this form to Arata Expositions, Inc. to be received no later than December 8, 2006.

In addition, a Certificate of Insurance showing General Liability coverage and Workman's Compensation valid in the state of Washington must be submitted no later than December 8, 2006.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The "Non-Official" Contractor must coordinate all his activities with Arata Expositions, Inc.

The "Non-Official" 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.

## THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

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

Booth Number \_\_\_\_\_ Phone Number (     ) \_\_\_\_\_

Exhibitor Contact (Please Print) \_\_\_\_\_

Exhibiting Firm's Authorized Signature \_\_\_\_\_

Type of work to be performed \_\_\_\_\_

"Non-Official" Contractor/Display House \_\_\_\_\_

Contractor Contact Name \_\_\_\_\_

Date \_\_\_\_\_

**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.**

# TIPS FOR DRAYAGE (MATERIAL HANDLING)



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

## HELPFUL HINTS

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

### THE EXPENSIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
12/27/06	80 Lbs.	200 Lbs. Min.	\$65.00	\$130.00
12/27/06	50 Lbs.	200 Lbs. Min.	\$65.00	\$130.00
12/27/06	70 Lbs.	200 Lbs. Min.	\$65.00	\$130.00
	200 Lbs. Total		Total Drayage Charges	\$390.00

### THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
12/27/06	200 Lbs.	200 Lbs. Min.	\$65.00	\$130.00
	200 Lbs. Total		Total Drayage Charges	\$130.00

# MATERIAL HANDLING LIMITS OF LIABILITY



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

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

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.

# FREIGHT ROUTING FORM



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

Please return this form by:  
**December 27, 2006**

## INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW ( \_\_\_\_\_ warehouse / \_\_\_\_\_ site)

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number \_\_\_\_\_  
Origin of Shipment \_\_\_\_\_ Carrier \_\_\_\_\_  
Shipping Date \_\_\_\_\_ Approximate Arrival Date \_\_\_\_\_  
Total Number of Containers \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_  
Size of Largest Container \_\_\_\_\_ Weight of Largest Container \_\_\_\_\_  
Local Representative's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Please Read**

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:  
Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
- **COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

## INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

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

FOR SPLIT SHIPMENTS, USE SPACE BELOW

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

## BILLING INSTRUCTIONS:

Company Name \_\_\_\_\_ Division \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attention of \_\_\_\_\_ Title \_\_\_\_\_  
Your Purchase Order Number (if applicable) \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

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.

AUTHORIZED SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# FREIGHT ROUTING FORM



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gaithersburg, md 20877  
phone: (301) 921-0800  
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Please return this form by:  
**December 27, 2006**

## INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW ( \_\_\_\_\_ warehouse / \_\_\_\_\_ site)

Name of Show 2007 AAS/AAPT Booth Number \_\_\_\_\_  
Origin of Shipment \_\_\_\_\_ Carrier \_\_\_\_\_  
Shipping Date \_\_\_\_\_ Approximate Arrival Date \_\_\_\_\_  
Total Number of Containers \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_  
Size of Largest Container \_\_\_\_\_ Weight of Largest Container \_\_\_\_\_  
Local Representative's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Please Read**

- To enable our tracing delayed shipments, please mail duplicate bill of lading to:  
Arata Expositions, Inc., 15928 Tournament Drive, Gaithersburg, MD 20877, phone (301) 921-0800
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## INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

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

FOR SPLIT SHIPMENTS, USE SPACE BELOW

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

## BILLING INSTRUCTIONS:

Company Name \_\_\_\_\_ Division \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attention of \_\_\_\_\_ Title \_\_\_\_\_  
Your Purchase Order Number (if applicable) \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

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.

AUTHORIZED SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# EXHIBIT SHIPPING INFORMATION & DRAYAGE RATE SCHEDULE



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

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## SHIPPING INFORMATION

ADVANCE shipments should be made PREPAID, addressed as follows:

TO: (Name of exhibitor and booth number)  
FOR: 2007 AAS/AAPT Joint Meeting  
C/O: **arata expositions, inc.**  
C/O: Yellow Freight  
12855 48th Avenue South  
Seattle, WA 98168

SITE shipments should be made PREPAID addressed as follows:

TO: (Name of exhibitor and booth number)  
FOR: 2007 AAS/AAPT Joint Meeting  
C/O: **arata expositions, inc.**  
C/O: Washington State Convention  
and Trade Center  
800 Convention Place  
Seattle, WA 98101

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

Arata Expositions, Inc. will receive and hold all crated exhibits in storage up to thirty (30) days prior to the show set-up. ANY UNCRATED OR PAD WRAPPED PIECES WILL NOT BE ACCEPTED IN ADVANCE STORAGE. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Wednesday, December 27, 2006. Any material received at the warehouse after this date and time will be subject to a 25% surcharge.

All warehouse freight will be delivered to your booth by 8:00am on Saturday, January 6, 2007.

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. Exhibitors are limited to items which can be carried by one person in one trip without the use of carts, dollies, etc. You may use parking lots around the facility. You may not park at the loading dock or at building entrances.

**AN EXHIBITOR MAY NOT USE THE TRUCK DOCK FACILITIES TO UNLOAD THEIR PERSONAL CAR, TRUCK OR STATION WAGON. ALL TRUCK DOCKS ARE UNDER THE CONTROL OF THE OFFICIAL DRAYAGE CONTRACTOR, AND THIS IS NECESSARY FOR THE TOTAL EFFICIENT MOVEMENT OF FREIGHT IN AND OUT. This control will be strictly enforced. Any freight handled by AEI will be recorded on a freight receiving report and charged the rates reflected on this form.**

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

**If your designated carrier fails to pick up or refuses to accept your shipment by Wednesday, January 10, 2007 at 5:00pm, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.**

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

**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.

**WAREHOUSE base rate (In/Out ST) per cwt (200# minimum):           \$65.00**

**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.

**SITE base rate (In/Out ST) per cwt (200# minimum):                   \$68.00**

**OVERTIME** - is before 8:00am and after 4:30pm Monday-Friday and all day Saturday, Sunday and holidays. **You will be charged a 25% overtime surcharge based on 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.
- Your shipment is moved out of the convention facility on overtime.

**SPECIAL HANDLING, CRATED** - 25% will be added to quoted rates for the following: Crated, boxed or skidded shipments received via van line, privately owned vehicle or company truck. Special handling is defined, but not limited to those shipments that cannot be unloaded or loaded at the dock. This includes ground unloading, doubledecking, unstacking or side door loading. This surcharge also applies to Federal Express, UPS and all air freight deliveries. Shipments received without paperwork will be delivered without guarantee of piece count or condition.

**SPECIAL HANDLING, UNCRATED** - All uncrated materials will be charged an additional 50% of the cwt charge listed in the rates above.

**LATE SHIPMENTS** - Any shipment received at the warehouse later than December 27, 2006 will be assessed at a 25% surcharge. Shipments received at the warehouse once move in begins will be assessed an additional delivery charge.

**SMALL PACKAGE SHIPMENTS (FEDEX & UPS only)** - Direct shipments to the facility will be received at a rate of \$35.00 per package. The total weight of the shipment must be 50 lbs. or less.

**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.

AS STATED IN OUR PAYMENT POLICY, ALL INVOICES MUST BE PAID IN ADVANCE OR AT THE SHOW BY CASH COMPANY CHECK, WIRE TRANSFER, AND/OR CREDIT CARD. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

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Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

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

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

# ORDER FORM FOR BOOTH CLEANING



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

As stated In our Payment Policy all invoices must be paid in advance or at the show—cash, company check, wire transfer, and/or credit card.  
**ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

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

## GENERAL CLEANING

ALL DAILY CLEANING SERVICES MUST BE ORDERED EXCLUSIVELY THROUGH ARATA EXPOSITIONS, INC.  
**NO INDEPENDENT CONTRACTORS WILL BE PERMITTED TO PERFORM CLEANING SERVICES.**  
**ALL ORDERS PLACED ON-SITE WILL INCUR A 20% SURCHARGE.**

## CLEANING SERVICES

Please indicate the cleaning service required for your booth:

- vacuuming carpet and emptying waste baskets **prior to show opening only** ..... \$ .36 per sq. ft.
- vacuuming carpet and emptying waste baskets **daily (4 show days)** ..... \$ .30 per sq. ft.  
per day
- Shampooing exhibitor's carpet ..... \$ .42 per sq. ft.  
per day
- anti-static spray ..... \$ .30 per sq. ft.  
per day

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

## EXHIBIT CLEANING SERVICES

- Cleaning and dusting of display background and furnishings before initial opening of show ..... \$ .30 per sq. ft.
- Cleaning and dusting of display background and furnishings **daily (4 show days)** ..... \$ .28 per sq. ft.  
per day

AEI WILL NOT BE LIABLE FOR DAMAGE TO GRAPHIC PANELS NOT PROPERLY LAMINATED

## PORTER SERVICE - Service provided every 2 hours.

- Daily ..... \$120.00  
per day

ALL RATES SUBJECT TO CHANGE IF NECESSITATED BY INCREASED  
LABOR AND MATERIAL COSTS.

Cleaning Total	
8.8% Sales Tax	
Total	

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

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

# ORDER FORM FOR SPECIAL SIGNS



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

## CHARTS • GRAPHS • SIGNS • SILK SCREEN

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer, and/or credit card.  
**ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

### 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)

7" x 11" .....	\$39.00
7" x 44" .....	44.00
11" x 14" .....	50.00
14" x 22" .....	58.00
22" x 28" .....	75.00
28" x 44" .....	115.00
40" x 60" .....	<b>Quoted</b>

Please call our office for acceptable file formats.

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

An additional charge of 100% of published prices will be added to all orders received later than December 15, 2006. This charge also applies to all floor orders.

#### CUSTOM SERVICES

Over 10 words ..... \$ 1.50 per word  
Easel back per sign..... \$ 3.50

Signs Total	
8.8% Sales Tax	
Total	

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

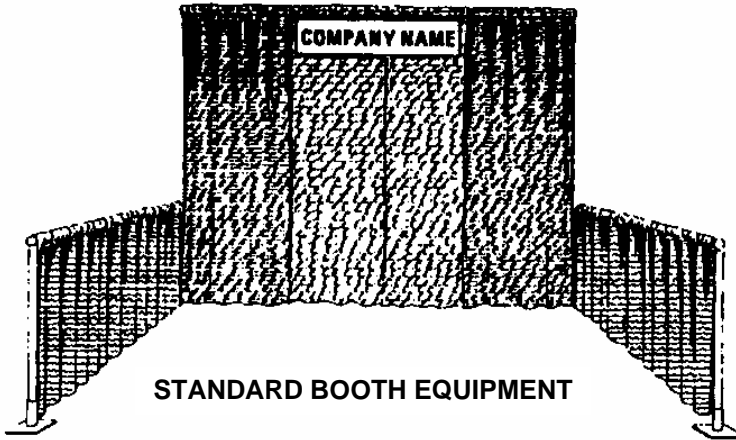
Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

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

# STANDARD BOOTH EQUIPMENT/SIGN REQUEST FORM



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



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

STANDARD BOOTH EQUIPMENT/SIGN DOES NOT APPLY TO ISLANDS

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

44"		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <span>COMPANY NAME</span> <span>BOOTH No.</span> </div>		7"

We (    ) will/ (    ) will not require Company I.D. sign.

**NOTE: This form must be completed and returned before December 15, 2006.**  
**Any forms received after this date will result in a \$5.00 charge for each I.D. sign ordered.**

Name of Show 2007 AAS/AAPT Joint Meeting Booth Number(s) \_\_\_\_\_

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

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

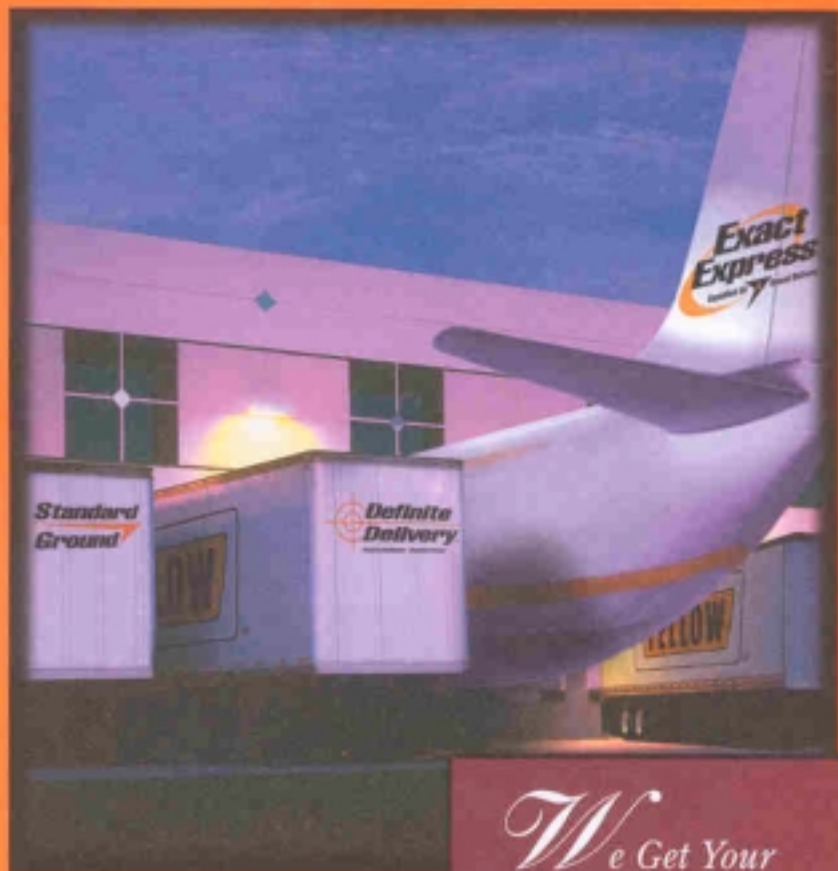
State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

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

## EXHIBIT SERVICES

THE SHOW MUST GO ON. AND WE'LL MAKE SURE IT DOES.



*We Get Your*

*Show On The Road.*

*Or In The Air.*

*Your Choice.*

**YELLOW**  
EXHIBIT SERVICES

## Arata Expositions, Inc.

has selected Yellow® as the recommended Ground and Air Transportation Provider for your Trade Show. To insure prompt handling of your exhibit shipments both *to* and *from* the Trade Show, please route all Ground shipments via Yellow and all Air shipments via Yellow *Exact Express*™.

### Shipping Your Trade Show Exhibit

- Specify the name of your Trade Show and Booth Number on your shipping documents and labels.
- Ship prepaid to the Trade Show as the show contractor does not accept collect shipments.
- When you are ready to ship to your Trade Show, call the Yellow Customer Service Center at 1-800-610-6500 to arrange your pick-up via Yellow *Exact Express*, *Definite Delivery*™, or *Standard Ground*™.

### When the Trade Show is Over

- Specify on your shipping documents which service you prefer: Yellow *Exact Express*, *Definite Delivery*, or *Standard Ground* to deliver your exhibit to its next destination.

**YELLOW**  
YES WE CAN.™

**Exact Express**  
Member of the Yellow Group  
*Exactly when you need it.*

**YELLOW**

The recommended Ground and Air Transportation Provider for your Trade Show



# Electrical Order Form

E03W

RETURN TO: Tradeshow Electrical Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact Us: http://www.ges.com/contact

## 2007 AAS/AAPT Joint Meeting

Washington State Convention & Trade Center • January 7 - 10, 2007

DISCOUNT DEADLINE DATE:

December 22, 2006

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### Exclusive Electrical Services Provider to the Washington State Convention & Trade Center

**BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM. TO RECEIVE THE ADVANCE RATE, WE MUST RECEIVE YOUR ORDER, ALONG WITH FULL PAYMENT, 14 DAYS PRIOR TO THE FIRST MOVE-IN DAY. ALL OTHER ORDERS WILL BE PROCESSED AT THE REGULAR RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED.**

ITEM #	QUANTITY	*QUANTITY 24 HR/DED.	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL PRICE
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#### MOTOR & EQUIPMENT OUTLETS

SPECIAL REQ. 208V 1Ø 120V	6001		5 Amp/500 Watts	\$ 53.00	\$ 79.50	
	6002		10 Amp/1000 Watts	\$ 88.00	\$ 132.00	
	6003		15 Amp/1800 Watts	\$ 103.00	\$ 154.50	
	6004		20 Amp/2400 Watts	\$ 126.50	\$ 190.00	
	6006		15 Amp	\$ 114.00	\$ 171.00	
	6007		20 Amp	\$ 143.00	\$ 214.50	
	6008		30 Amp	\$ 179.50	\$ 269.50	
	24-HOUR SERVICE		Add 50% to service connection charge.			
OVERHEAD SERVICE		Add 50% to service connection charge (Min. \$80).				
208 VOLT 3-PHASE - Add 50% to Service Connection Charge.						
480 VOLT SERVICE		Call for Quotation 800/475-2098.				
Please note: Any special needs require 2 weeks advance notice.						

#### ADDITIONAL EQUIPMENT

LIGHTS, ETC.	6026		150 Watt Floodlight	\$ 46.00	\$ 69.00	
	6028		300 Watt Floodlight	\$ 61.00	\$ 91.50	
			1000 Watt Parcan Light <sup>1</sup>	\$ 145.00	\$ 220.00	
			15' Extension Cord	\$ 12.00	\$ 18.00	
			Power Strip	\$ 15.00	\$ 22.50	

<sup>1</sup>Requires labor at additional charge. Item not available at some locations.

Charged in 1 hour increments. Min. charge 1 hr IN and 1/2 hr OUT.

LABOR	Straight time: Monday - Friday, 8am - 4:30pm (except holidays)		\$ 60.00
	Overtime: Monday - Friday 4:30pm - 8am, Saturdays & Sundays		\$ 90.00
	Overtime: Holidays		\$ 120.00
	# OF ELECTRICIANS X # OF HOURS X RATE		
	Install (min. 1 hour)		
Uninstall (min. 1/2 hour)			

<b>I agree in placing this order that I have accepted the TSE Payment Policy and TSE Terms &amp; Conditions of Contract.</b>  <b>Authorized Signature – Please Sign:</b>  All outlets 20 amps or more and/or with a voltage over 150 require electrical labor. If the combined amps of all ordered outlets equals or exceeds 20 amps (e.g., 4 - 5 amp outlets = 20 amps) electrical labor may be necessary as well.	1. Total All Items Ordered \$ _____ 2. 8.8% Sales Tax* \$ _____ 3. Payment Enclosed \$ _____
	<b>X</b> AUTHORIZED NAME - PLEASE PRINT _____ DATE _____
	<small>*Applies to all exhibitors including non-profit and other tax exempt entities exhibiting within Washington State (RCW 82.04.070).</small> <b>Note: Not all services are available in all locations, please call for availability.</b>

#### IMPORTANT INFORMATION

- #### AGREEMENT
- Orders **MUST** be received a minimum of **FOURTEEN (14) DAYS** prior to decorator's first scheduled move-in day in order to qualify for the discount rate. Requests for service less than 14 days prior to decorator's first scheduled move-in day will be charged the standard rate.
  - Conditions for processing order requests:
    - Payment **IN FULL** for service **MUST** accompany service order request.
    - Cancellations: Refunds will be computed on the following schedule:
      - After installation - No Refund
      - Before installation, but 7 days or less prior to 1st move-in day - 90%.
      - Before installation and more than 7 days prior to 1st move-in day full refund.
    - Incomplete service order requests will delay processing and service installation.
    - Date payment is received by Trade Show Electrical (TSE) shall determine the applicable rate. Payment must be made by money order, credit card, or business check.
    - Reorder will be at the rate in effect at the time a complete service order, together with payment as specified in subparagraph 2 (a/c/d) is received by TSE.
    - Booth number(s) must be identified on face of form.
    - All charges are due before Services are performed unless other arrangements have been made in advance. TSE has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to TSE, TSE is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.
    - Standard electrical service available shall be (1) 120 volt and 208 volt A.C. single phase, 60 cycle, or (2) 208 volt, A.C., three phase, 60 cycle. Special voltage may be available and shall be provided only on request received by TSE 30 days prior to decorator's first scheduled move-in day.

#### IMPORTANT DETAILED FLOORPLAN REQUIRED

Send a copy of your floorplan, including locations of all electrical items and the wattage and/or amperage of each item. Indicate adjacent booth and aisle numbers. Please prepare a drawing using easy-to-work scales. Build additional outlets into your plan for more flexibility. If you have an Island Booth, be sure to indicate where you would like to have the main power source installed.

#### CREDIT CARD INFORMATION - REQUIRED

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRES \_\_\_\_\_

TYPE \_\_\_\_\_

MASTERCARD  VISA  AMEX  DISCOVER  DINERS

PRINTED NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

**X**

ADDRESS \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

# ELECTRICAL SERVICE REQUEST

## TERMS AND CONDITIONS

**I. Scope:** These Terms and Conditions shall be binding upon Customer, TSE, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability. **By acceptance of services of TSE or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

**II. Customer Obligations:** Payment for services - Customer shall be liable for all unpaid charges for services performed by TSE or Agents. Customer authorizes TSE to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**III. Mutual Obligations - Indemnification:**

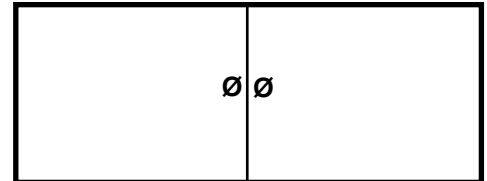
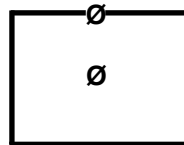
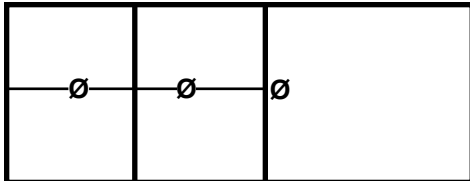
Customer to TSE: Except to the extent of TSE's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify TSE from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement. Customer agrees to indemnify and hold TSE harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

TSE to Customer: To the extent of TSE's own negligence and/or willful misconduct, and subject to the limitations of liability below, TSE shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. TSE assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

1. Material and equipment furnished pursuant to this service order request shall be and remain the property of Trade Show Electrical (TSE) and shall be removed ONLY by TSE personnel at the close of the show.
2. In the event of non-performance of the equipment or service delivered or installed as specified in the service order request the Exhibitor/Leasee's maximum recourse shall be a refund of the pro-rated payment based on the number of days of non-performance.
3. Credit will not be given for service installed as requested in the service order request and NOT used.
4. Exhibitors/Leasees are not allowed to share power.
5. All electrical outlets will be installed on the floor at the center rear of the booth unless otherwise designated.
6. All wiring, motors, electrical installations and connections must be TSE approved prior to use to prevent over-loading of circuits. Exhibitor shall not be permitted to add wattage except upon ordering same.
7. Unauthorized electrical connections by Exhibitor/Leasee are subject to surcharge of one and one half times the standard electrical rates in addition to any actual damages incurred by TSE as a result of unauthorized connections.
8. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitor/Leasee. If services found to be used which have not been purchased, they will be disconnected or charged at 1-1/2 times the standard rate.

9. After installation is complete, actual quantities installed will be verified. Invoices will reflect verified quantities.
10. TSE is not responsible for voltage fluctuations or power failure because of temporary conditions.
11. Electrical power for lights and displays will be turned on at 8:00AM the morning of the show and turned off 30 minutes after show closing time on a daily basis.
12. TSE installers are authorized to cut floor coverings to permit installation, if necessary to fulfill the service order request. In no event shall TSE be liable for any damage done to floor coverings in order to fulfill the service order request.
13. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited. All of Exhibitor/Leasee's cords must be of three (3) wire grounded type. All exposed non current carrying metal parts of fixed equipment which are liable to be energized shall be grounded. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc., and regardless of source of power, must comply with state and local safety codes. Exhibitor/Leasee shall have sole responsibility for strict compliance with requirements of this paragraph.
14. Under no circumstances shall anyone other than persons, or entities designated by TSE make service connection: PROVIDED, HOWEVER, assembly, servicing, preparatory work and operation required to be performed only by engineers or technicians designated by the manufacturer or supplier of specialized equipment may be performed by persons, or entities designated by Exhibitor/Leasee and approved by TSE. Whenever possible, designation of such persons or entities should be noted by Exhibitor/Leasee on the service order request.
15. TSE shall not be deemed in default if performance of any of the terms and conditions of this agreement is made impossible or impracticable due to any strike, lock-out, civil disturbance, war or war-like action, invasion, sabotage, act of God or other cause beyond the control TSE.
16. TSE shall not be responsible for any loss, damage or injury caused by fire and Exhibitor/Leasee is expected to provide its own insurance against such loss, damage or injury.
17. If either party shall bring suit to enforce this agreement and a judgement is entered, the substantially prevailing party shall be entitled to a reasonable sum such as attorneys' fees, and all costs and expenses in connection with such suit, which sum shall be included in any such judgement or decree.
18. This is the entire agreement between the parties with respect to the transactions described in it. There have been and are no covenants, agreements, representations, warranties or restrictions between the parties other than those set forth in this agreement.
19. TSE shall have right, without notice, to terminate this contract in the event of breach of any terms or conditions.
20. Exhibitor/Leasee agrees to pay for any damages to or loss of goods, as an insurer, regardless of cause. Such payment for damage to or loss of goods shall be in addition to rental/lease charges for the same items. Customer also accepts responsibility and will pay for any equipment not available for pickup and return to TSE at the conclusion of the event.
21. All under carpet electrical distribution will be done by TSE on a time and material basis.
22. Labor: TSE assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of TSE provided union labor. If TSE supervises labor for a fee, TSE shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide TSE and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

**Where will my outlet be located?** There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol  $\emptyset$  represents the approximate location of power outlets:



**Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered Electrical Outlet will be installed at the rear of your booth, at the drape line. **Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a Labor and Material basis. For facilities with power originating in the floor, your Electrical Outlet will be placed at one location at our discretion. All other distribution will be done on a Time and Material basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

**How much power do I need?**

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1, Hz60, W1000 - 120 volts, Single Phase, 60 Cycle, 1000 watts  
 V230, A30, PH3 = 230 volts, 30 Amps, 3 Phase

**AUDIO VIDEO EQUIPMENT RENTALS**

American Audio Video  
 2862 Hartland Road  
 Falls Church, VA 22043  
 703.573.6910 FAX 703.573.3539



East Coast • West Coast • Gulf States

Show: \_\_\_\_\_  
 Dates: \_\_\_\_\_  
 Location: \_\_\_\_\_

**Prior to exhibitor move in, return this form to:**

American Audio Video  
 2862 Hartland Road  
 Falls Church, VA 22043 OR: Fax to: 703/573-3539

**PRICES LISTED ARE FOR DURATION OF SHOW  
 Audio Visual Equipment**

**EXHIBITOR INFORMATION:**

Ordered by:
Company Name:
Address:
City/State/Zip:
Telephone:
FAX:

**ON-SITE INFORMATION:**

On-Site Contact:
Telephone:
FAX:
Booth No.:
Hall or Room:
Installation Date: _____ Time: _____
Show Date: _____ Time: _____
Removal Date: _____ Time: _____

**PAYMENT INFORMATION:**

Check enclosed payable to American AV

VISA \_\_\_\_\_ Exp.date \_\_\_\_\_

Am. Express \_\_\_\_\_ Exp.date \_\_\_\_\_

MasterCard \_\_\_\_\_ Exp.date \_\_\_\_\_

For all credit card orders: As Name appears on card

Cardholder name \_\_\_\_\_

Cardholder signature \_\_\_\_\_

**Payment is due prior to delivery of equipment.****Sales Taxes**

Prices are subject to local sales tax:  
 DC - 5.75%, MD - 5%, VA - 5%.

**Service**

Delivery, installation and removal of all items will be undertaken by American AV personnel at your specified time. Your representative must be on hand to receive equipment. Additional labor charges will apply for extensive set-ups (truss/wall mounting and enclosure modifications).

**Our service and backup are continuous throughout the show.**

To perform service or repair on equipment not provided by us, we charge \$300.

On-site orders subject to 25% upcharge.

**For technical support prior to the show, call 703/573-6910.**

Rev 1/2006

**Video Players and Recorders**

	QTY	PRICE	TOTAL
1/2" VHS Auto Repeat Deck (end of tape repeat)		150	
DVD Player		150	
1/2" PAL/SECAM Player (Includes converter)		350	

**Televisions/Video Monitors**

	QTY	PRICE	TOTAL
20" TV/VCR Combo (1/2" VHS)		250	
25" TV		200	
32" TV		350	
54" Roll Cart with Skirt		75	

**Flat Panel Displays**

	QTY	PRICE	TOTAL
20" LCD Flat Panel		400	
30" LCD Flat Panel (16:9 ratio)		800	
37" Plasma Monitor (4:3 ratio)		900	
42" Plasma Monitor (16:9 ratio)		1100	
50" Plasma Monitor (16:9 ratio)		1200	
61" Plasma Monitor (16:9 ratio)		2400	
Wall Mount Bracket for Plasma or LCD Monitor		75	
Floor Stand for Plasma or LCD Monitor		100	
Speakers for Plasma or LCD Monitor		75	

**Audio Equipment**

	QTY	PRICE	TOTAL
Wired Microphone (clip-on, headset or handheld)		50	
Wireless Microphone (clip-on, headset or handheld)		300	
CD Player, 6 disk changer		75	
2-Speaker PA System for 50 -100 people		300	

**Non-Listed Additions**

	QTY	PRICE	TOTAL

**If you require an item not listed or need installation services, please call 703/573-6910 for pricing.**

Rental Total	\$
Add Sales Tax DC=5.75%, MD=5%, VA=5% only	\$
Freight and Delivery 20% of Rental Total, \$65/minimum	\$
<b>Amount Due</b>	<b>\$</b>

**COMPUTER EQUIPMENT RENTALS**

American Audio Video  
 2862 Hartland Road  
 Falls Church, VA 22043  
 703.573.6910 FAX 703.573.3539



East Coast • West Coast • Gulf States

Show: \_\_\_\_\_

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

**Prior to exhibitor move in, return this form to:**

American Audio Video  
 2862 Hartland Road  
 Falls Church, VA 22043 OR: Fax to: 703/573-3539

**PRICES LISTED ARE FOR DURATION OF SHOW  
 Computer Equipment**

**EXHIBITOR INFORMATION:**

Ordered by:
Company Name:
Address:
City/State/Zip:
Telephone:
FAX:

**ON-SITE INFORMATION:**

On-Site Contact:
Telephone:
FAX:
Booth No.:
Hall or Room:
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Show Date: _____ Time: _____
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Cardholder signature \_\_\_\_\_

**Payment is due prior to delivery of equipment.**

**Sales Taxes**

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Rev 1/2006

**Laptop Computers**

	QTY	PRICE	TOTAL
Pentium IV 2GHZ with 30GBHD, 512MB RAM, DVD R/CD RW, External Mouse, Windows XP, Office 2000		350	
Macintosh Systems		Call	

**Desktop Computers**

	QTY	PRICE	TOTAL
Pentium IV 2GHZ with 60GBHD, 512MB RAM, DVD R/CD RW, Keyboard, Mouse, 15" Monitor, Windows XP, Office 2000		450	
Macintosh Systems		Call	

**Flat-Panel Displays**

	QTY	PRICE	TOTAL
20" LCD Flat Panel		400	
30" LCD Flat Panel (16:9 ratio)		800	
37" Plasma Monitor (4:3 ratio)		900	
42" Plasma Monitor (16:9 ratio)		1100	
50" Plasma Monitor (16:9 ratio)		1200	
61" Plasma Monitor (16:9 ratio)		2400	
Wall Mount Bracket for Plasma or LCD Monitor		75	
Floor Stand for Plasma or LCD Monitor		100	
Speakers for Plasma or LCD Monitor		75	

**Accessories**

	QTY	PRICE	TOTAL
Wireless Keyboard and Mouse		75	
VGA Switcher (Multiple computers to 1 display)		100	
VGA Distribution (1 computer to multiple displays)		100	
Computer Speaker System		75	
Networking Accessories		Call	

**Printers**

	QTY	PRICE	TOTAL
HP Laserjet, 20ppm		300	
HP Color Deskjet Printer, 10ppm black, 7ppm color		150	

**Non-Listed Additions**

	QTY	PRICE	TOTAL

**If you have any special software requests or system requirements, please call 703/573-6910 for pricing.**

Rental Total	\$
Add Sales Tax DC=5.75%, MD=5%, VA=5% only	\$
Freight and Delivery 20% of Rental Total, \$65/minimum	\$
<b>Amount Due</b>	<b>\$</b>