



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

Dear Exhibitor:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming CurveNV Expo scheduled for February 16-17, 2015 at the Venetian Resort Hotel and Casino in Las Vegas, Nevada.

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

ALL PAYMENTS FOR SERVICES AND/OR RENTAL ITEMS, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH EXHIBITOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE SHOW BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 8.1% SALES TAX TO THE TOTAL.

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

Sincerely,

Arata Expositions, Inc.

Enclosures

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SHOW FACTS

CURVENV 2015

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CurveNV
February 16-17, 2015
Venetian Resort Hotel and Casino
Las Vegas, Nevada

BOOTH EQUIPMENT:

Each booth, according to size, will receive a booth package as outlined on the following pages.

Please refrain from taking any furnishings from your neighbors booths. If you are missing any items, please come to the Arata Expositions service desk.

Please do not share items with other exhibitors. If you have extra items in your booth space, please come to the Arata Expositions service desk to request removal.

Additional items found in your booth space during our booth check will be added to your invoice.

AISLE CARPET:

Aisles will be carpeted in teal.

BOOTH CARPET:

Booths will be carpeted in white.

SHIPPING INFORMATION:

ADVANCE SHIPPING WAREHOUSE ADDRESS

To: **(Name of Exhibitor and booth number)**
c/o: CURVENV 2015
c/o: Arata Expositions, Inc.
c/o: YRC
5049 W. Post Road
Las Vegas, NV 89118

DIRECT SHOWSITE SHIPMENTS

(Shipments will be received on February 15, 2015 between 3:00pm and 7:00pm)

To: **(Name of Exhibitor and booth number)**
For: CURVENV 2015
c/o Arata Expositions, Inc.
c/o Venetian Resort Hotel and Casino
San Polo, Murano, Toscana Rooms
3355 Las Vegas Blvd. S.
Las Vegas, NV 89109



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CURVENV 2015

SHOW FACTS

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CurveNV
February 16-17, 2015
Venetian Resort Hotel and Casino
Las Vegas, Nevada

SHOW SCHEDULE

SET UP TIMES		
Sunday,	February 15	3:00pm - 7:00pm

SHOW HOURS		
Monday,	February 16	8:00am - 6:00pm
Tuesday,	February 17	8:00am - 5:00pm

MOVE OUT TIMES		
Tuesday,	February 17	5:00pm - 9:00pm

A penalty of \$500.00 will be charged to you by CURVExpo for early breakdown.



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IMPORTANT DEADLINES

CURVENV 2015

BOOTH LAYOUT DEADLINE

WEDNESDAY, JANUARY 14, 2015

Please send in your booth layout form no later than January 14, 2015. If changes to your booth are made on show site, there will be an additional labor charge applied.

FURNITURE/ACCESSORIES DEADLINE

WEDNESDAY, JANUARY 21, 2015

Discount prices apply to orders that are accompanied by payment and are received by January 21, 2015. Please fill out the Credit Card Authorization form and return this form with your order. Standard pricing will apply to orders received after the deadline date.

GRAPHICS DEADLINE

WEDNESDAY, JANUARY 21, 2015

To take advantage of graphics discount pricing, your order must be properly sized (based on your booth location), files uploaded (and deemed usable) and payment received in full no later than January 21, 2015. All orders received between January 22, 2015 and February 4, 2015 will be at standard rates. Orders received after February 4, 2015 will be quoted and produced as time permits.

Credit Card Authorization form must accompany the graphic order.

LABOR DEADLINE

WEDNESDAY, JANUARY 21, 2015

In order to take advantage of the labor discount pricing, please complete and return your form no later than January 21, 2015. Be sure to include the Credit Card Authorization form.

ADVANCE SHIPPING TO WAREHOUSE

WEDNESDAY, JANUARY 28, 2015

Advance shipments can be received at our warehouse beginning December 28, 2014. We will receive shipments at our warehouse up until February 12, 2015. **Please note** that shipments received after January 28, 2015 will incur late fees.

DIRECT SHIPPING TO SHOW SITE

SUNDAY, FEBRUARY 15, 2015

Show site deliveries will be accepted ONLY on Sunday, February 15, 2015 from 3:00pm – 7:00pm. Please refer to the Show Fact sheet for shipping address and labeling information.



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HELPFUL HINTS

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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. Please review the following hints that will help you maximize your time and money spent on this exhibition:

PRIOR TO THE SHOW

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

SHOWSITE

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

OUTBOUND - MOVE OUT

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



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HOW TO PLACE YOUR ORDER

CURVENV 2015

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

FORMS TO ARATA EXPOSITIONS, INC.

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

Arata Expositions, Inc.
Attn: Patrick Thurston
15928 Tournament Drive
Gaithersburg, MD 20877
Phone (301) 921-0800
Fax (301) 990-1717
Email pthurston@arataexpo.com

FORMS TO THE OTHER OFFICIAL SUPPLIERS

Electrical, telephone, internet, photography service, etc., please follow the payment and mailing instructions indicated on each of these forms located at the back of the Exhibitor Service Manual.

ORDERS AFTER THE DEADLINE

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

SHOW SITE ORDERS

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



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PAYMENT POLICY AGREEMENT

CURVENV 2015

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

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

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

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

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

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

There will be a fee of \$50.00 for any returned check, plus forfeiture of the discount rate for all services ordered.

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

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

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

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

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

Street Address

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

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

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



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CHARGE AUTHORIZATION

CURVENV 2015

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

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

PLEASE PRINT OR TYPE

Booth Number(s) _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Ordered by _____ Date _____ Telephone _____

Fax _____ E-Mail _____

CREDIT CARD AUTHORIZATION

American Express

MasterCard

Visa

Account #

Expiration Date

--	--	--	--

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

Cardholder's Name (Print) _____

Cardholder's Signature _____

Cardholder's Billing Address:

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

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



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THIRD PARTY PAYMENT

CURVENV 2015

Booth Number(s) _____

Name of Organization _____

Authorized by _____ Title _____ Date _____
(Please Print)

E-Mail _____ Signature _____

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

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

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

Exhibitor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Exhibitor Signature _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express Visa

MasterCard **EXPIRATION DATE:** ___/___/___

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

Account Number

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

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

Cardholders Signature _____

EXHIBITING COMPANY

Exhibiting Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Exhibitor Signature _____

Print Name _____

CREDIT CARD CHARGE AUTHORIZATION

Cardholders Name _____

Address _____

City _____ State _____ Zip _____

American Express Visa

MasterCard **EXPIRATION DATE:** ___/___/___

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

Account Number

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

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

Cardholders Signature _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF JANUARY 21, 2015.¹



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COST CALCULATION

CURVENV 2015

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

COST CALCULATION WORKSHEET

- 1. Furniture/Accessories..... _____
- 2. Carpet _____
- 3. Custom Furniture _____
- 4. Graphics..... _____
- 5. Labor Installation/Dismantle..... _____
- 6. Material Handling Estimate..... _____
- 7. **TOTAL LINES 1- 6**..... \$ _____
- 8. Add 8.1% Tax \$ _____
- 9. **BALANCE DUE***..... \$ _____

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

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



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CURVENV 2015

SAFETY

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL

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

SAFETY GUIDELINES:

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

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

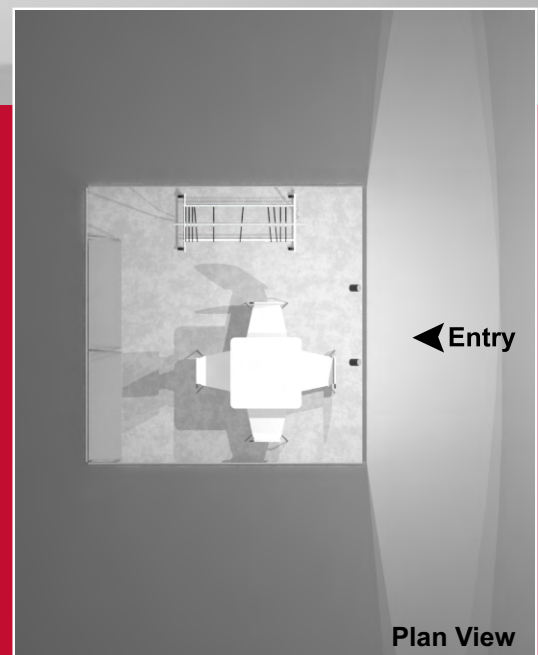
During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

THINK SAFETY ! ! !

Curve NV 10'x10' Inline Booth Package



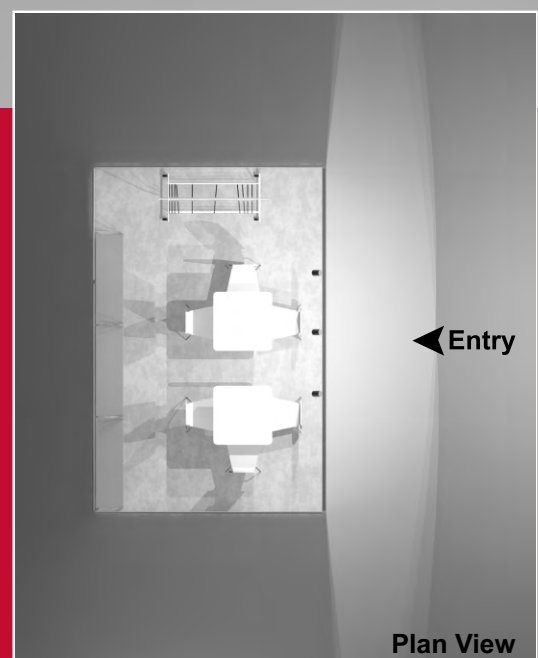
- 1 Table
- 4 Chairs
- 1 Halogen Track with 2 lights
- 1 Wastebasket
- 4 Hanging Bars
- 2 Shelving Units
with 2 Metal Shelves each
- 1 Rolling Rack
- 1 Electrical Outlet



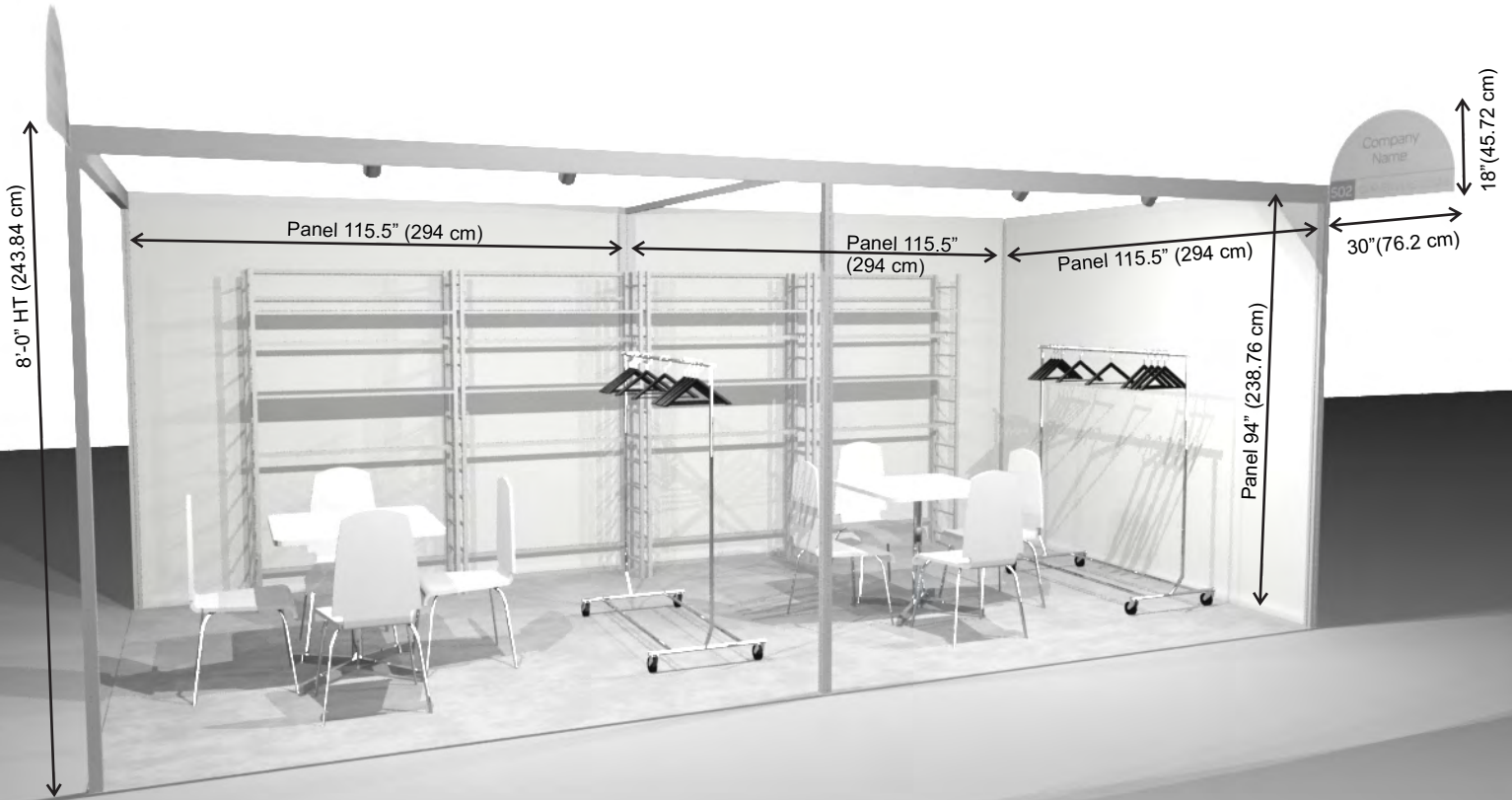
Curve NY 10'x15' Inline Booth Package



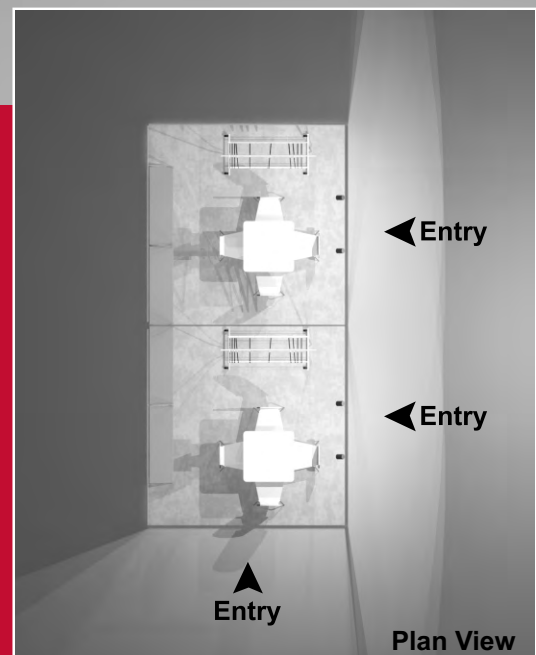
- 2 Tables
- 6 Chairs
- 1 Halogen Track with 3 lights
- 1 Wastebasket
- 6 Hanging Bars
- 3 Shelving Units
with 2 Metal Shelves each
- 1 Rolling Rack
- 1 Electrical Outlet



Curve NV 10'x20' Corner Booth Package



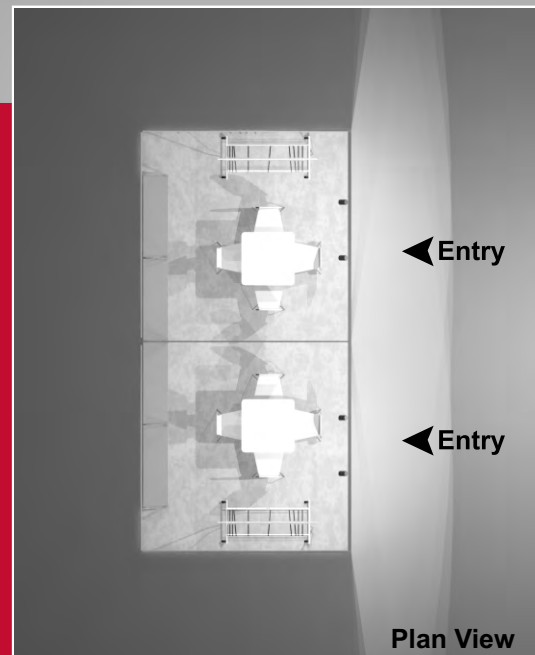
- 2 Tables
- 8 Chairs
- 2 Halogen Track with 2 lights
- 2 Wastebaskets
- 8 Hanging Bars
- 4 Shelving Units
with 2 Metal Shelves each
- 2 Rolling Racks
- 1 Electrical Outlet



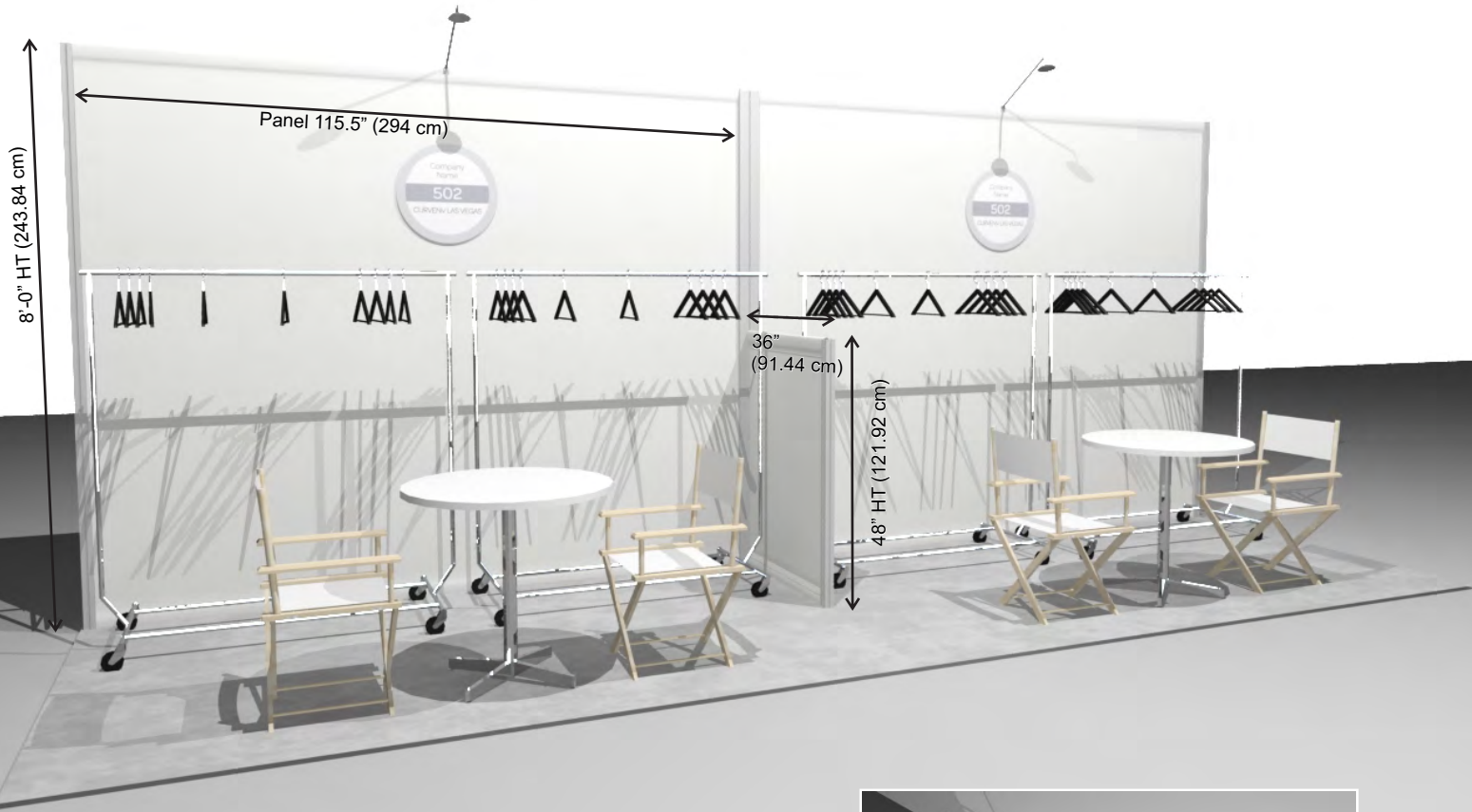
Curve NV 10'x20' Inline Booth Package



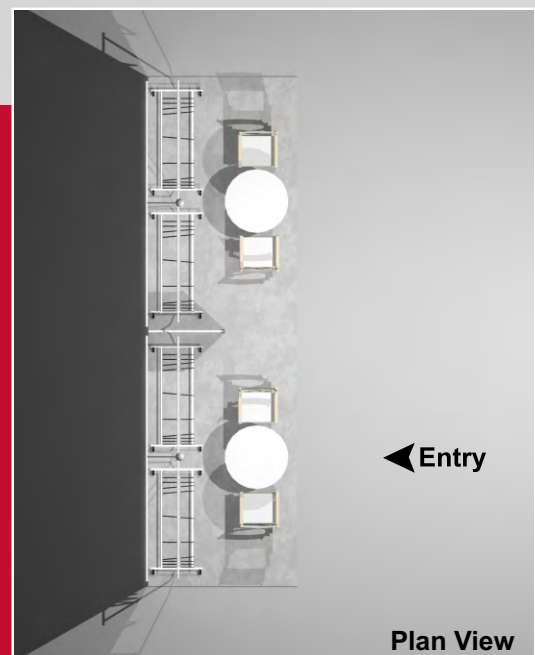
- 2 Tables
- 8 Chairs
- 2 Halogen Track with 2 lights
- 2 Wastebaskets
- 8 Hanging Bars
- 4 Shelving Units
with 2 Metal Shelves each
- 2 Rolling Racks
- 1 Electrical Outlet



Curve NV 5'x10' Gallery Booth Package

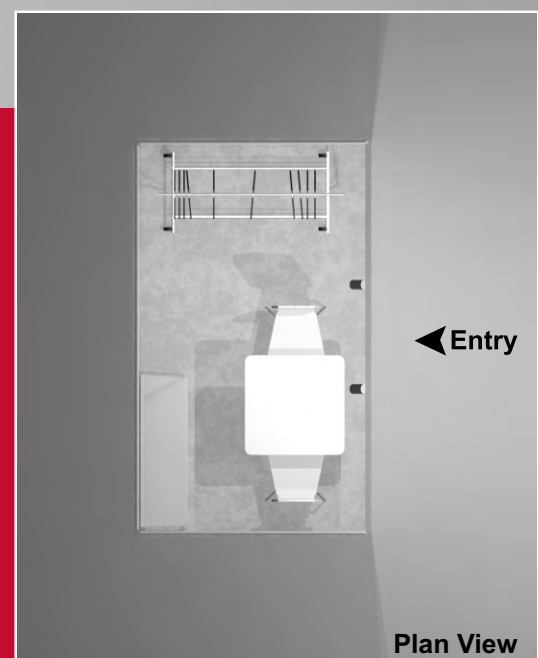


- 1 Round Table
- 2 Director Chairs
- 1 Stem Light
- 1 Wastebasket
- 2 Rolling Racks





- 1 Table
- 2 Chairs
- 1 Halogen Track with 2 lights
- 1 Wastebasket
- 2 Hanging Bars
- 1 Shelving Unit with 2 Metal Shelves
- 1 Rolling Rack
- 1 Electrical Outlet





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FURNITURE PACKAGE

CURVENV 2015

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

Each booth comes with a furniture package. No substitutions will be permitted. Please list below if you will not be using one or more of the furniture items provided with your booth package. In the event that you do not indicate on this form an item you are not using and it has to be removed at showsite, **a furniture removal fee will apply.**

INDICATE BELOW HOW MANY OF EACH ITEM YOU WOULD LIKE TO KEEP AND/OR REMOVE

10' x 6' BOOTH			10' x 10' BOOTH			10' x 15' BOOTH		
ITEM	Keep #	Remove #	ITEM	Keep #	Remove #	ITEM	Keep #	Remove #
(1) Table			(1) Table			(2) Tables		
(2) Chairs			(4) Chairs			(6) Chairs		
(1) Wastebasket			(1) Wastebasket			(1) Wastebasket		
(2) Hanging Bars			(4) Hanging Bars			(6) Hanging Bars		
(1) Shelving Unit with 2 shelves			(2) Shelving Units with 2 shelves each			(3) Shelving Units with 2 shelves each		
(1) Rolling Rack			(1) Rolling Rack			(1) Rolling Rack		

GALLERY BOOTH			10' x 20' BOOTH		
ITEM	Keep #	Remove #	ITEM	Keep #	Remove #
(1) Table			(2) Tables		
(2) Director Chairs			(8) Chairs		
(1) Wastebasket			(1) Wastebasket		
(2) Rolling Racks			(8) Hanging Bars		
			(4) Shelving Units with 2 shelves each		
			(2) Rolling Rack		

DO NOT provide the hardwall and framework structure; we will be bringing our own custom exhibit. We understand that there may be no framework from which to hang booth package lights and no backwall between my neighbor and my booth and understand that any space between my custom booth and my neighbor must be professionally closed off by my company and at our expense.

I do not require furniture from the booth package.

Each shelving unit comes with (2) shelves and (2) hanging bars. If you would like to mix & match the number of shelves and bars per unit PLEASE INDICATE BELOW

Booth Size	Includes	# of Shelves	# of Hanging Bars	Total
6' x 10'	Total of 4			
10' x 10'	Total of 8			
10' x 15'	Total of 12			
10' x 20'	Total of 16			

Company Name	Booth Number		
Street Address			
City	State	Zip Code	Country
Email Address	Contact Name		
Telephone	20		
	Fax		

PLEASE USE THE GRID BELOW ONLY IF YOU WISH TO HAVE YOUR FURNITURE SET-UP A SPECIFIC WAY IN YOUR BOOTH.
 PLEASE NOTE: ALL FURNITURE IS EASILY MOVEABLE AND CAN BE MOVED ONSITE.

Each Grid = 1'

Add Adjacent Booth or Aisle #

Back of Booth

Front of Booth

Add Adjacent Booth or Aisle #

The grid is a large rectangular area divided into a grid of 1-foot by 1-foot squares. It is bounded by a thick black line on the top and bottom. On the left side, there is a label 'Back of Booth' and on the right side, there is a label 'Front of Booth', both in red text. The text 'Add Adjacent Booth or Aisle #' is placed at both the top and bottom corners of the grid.

Company Name: _____ Booth #: _____

FURNITURE & ACCESSORIES

TABLES & CHAIRS

Rectangular Table



Round PED Table



Square PED Table



Standard Chair



Director Chair

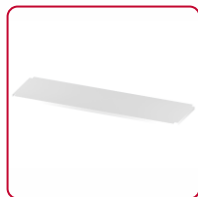


SHELVING & FIXTURES

Shelving Unit



Shelf



Hanging Bar



Rolling Rack



T-Rack



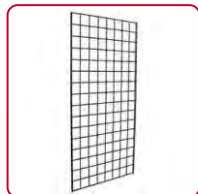
Low Rolling Rack



Locking Cabinet



Chrome Grid Wall



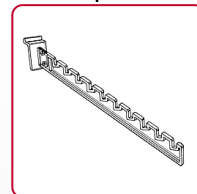
Ladder with 4 Cascading Bars



Cascading Bars with Ball Spacers



Cascading Bars with Groove Spacers

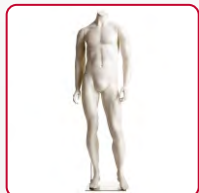


Changing Room



ACCESSORIES

Full Size Mannequin
MALE



Full Size Mannequin
FEMALE



Mannequin Leg



Halogen Track Light



Additional Halogen
Light Fixture



Credenza



Mirror for Changing
Room





arata expositions, inc.
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 fax: (301) 990-1717
 www.arataexpo.com

FURNITURE/ACCESSORIES

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FURNITURE/ACCESSORIES				
Qty.	TABLES AND CHAIRS	Discount Price	Standard Price	Extended Price
	Rectangular Table (39"L x 24"D x 28"H)	\$89.00	\$115.00	\$
	Round Table (Gallery Booths Only) (30"D x 30"H)	\$89.00	\$177.00	\$
	Square Table (30"L x 30"D x 30"H)	\$89.00	\$177.00	\$
	Chair (17.75"W x 31.5"H)	\$73.00	\$147.00	\$
	Director Chair (White) (Gallery Booths Only) (32"H x 20.75"W) seat height 18"	\$73.00	\$147.00	\$
	SHELVING AND FIXTURES			
	Shelving Unit with 2 shelves (44"L x 13"D x 78"H)	\$211.00	\$275.00	\$
	Shelf (44"L x 13"D)	\$36.00	\$47.00	\$
	Hanging Bar (Oval) (44"L x 1.25"D x 0.6"H)	\$45.00	\$59.00	\$
	Rolling Rack (60"H x 60"L x 20"D)	\$113.00	\$147.00	\$
	T-Rack (66"H x 46"L x 20"D)	\$113.00	\$147.00	\$
	Low Rolling Rack (36"H x 56.7"L)	\$113.00	Pre-Order Only	\$
	Chrome Grid with 15 hooks (84"H x 24"D)	\$200.00	\$260.00	\$
	Ladder with 4 Cascading Bars	\$233.00	\$303.00	\$
	Cascading Bar with Ball Spacers	\$24.00	\$31.00	\$
	Cascading Bar with Grooved Spacers	\$24.00	\$31.00	\$
	Changing Room (39.37"L x 39.37"D)	\$279.00	\$363.00	\$
	Locking Cabinet (24"L x 15.75"D x 25.5"H)	\$101.00	\$131.00	\$
	ACCESSORIES			
	Stem Light (150 watts)	\$163.00	\$212.00	\$
	Halogen Track with 2 Lights (each bulb 75 watts) (150 watts total)	\$143.00	\$186.00	\$
	Additional Halogen Light Fixture	\$77.00	\$144.00	
	Full Size Mannequin (Specify Male or Female)	\$541.00	\$703.00	\$
	Mirror for Changing Room (12.5"W x 49.5"H)	\$60.00	\$78.00	\$
	Display Legs (29.75"H)	\$120.00	\$156.00	\$
	Credenza (White) (39"W x 42"H x 18"D)	\$280.00	\$364.00	\$

Discount Deadline: January 21, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Absolutely no credits will be issued after show closing.

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

Furniture Total	
8.1% Tax	
Total	

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

Street Address

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

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

Telephone	Fax	23
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STANDARD BOOTH CARPET

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



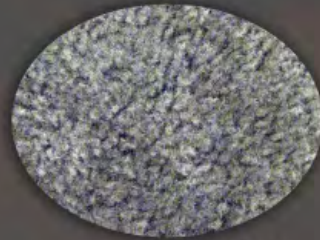
burgundy



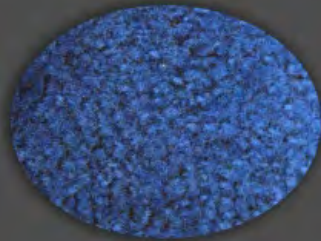
red



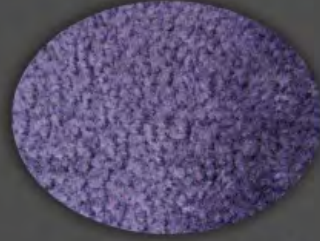
black



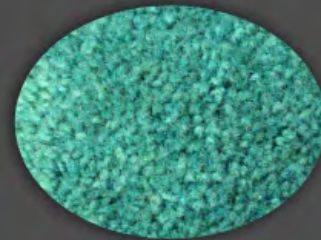
grey



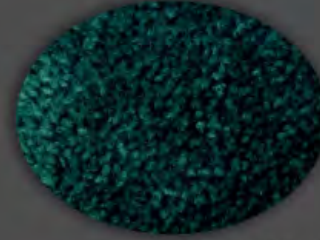
blue



purple



teal



hunter green

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orlando, fl
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STANDARD CARPET

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STANDARD LINEAR BOOTH CARPET				
Check Size	Description	Discount Price	Standard Price	Extended Price
<input type="checkbox"/>	10' x 10' Carpet	\$223.00	\$312.20	\$
<input type="checkbox"/>	10' x 20' Carpet	\$446.00	\$624.40	\$
<input type="checkbox"/>	10' x 30' Carpet	\$669.00	\$936.60	\$
<input type="checkbox"/>	10' x 40' Carpet	\$892.00	\$1248.80	\$

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

STANDARD SPECIAL CUT BOOTH CARPET

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

BOOTH SIZE _____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ x _____	\$4.23 per sq. ft	\$5.93 per sq. ft	= \$ _____

STANDARD CARPET COLORS (CHECK COLOR BELOW)

Black
 Grey
 Red
 Blue
 Hunter Green
 Burgundy
 Purple
 Teal

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

CARPET PADDING	Discount Price	Standard Price	Extended Price
Single Padding _____ x _____ = _____ sq. ft. x	\$1.45 per sq. ft	\$2.03 per sq. ft	= \$ _____
Double Padding _____ x _____ = _____ sq. ft. x	\$2.90 per sq. ft	\$4.06 per sq. ft	= \$ _____

VISQUEEN	Discount Price	Standard Price	Extended Price
_____ x _____ = _____ sq. ft. x	\$.50 per sq. ft	\$.70 per sq. ft	= \$ _____

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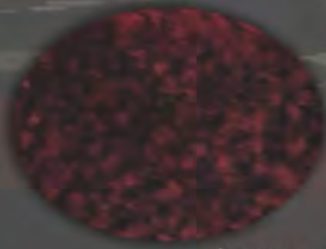
All Arata rental carpet is laid clean on the date of installation. In the event that carpet becomes dirty during the set up of the show, booth cleaning services must be ordered.

Standard Booth Carpet Total	
8.1% Tax	
Total	

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

CUSTOM PLUSH CARPET

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



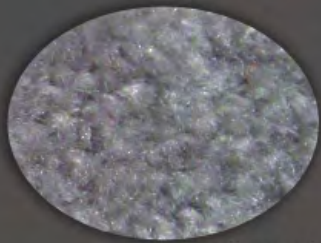
burgundy



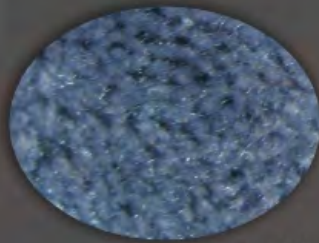
red



ice



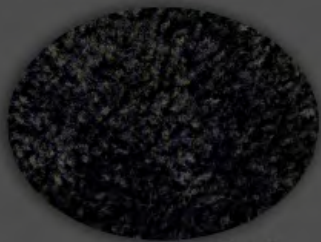
silver cloud



new blue



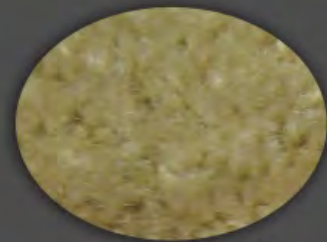
navy



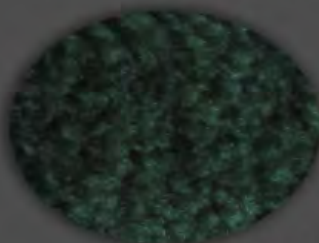
black



charcoal



beige



emerald

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PLUSH CARPET

CURVENV 2015

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PLUSH CARPET

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

BOOTH SIZE

_____ x _____ = _____ sq. ft.

Total sq. ft	Discount Price	Standard Price	Extended Price
_____ x _____	\$6.70 per sq. ft	\$9.38 per sq. ft	= \$ _____

PLUSH CARPET COLORS

(CHECK COLOR BELOW)

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

If item colors are not selected in advance, AEI will do so at no risk. **Purchase only @ \$7.35 per sq. ft discount or \$10.29 standard

CARPET PADDING

	Discount Price	Standard Price	Extended Price
Single Padding _____ x _____ = _____ sq. ft. x	\$1.45 per sq. ft	\$2.03 per sq. ft	= \$ _____
Double Padding _____ x _____ = _____ sq. ft. x	\$2.90 per sq. ft	\$4.06 per sq. ft	= \$ _____

Discount Deadline: January 21, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Plush Booth Carpet Total	
8.1% Tax	
Total	

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

Street Address

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

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

Telephone	Fax
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EUROPEAN FELT

CURVENV 2015

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

EUROPEAN FELT

Rental includes installation, all necessary taping and removal at the close of the show.

BOOTH SIZE	_____ x _____ = _____ sq. ft.
Total sq. ft	Discount Price
_____ x \$2.50 per sq. ft	Standard Price
	Extended Price
	\$3.55 per sq. ft = \$ _____

EUROPEAN FELT COLORS	(CHECK COLOR BELOW)
<input type="checkbox"/> Royal Blue <input type="checkbox"/> Blue <input type="checkbox"/> Light Grey <input type="checkbox"/> Black	
If item colors are not selected in advance, AEI will do so at no risk.	

VISQUEEN	_____ x _____ = _____ sq. ft. x	Discount Price	Standard Price	Extended Price
		\$.50 per sq. ft	\$.70 per sq. ft	= \$ _____

Discount Deadline: January 21, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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European Felt Total	
8.1% Tax	
Total	

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

custom furniture



PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



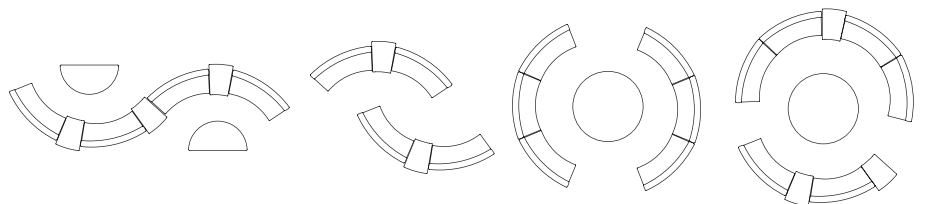
OTS

SO1



SO2

Suggested Uses of South Beach



MARRAKESH



CHN



SON

LISBON



CHC



LSC



SOC

MEMPHIS



MPC



MPS

NEWPORT



SED



COD

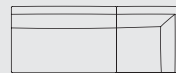
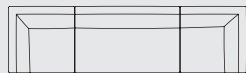


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



SO1



SOC



SON



SOM



MPS



SED



SO2

LOVESEATS



LSD



LSM



LSC

SOFAS & SECTIONALS

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

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

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

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

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

SON Marrakesh Sofa
Light Beige
83"L 36"D 33"H

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

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

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

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

LOVESEATS

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

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

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

CLUB CHAIRS



CHR003



CHR001



CHR002



CHC



CHN



OCB



MPC



CHD



COD

OCCASIONAL CHAIRS



CH001



CCE



OCA



OCH



BCW



OCU

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

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

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

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

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

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

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

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

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

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

OCCASIONAL CHAIRS

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

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

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

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

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

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

MEETING CHAIRS

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

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

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



VIB08



PUZZSW



OTS



OTQ



OTN



OTP



OTM



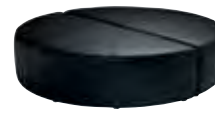
OTK



OTL



CCZ



CCB



CCW



OTH



OSC



CUBL20



SAL

OTTOMANS

Vibe Cube Ottoman

Waterproof
18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

VIB08 Orange Vinyl

PUZZSW Puzzle Bench Ottoman

White
48"L 24"D 18"H

OTS South Beach Ottoman

Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman

White Leather
40"L 40"D 17"H

OTN Bench Ottoman

White Leather
24"L 60"D 17"H

OTP Square Ottoman

Black Leather
40"L 40"D 17"H

OTM Bench Ottoman

Black Leather
24"L 60"D 17"H

OTK Half Round Ottoman

Black Leather
6' L 3'D 17"H

OTL Half Round Ottoman

White Leather
6'L 3'D 17"H

CCZ Circle Ottoman

Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman

Black Leather
6'L 6'D 17"H

CCW Circle Ottoman

White Leather
6'L 6'D 17"H

OTH Milano Cube

Black Leather
17"L 17"D 18"H

OSC Milano Cube

White Leather
17"L 17"D 18"H

CUBL20 Edge Lighted Cube Ottoman

White Plastic
20"L 20"D 20"H

SAL Sally Stool

White
12" Round 17"H

GROUP SEATING



SCE



SC10



SC9



SC1



SC8



SCC



SCF



SCD



SC4



SC2



SC3



SC5



CO4



XC3



XC6



SC5



CS8



CS9

GROUP SEATING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



EOLI



E1E



E1D



CDYTB



E1K



E1F



E1C



E1W



E1Y



CUBTBL

OCCASIONAL COCKTAIL TABLES

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

C1E Silverado Cocktail Table
36" Round 17"H

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

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

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

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

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

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

OCCASIONAL END TABLES

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

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

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

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

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

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

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

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

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

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



8'-CB3



6'-CD2



8'-CD3



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



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



CC5



Graphite-CB1
Granite-CT42GR



CD1

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CT42GR Table
Granite
42" Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS

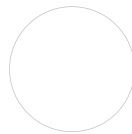


G30CWW

TABLE TOP OPTIONS



MAPLE



WHITE

EXECUTIVE CHAIRS

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

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

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

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

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

BAR TABLES

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

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

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

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

CAFÉ TABLES

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

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

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

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

COCKTAIL TABLES

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

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

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

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

BARSTOOLS



BS001



BS002



BS003



BSN



BS1



BS2



BS3



BST



BSS



BCE



BSD



BSC



BSL

BARSTOOLS

BS001 Shark Swivel Barstool

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

BS002 Zoey Swivel Barstool

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

BS003 Zoey Swivel Barstool

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

BSN Jetson Barstool

Black
18"L 19"D 29"H

BS1 Ohio Barstool

Red, Chrome
18" Round 31"H
Adjustable

BS2 Ohio Barstool

Black, Chrome
18" Round 31"H
Adjustable

BS3 Ohio Barstool

Grey, Chrome
18" Round 31"H
Adjustable

BST Banana Barstool

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

BSS Banana Barstool

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

BCE Ice Barstool

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

BSD Oslo Barstool

Blue
17"L 20"D 30"H

BSC Oslo Barstool

White
17"L 20"D 30"H

BSL Gin Barstool

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

BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base

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

Standard Black Base

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

Tulip Chrome Base

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

Tulip Chrome Base

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

CAFÉ TABLES



SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

- 30" Round 29"H
- ZTK Maple Top
- ZTJ Graphite Nebula Top
- 30MHSC Mahogany Top
- ZTF Metallic Silver Top
- ZTB Brushed Red Top
- ZTC Brushed Blue Top

Standard Black Base

- 36" Round 29"H
- ZTP Maple Top
- ZTN Graphite Nebula Top
- ZTM Grey Nebula Top

Tulip Chrome Base

- 30" Round 29"H
- XTK Maple Top
- XTJ Graphite Nebula Top
- 30MHSC Mahogany Top
- XTF Metallic Silver Top
- XTB Brushed Red Top
- XTC Brushed Blue Top

Tulip Chrome Base

- 36" Round 29"H
- XTP Maple Top
- XTN Graphite Nebula Top
- XTM Grey Nebula Top

TRAINING ROOM



PO1



CP5



PO3



WD2

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

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

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

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

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

BOOKCASES & PRODUCT DISPLAYS

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

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

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

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

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

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

UTILITY CHAIRS

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

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

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

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

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

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

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

FILES

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

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

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

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

FRIDGES

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

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

MOBILE TABLET STANDS



LAMPS



LIGHTED PRODUCTS



MOBILE TABLET STANDS

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

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

MOBILE TABLET STAND ACCESSORIES

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

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

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

LAMPS

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

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

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

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

LIGHTED PRODUCTS

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

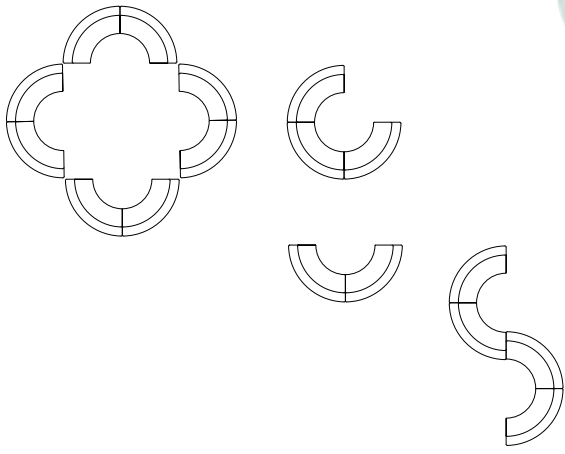
CUBTBL Edge LED Cube Table
W/ Plexi Top,
White Plastic
20"L 20"D 20"H

BARS



BR1

Suggested Uses of Martini Bar



BRC

BARS

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

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

trade shows

sales meetings

corporate events

conventions

excellence in expositions





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

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

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

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

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

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

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CURVENV 2015

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

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

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

Add 30% to orders not received by the discount deadline date.
Orders must be received two (2) weeks prior to show opening to be guaranteed. Floor orders limited to availability.
A delivery fee of \$50.00 will be added to each order.

Discount Deadline: January 21, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Standard price applies to orders received after the deadline.** Items cancelled after move-in begins will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

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

Custom Furniture Total	
Add 30% after 1/21/15	
8.1% Tax	
Delivery Fee	50.00
Total	

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax	50	



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

BOOTH GRAPHICS

CURVENV 2015

As stated in our Payment Policy, all invoices must be paid in advance or at the show - cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. **We require 100% payment to begin work on any graphic file.**

	MATERIAL	SIZE	PRICE PER SQ. FT.	EXTENDED PRICE
Banner 1		_____ W x _____ H = _____ sq. ft.		\$
Banner 2		_____ W x _____ H = _____ sq. ft.		\$
Banner 3		_____ W x _____ H = _____ sq. ft.		\$
Banner 4		_____ W x _____ H = _____ sq. ft.		\$
Banner 5		_____ W x _____ H = _____ sq. ft.		\$
Banner 6		_____ W x _____ H = _____ sq. ft.		\$
Banner 7		_____ W x _____ H = _____ sq. ft.		\$

GUIDELINES

- Round square foot to next whole increment
- Double square foot for double sided graphics
- Finishing costs are based on sizes ordered
- File manipulation will incur additional labor charges
- See File Preparation instructions

GRAPHIC HARDWARE

Qty.	Size	Discount Price (deadline Jan 21)	Standard Price (Jan 22-Feb 4)	Extended Price
	3' long dowel rod	\$54.00	\$108.00	\$
	4' long dowel rod	\$75.75	\$118.00	\$
	5' long dowel rod	\$81.00	\$135.00	\$
	5' long agam bar	\$81.00	\$135.00	\$
	6' long dowel rod	\$92.00	\$146.00	\$
	6' long agam bar	\$92.00	\$146.00	\$
	10' long dowel rod	\$162.25	\$216.00	\$
	10' agam bar	\$162.25	\$216.00	\$
	20' long dowel rod	\$216.50	\$270.00	\$

Hardware is NOT included in the price of the graphic. Exhibitor must order hardware separately for all graphic use on each event. If size is not shown, please contact us.

BOOTH WALL HANGING GRAPHICS (per square foot)

Material	Discount Price (deadline Jan 21)	Standard Price (Jan 22-Feb 4)
Vinyl	\$17.00	\$21.25
Fabric	\$17.75	\$22.10
Heavy Knit	\$21.00	\$26.25

Please call for quote after February 4, 2015.

- 6" additional fabric is required for each pole pocket. This will be added to the price.
- Hardware and labor for installation are NOT included in the wall graphic order. Refer to the Graphics Install Labor order form to complete your order.

Agam bars = exterior walls only (installed inside the booth frame)
Dowel rods = shared walls (installed on top of white fabric)

If you have any questions about the type of hardware, please call our customer service department at 301-921-0800.

Discount price applies only to orders that are accompanied by payment and are received by discount deadline. Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Booth Graphics Total	
Hardware Total	
8.1% Tax	
Total	

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

file preparation

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to EPS or TIFF with a minimum resolution of 150 dpi at 100% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

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

FONTS

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

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed exactly as provided. Any re-prints necessary due to proofs not being provided are done at additional cost to the client. Direct any questions to: **dtrumpp@arataexpo** or at **407.422.3636**.

ftp instructions

Using Internet Explorer or FTP Client:

- Type <ftp://ftp.aratafiles.com/Curvexpo> Exhibitors
- user: Arata@aratafiles.com
- pass: Welcome22@

file naming

- ZIP all files prior to uploading
- Name the files according to description and size
- Example File name:
CoName_Backwall_8ftHx10ftW.pdf

*** Please notify us or your proper contact upon submission of files.
We do not receive alerts as to when files have been uploaded to our ftp.**

orlando | 4104 l.b. mcLeod road | orlando, fl 32812 | # 407.422.3636
corporate headquarters | 15928 tournament drive | gaithersburg, md 20877 | # 301.921.0800

W W W . a [a t a e x p o . c o m



file sizes / samples

115.5" w x 94" h (finished size)



10' x 10' Inline Booth

Shared Backwall/Sidewall
(Dowel Rod Hardware)

115.5" w x 90" h (finished size)



10' x 10' Corner Booth

Corner Booth/Exterior Wall
(Agam Hardware)

Booths Over 300 s.f.

Please Call for Custom Banner Sizes.

orlando | 4104 l.b. mcLeod road | orlando, fl 32812 | # 407.422.3636
corporate headquarters | 15928 tournament drive | gaithersburg, md 20877 | # 301.921.0800

W W W . a [a t a e x p o . c o m



FOR WAREHOUSE GRAPHICS SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata expositions, inc.
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

WAREHOUSE GRAPHICS ONLY

SHIP TO ARRIVE BY JANUARY 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR WAREHOUSE GRAPHICS SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata expositions, inc.
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

WAREHOUSE GRPHICS ONLY

SHIP TO ARRIVE BY JANUARY 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR WAREHOUSE GRAPHICS SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata expositions, inc.
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

WAREHOUSE GRAPHICS ONLY

SHIP TO ARRIVE BY JANUARY 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY

FOR WAREHUOSE GRAPHISC SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata expositio4ns, inc.
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

WAREHOUSE GRAPHICS ONLY

SHIP TO ARRIVE BY JANUARY 28, 2015

EXHIBIT MATERIAL, DO NOT DELAY



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SPECIAL SIGNS

CURVENV 2015

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

CUSTOM SIGNS/SERVICES

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

DIGITAL SHOWCARD SIGNS (10 words or less)				
Qty.	Size	Discount Price (deadline Jan 21)	Standard Price (Jan 22-Feb 4)	Extended Price
	7" x 11"	\$51.60	\$77.25	\$
	7" x 44"	\$57.60	\$86.35	\$
	11" x 14"	\$66.00	\$99.00	\$
	14" x 22"	\$75.60	\$113.40	\$
	22" x 28"	\$97.20	\$145.80	\$
	28" x 44"	\$147.60	\$221.40	\$
	40" x 60"	Quoted	Quoted	\$
	Easel back	\$9.60	\$14.40	\$

There will be an additional charge to prices listed for sign design labor or necessary labor to manipulate files for printing.

BOARD GRAPHICS				
Qty.	Size	Discount Price (deadline Jan 21)	Standard Price (Jan 22-Feb 4)	Extended Price
	3' x 5'	\$242.00	\$363.00	\$
	3' x 6'	\$290.00	\$435.00	\$
	3' x 8'	\$385.00	\$577.50	\$

There will be an additional charge to prices listed for sign design labor or necessary labor to manipulate files for printing.

FREE STANDING BOARD BASES				
Qty.		Discount Price (deadline Jan 21)	Standard Price (Jan 22-Feb 4)	Extended Price
		\$102.75	\$127.50	\$

Discount Deadline: January 21, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **Call for quote after February 4, 2015.** Cancelled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total	
8.1% Tax	
Total	

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



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LABOR REGULATIONS

CURVENV 2015

LABOR/UNION REGULATIONS

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

GENERAL INFORMATION

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

INSTALLATION AND DISMANTLE LABOR

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

Full-time employees of the exhibiting company may set their exhibit. If full-time company personnel are utilized to set an exhibit, they must carry positive identification, such as medical ID card or payroll stub. You may not utilize workers hired from a non-union agency or company. Any labor services that may be required beyond what your full-time employees can provide must be rendered by union labor. Your labor requirements can be ordered on the enclosed Display Labor Order Form.

FREIGHT HANDLING

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

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

SAFETY

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

GRATUITIES

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



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CURVENV 2015

MECHANICAL LIFTS

OPERATION OF ALL MECHANICAL LIFTS

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



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

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

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

Thank you for your cooperation.



arata expositions, inc.
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GRAPHICS LABOR

CURVENV 2015

(page 1 of 2)

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

ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO JANUARY 21, 2015

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00am to 4:30pm Monday thru Friday	\$74.00 PER MAN PER HOUR	\$85.00 PER MAN PER HOUR
OVERTIME: After 4:30pm Monday thru Friday and all day Saturday, Sunday and Holidays PLEASE NOTE: MONDAY, FEBRUARY 16 IS A UNION HOLIDAY	\$118.00 PER MAN PER HOUR	\$136.00 PER MAN PER HOUR

INSTALLATION OF GRAPHICS		Starting time can be guaranteed only at the start of the working day. You will be charged a one hour minimum labor fee (per person) if labor is not cancelled 24 hours prior to the requested start time.				
DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$45.00)						_____
Total Estimated Labor Costs						_____
<input type="checkbox"/> Request you to proceed, at earliest hour, to install our banner(s) without our supervision. AEI charge for this service is 30% of your total bill (\$45.00 minimum). IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.						
<input type="checkbox"/> Request you to await our representative before installing our banner(s). 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 GRAPHICS
DISMANTLE LABOR WILL BE ADDED TO YOUR ORDER AND LABOR CREWS WILL BE DISPATCHED AT SHOW CLOSE. YOU WILL BE CHARGED A 1/2 HOUR MINIMUM LABOR FEE (PER WORKER).
Graphics will automatically be discarded if selection is not indicated.
<input type="checkbox"/> Discard graphics/banners after dismantling.
<input type="checkbox"/> Pack graphics/banners after dismantling. Please remember to provide the Arata Service Desk with proper shipping information prior to show close.
Supervisor's Name: _____ Telephone Number: _____

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



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GRAPHICS LABOR

CURVENV 2015

(page 2 of 2)

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

GUIDELINE FOR GRAPHIC LABOR

	INSTALL	DISMANTLE
1 to 3 Banners	2 men 1 hour each	2 men 1 hour each
4 to 6 Banners	2 men 2 hours each	2 men 1 hour each
7 to 9 Banners	2 men 3 hours each	2 men 1 1/2 hours each
10 to 12 Banners	2 men 4 hours each	2 men 2 hours each
13 to 15 Banners	2 men 5 hours each	2 men 2 1/2 hours each
16 or more	Please call for quote	Please call for quote

If any additional banners not included on this form are installed on-site, prices will be adjusted after the show. Please remember to order hardware as it is not included in the price for labor. (page 51)

HARDWARE

Exhibitor has hardware

_____ yes _____ no

If NO, please order from Booth Graphic order form.
 (page 51)

Please indicate where banners are coming from:

- Produced by Arata
- Shipped to Advance Warehouse
- Shipped Direct to Show Site

Discount Deadline: January 21, 2015 (Received By). Discount price applies only to orders that are accompanied by payment and are received by discount deadline.

Graphic Install Total	
8.1% Tax	
Total	

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

Street Address

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

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

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



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BOOTH DISPLAY LABOR CURVENV 2015

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

ADVANCE RATES APPLIES TO ORDERS RECEIVED PRIOR TO JANUARY 21, 2015

RATES: (ONE HOUR MINIMUM PER MAN)	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME: 8:00am to 4:30pm Monday thru Friday	\$74.00 PER MAN PER HOUR	\$85.00 PER MAN PER HOUR
OVERTIME: After 4:30pm Monday thru Friday and all day Saturday, Sunday and Holidays	\$118.00 PER MAN PER HOUR	\$136.00 PER MAN PER HOUR
PLEASE NOTE: MONDAY, FEBRUARY 16, 2015 IS A UNION HOLIDAY		

INSTALLATION OF DISPLAY:

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

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$45.00)						_____
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 (\$45.00 minimum). **IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.**

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

Supervisor's Name: _____ Telephone Number: _____

DISMANTLING OF DISPLAY:

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

DATE	TIME	NO. OF PEOPLE	APPROX. HOURS	TOTAL HOURS	HOURLY RATE	TOTAL ESTIMATED COST
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	X _____	= _____	@ \$ _____	= \$ _____
AEI Supervision (30%/\$45.00)						_____
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 (\$45.00 minimum). **IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, YOU MUST COMPLETE THE AEI SUPERVISED LABOR FORM.**

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

Supervisor's Name: _____ Telephone Number: _____

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

Street Address

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

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

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



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 15928 tournament drive
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AEI SUPERVISED LABOR CURVENV 2015

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

INBOUND SHIPPING INFORMATION

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

SET UP INFORMATION

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

OUTBOUND SHIPPING INFORMATION:

After dismantling, return/ship display to: _____

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

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

Emergency contact at show site: _____ Contact phone #: _____
 Hotel: _____ Hotel phone #: _____ Arrival date: _____

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax		61



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EXHIBITOR APPOINTED CONTRACTOR

CURVENV 2015

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

DEADLINE:

Wednesday, January 21, 2015

RETURN TO:

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

If the exhibitor plans to utilize a firm other than the Official Service Contractor, the EXHIBITOR ONLY must complete and send this form to Arata Expositions, Inc. to be received by the above deadline date. If notification is not received by the deadline date, Arata Expositions, Inc. labor must be used for all work and the Exhibitor Appointed Contractor will be permitted to supervise only.

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/2/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ATLANTIC RISK MANAGEMENT CORP 5850 Waterloo Road, Suite 240 Columbia MD 21045 INSURED	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCE#: CUSTOMER ID #	FAX (A/C, No): <table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Travelers Indemnity Co.</td> <td>25658</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty</td> <td>25674</td> </tr> <tr> <td>INSURER C: Princeton Excess S/L Ins. Co.</td> <td>42226</td> </tr> <tr> <td>INSURER D: Twin City Fire Ins. Co.</td> <td>29459</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Indemnity Co.	25658	INSURER B: Travelers Property Casualty	25674	INSURER C: Princeton Excess S/L Ins. Co.	42226	INSURER D: Twin City Fire Ins. Co.	29459	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #															
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INSURER D: Twin City Fire Ins. Co.	29459															
INSURER E:																
INSURER F:																

COVERAGES CERTIFICATE NUMBER: 2011 Liability Cert REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY OTHER POLICIES.

INSR. LTR	TYPE OF INSURANCE	ADDL. SUBR. INSR. WVD	POLICY NUMBER	POLICY PERIOD	COVERAGE LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		2011	/20	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO REAL PREMISES (Ea accident) \$ 300,000 MED EXP (Any c) 5,000 PERSONAL & AD \$ 1,000,000 CGR \$ 3,000,000 CO-OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNERS <input type="checkbox"/> SCHEDULED <input checked="" type="checkbox"/> HIRED AND NON-OWNED		2011	5/1/2012	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired/borrowed \$ Uninsured motorist combined \$
C	<input checked="" type="checkbox"/> UMBRELLA <input type="checkbox"/> EXCESS <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION			5/1/2011 5/1/2012	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	5/1/2011 5/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Require Additional Insured for GL, Auto and Umbrella
Waiver of Subrogation for GL, Auto, Work Comp and Umbrella
Primary and Non-Contributory for GL, Auto and Umb.

CERTIFICATE HOLDER Arata Expositions, Inc. 15928 Tournament Drive Gaithersburg, MD 20877	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--



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

CART LOAD SERVICE

CURVENV 2015

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

CART LOAD SERVICES

Cart Load Service is a feature offered for Privately Operated Vehicles (“POVs”) only. POVs are limited to small passenger vehicles such as cars, small mini vans or SUV’s. If you arrive with a truck, van, or trailer filled with exhibit material you will not qualify for this service and will be required to utilize Arata Expositions material handling services.

Arata Expositions, Inc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Charges for these services are \$170.00 round trip.

This service is for those who have small hand carry items all of which must fit on a 3’ x 4’ push cart, in one trip only.

A cart load is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cart load allowed per booth. Freight that is too large or heavy will be charged material handling rates.

Your vehicle must load and unload from the dock area. Arata personnel will direct vehicles. The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. You must have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

No Arata equipment is allowed to be used by exhibitors.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit materials leave your place of business and end upon the return to your facility after the show. This can be done by adding “riders” to your existing policies.

Cart load service will be available at the following times:

MOVE IN SCHEDULE		
Sunday,	February 15	3:00pm - 7:00pm

MOVE OUT SCHEDULE		
Tuesday,	February 17	5:00pm - 9:00pm



Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax	64	



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MATERIAL HANDLING

CURVENV 2015

LIMITS OF LIABILITY

(page 1 of 2)

1. **ACCEPTANCE OF TERMS:** It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:
 - The Exhibit Shipping Information & Material Handling Rate Schedule is signed; or
 - Exhibitors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or show site for which AEI is the Official General Contractor for the event; or
 - When an order for any rental equipment and/or labor is placed by the exhibitor with AEI
2. **AEI'S RESPONSIBILITIES:** The responsibility of AEI with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, AEI means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEI may appoint. AEI shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond AEI's reasonable control.
3. **AEI LIABILITY:** It is understood that AEI and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. AEI does not provide for full liability should loss or damage occur. AEI's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AEI is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by AEI, its subcontractors or employees. This applies while these goods are in AEI's warehouse, in vehicles for delivery or at show site. AEI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
4. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT AEI IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY AEI HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF AEI LIABILITY AS SET FORTH ABOVE.**
5. **PACKAGING:** AEI shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, AEI shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.
6. **INSURANCE CLAIMS:** The exhibitor must report the damage or loss at the AEI service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being denied. 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 occurs.



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MATERIAL HANDLING

CURVENV 2015

LIMITS OF LIABILITY

(page 2 of 2)

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



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TIPS FOR MATERIAL HANDLING

CURVENV 2015

HELPFUL HINTS

1. Ship prepaid – collect shipments will not be accepted at either the warehouse or show site.
2. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
3. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, 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
1/28/15	80 Lbs.	200 Lbs. Min.	\$91.00	\$182.00
1/28/15	50 Lbs.	200 Lbs. Min.	\$91.00	\$182.00
1/28/15	70 Lbs.	200 Lbs. Min.	\$91.00	\$182.00
	200 Lbs. Total		Material Handling Charges	\$546.00

THE COST-EFFECTIVE WAY!

Date Received:	Actual Weight	Minimum Charge	\$/100 Lbs.	Total Cost
1/28/15	200 Lbs.	200 Lbs. Min.	\$91.00	\$182.00
	200 Lbs. Total		Material Handling Charges	\$182.00



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SHIPPING INFORMATION

CURVENV 2015

SHIPPING INFORMATION:

ADVANCE WAREHOUSE
Shipments should be PREPAID , addressed as follows:
TO: (Name of exhibitor and booth number)
FOR: CURVENV 2015
C/O: arata expositions, inc.
C/O: YRC
5049 W. Post Road
Las Vegas, NV 89118

SHOWSITE
Shipments should be PREPAID addressed as follows:
TO: (Name of exhibitor and booth number)
FOR: CURVENV 2015
C/O: arata expositions, inc.
C/O: Venetian Resort Hotel and Casino
San Polo, Murano, Toscana Rooms
3355 Las Vegas Blvd. S.
Las Vegas, NV 89109

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

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

Arata Expositions, Inc. will receive and hold all crated material and uncrated carpet and padding shipments in storage up to thirty (30) days prior to the show set-up. All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 4:00pm on Wednesday, January 28, 2015. Any material received at the warehouse after this date and time will be subject to a late surcharge.

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.**

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

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

If your designated carrier fails to pick up or refuses to accept your shipment by your appointed move-out time, your freight will be shipped by one of the official show carriers or material may be returned to our warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed by Arata Expositions, Inc. as a result of such rerouting and handling.

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



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MATERIAL HANDLING RATES

CURVENV 2015

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

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

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

Crated Shipment	91.00 per CWT
Uncrated (non-skidded) Shipment	92.00 per CWT

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

Crated Shipment	74.00 per CWT
Uncrated (non-skidded) Shipment	90.00 per CWT

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

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

OVERTIME SURCHARGE:

Crated Shipment	22.75 per CWT
Uncrated (non-skidded) Shipment	23.00 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER JANUARY 28, 2015

Crated Shipment	22.75 per CWT
Uncrated (non-skidded) Shipment	23.00 per CWT

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

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

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

Company Name		Booth Number	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone	Fax	69	



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MATERIAL HANDLING CALCULATION

CURVENV 2015

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WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	250 lbs (300) Divided by 100 =	3	x	\$91.00	=	\$273.00
Warehouse Crated			x	\$91.00	=	
Warehouse Uncrated (non-skidded)			x	\$92.00	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	250 lbs (300) Divided by 100 =	3	x	\$74.00	=	\$222.00
Showsite Crated			x	\$74.00	=	
Showsite Uncrated (non-skidded)			x	\$90.00	=	

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

DESCRIPTIONS OF RATE CLASSIFICATIONS

CRATED: Material that is received skidded or in a wood crate that can be unloaded at the dock with no additional handling required.

UNCRADED (non-skidded): Material that is shipped loose, pad-wrapped, and/or unskidded. This also applies to material delivered in such a manner that requires additional handling such as, but not limited to, Fed Ex, UPS and/or DHL.

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

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

Street Address

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

Email Address	Contact Name
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Telephone	Fax
-----------	-----



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FREIGHT ROUTING

CURVENV 2015

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

Please return this form by:
January 28, 2015

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

_____ warehouse _____ site

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

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

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

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

(FOR SPLIT SHIPMENTS, USE SPACE BELOW)

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

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

Street Address

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

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

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

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

AUTHORIZED SIGNATURE _____ Title _____ Date _____

FOR ADVANCE SHIPMENTS ONLY

TO: _____
NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata exhibitions, inc.
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

HOLD FOR STORAGE

DELIVER PRIOR TO JANUARY 28, 2015
EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

TO: _____
NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata exhibitions, inc.
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

HOLD FOR STORAGE

DELIVER PRIOR TO JANUARY 28, 2015
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TO: _____
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BOOTH NO: _____

CURVENV 2015
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5049 W. Post Road
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TO: _____
NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata exhibitions, inc.
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

HOLD FOR STORAGE

DELIVER PRIOR TO JANUARY 28, 2015
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata expositions, inc.
c/o Venetian Resort Hotel and Casino
San Polo, Murano, Toscana Rooms
3355 Las Vegas Blvd. S.
Las Vegas, NV 89109

SHOW SITE DELIVERY

DELIVER ON FEBRUARY 15, 2015 BETWEEN 3:00PM AND 7:00PM
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

CURVENV 2015
c/o arata expositions, inc.
c/o Venetian Resort Hotel and Casino
San Polo, Murano, Toscana Rooms
3355 Las Vegas Blvd. S.
Las Vegas, NV 89109

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CURVENV 2015
c/o arata expositions, inc.
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3355 Las Vegas Blvd. S.
Las Vegas, NV 89109

SHOW SITE DELIVERY

DELIVER ON FEBRUARY 15, 2015 BETWEEN 3:00PM AND 7:00PM
EXHIBIT MATERIAL, DO NOT DELAY

FOR SHOW SITE SHIPMENTS ONLY

TO: _____

NAME OF EXHIBITING COMPANY

BOOTH NO: _____

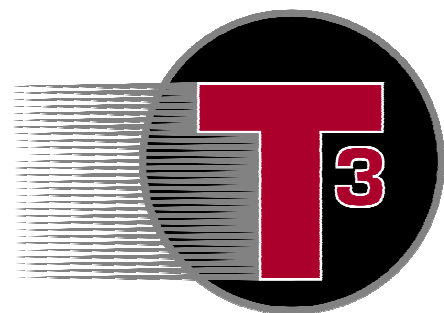
CURVENV 2015
c/o arata expositions, inc.
c/o Venetian Resort Hotel and Casino
San Polo, Murano, Toscana Rooms
3355 Las Vegas Blvd. S.
Las Vegas, NV 89109

SHOW SITE DELIVERY

DELIVER ON FEBRUARY 15, 2015 BETWEEN 3:00PM AND 7:00PM
EXHIBIT MATERIAL, DO NOT DELAY



Around The Clock Service



LOGISTICS



Subsidiary of Arata Expositions, Inc.

Official Carrier For:

CURVENV 2015

Services Offered

Next Day

Second Day

Deferred (3-5 day)

International Services

Same Day / Expedite Services

Van Lines

Customs Brokerage

Warehousing

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

CURVENV 2015



Subsidiary of Arata Expositions, Inc.

T3 Logistics, LLC OFFICIAL SHOW CARRIER

Quote / Shipping Request

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

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

Shipper Contact	
Phone # / Fax #	
E-mail	

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

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

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

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

Roger Pryor Enterprises

Mailing Address: 4437 Simmons Street
 N. Las Vegas, NV 89031
 TEL: 702-648-2755
 FAX: 702-648-4530
 Website: www.springvalleyfloral.com
 Email: maryannrpe@cox.net

FLORAL DECORATIONS

CURVE NV Las Vegas The Venetian Murano, San Polo, and Toscana Ballrooms February 16 – 17, 2015

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	66.00		
Fresh Floral Arrangement 15 - 18" High	76.00		
Exotic Floral Arrangement 14" High	81.00		
Exotic Floral Arrangement 24" High	96.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ___ yellow ___ white ___ lavender	26.00		
Azaleas	31.00		
Green Table Plant	26.00		
Regular Fern	26.00		
Large Fern	36.00		
3-foot Green Plant	42.00		
4-foot Green Plant	52.00		
5-foot Green Plant	62.00		
6-foot Green Plant	72.00		
8-foot Green Plant	90.00		

TOTAL: _____

ALL PRICES INCLUDE
 INSTALLATION, SERVICING,
 AND REMOVAL AT END OF
 SHOW

SPECIAL SERVICES
 AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO
 AVAILABILITY

___ PLEASE HAVE YOUR
 DESIGNER COME BY TO
 MAKE SUGGESTIONS
 DATE/TIME _____

ALL PLANTS INCLUDE
 DECORATIVE
 CONTAINERS
 PLEASE CHECK ONE
 ___ WHITE ___ BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Roger Pryor Enterprises

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Expiration Date MM/YY

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

American Express (15 Digits) Check

MasterCard (16 Digits) Visa (13 or 16 Digits)

Authorized Signature

Name on Card

Security #

RETURN THIS ORDER WITH PAYMENT TO ROGER PRYOR ENTERPRISES

Company _____ Phone _____ Cell _____

Address _____ Fax _____

City, Zip, State _____ E-mail _____

Party in Charge _____ OnSite Phone _____

Authorized Signature _____ **BOOTH #** _____ 76



Dear Exhibitor:

Welcome to the Sands Expo! We have designed this brochure to be as user friendly as possible in ordering services for your 2015 event. Included are order forms and informational/instructional sheets. We hope you find this a useful brochure that will assist you in the preparation of your booth space.

We have a variety of services and departments here at the Sands Expo to assist you in having a successful event. These services include:

TECHNICAL SERVICES Specialized Event Services is pleased to provide a complete range of services for your booth, event, or meeting; utilizing equipment that is the cutting edge in technology for the trade show and convention industry. Our technical services include:

- Electrical – SES exclusive provider
- Internet – SES exclusive provider
- Telecommunication – SES exclusive provider
- Rigging – SES exclusive provider
- Audio Visual – full service
- Plumbing - compressed air and water and drain service.

CATERING As the exclusive provider for all food and beverage needs, our services range from catering needs in our meeting rooms to booth service, receptions, cocktail parties, and banquets.

BUSINESS CENTER An exclusive, full-service center for reliable business support services including photocopies, office supplies, fax transmissions, shipping, and sundries. For your convenience, we are located in Level 1 of the Sands Expo.

CONVENTION SERVICES/BOOTH CLEANING SERVICES SES is the exclusive cleaning contractor. We offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

FLORAL & PLANT A full-service floral department which can provide a wide variety of plants and floral designs.

We at the Sands Expo hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please call our Order Processing department at 702-733-5070.

Sincerely,

Kirsten Dimond
Vice President of Operations



ORDER FORM INDEX - 2015

*	Credit Card Authorization / Method of Payment Form	2
	Make a payment or leave a credit card on file with us.	
	Specialized Event Services (SES) Scope of Work	3
	Third Party Agent Form	4
	Used when an exhibit house is also paying for services in your booth.	
*	Service Location Plan	5
	Use this form to indicate service locations within your booth.	
*	Audio/Visual Equipment / Computer Rental / Cable/HDTV/Satellite Agreement Order Form	6
	All your audio and visual equipment and service needs.	
	AV Labor Order Form	7
	Installation and technical support.	
	Business Center / Customer Service Information	8
	For all your business needs during your show; from photocopies to shipping and more!	
*	Catering Request to Distribute Samples	9
	Distribution of sample food and beverage items.	
*	Catering Booth Services Order Form & Menu	10-15
	All food and drink in your booth must be provided by SES at the Sands.	
*	Catering / Water Cooler Rental Order Form	16
	Single serving water bottles are also available, see page 10.	
*	Convention Services / Booth Cleaning Services Order Form	17
	Order cleaning and porter services for your booth.	
*	Electrical Services General Information (2-part)	18-19
	What you need to know about having electricity in your booth.	
*	Electrical Services Order Form 120 Volt	20
	Need electricity in your booth? Use this form to order it.	
*	Electrical Services Order Form 208 & 480 Volt	21
	Need electricity in your booth? Use this form to order it.	
*	Electrical / Booth Lighting Services Order Form, Conditions & Instructions	22-23
	Track lights, stanchions, overheads, and other lighting packages.	
	Floral & Plant Services Order Form	24
	Stand out from the crowd; give your booth a warm, professional look.	
*	Internet and Telecommunication Services Order Form	25
	Broadband Internet and technical services / Telecommunications services.	
*	Plumbing / Compressed Air, Water, Drain Services Instructions, Conditions, & Order Form	26-27
	Air, water, drain, and other plumbing services; fire suppression (sprinkler system).	
*	Rigging / Hanging: Truss / Lighting Rental & Labor Order Form	28
	Motorized hoists, trussing, robotics, lighting, dimmers, and controls.	
	Rigging / Hanging Sign Services Order Form	29

* Indicates that SES is the exclusive provider of these services at the Sands Expo.

* These forms and services are likely to be particularly important to you.

For information regarding these or any other services, please call Order Processing at 702-733-5070

HELPFUL HINTS

SAVE MONEY

You can save money by placing your orders by 5PM PST twenty-one (21) calendar days prior to the show opening date. Full payment must be included to receive advance rates. Orders received after the cut-off will be invoiced at the show site rate where applicable.

Orders may be mailed to: Sands Expo
 Order Processing Department
 201 Sands Avenue
 Las Vegas, NV 89169

Orders may be faxed to: 702-733-5568
 Please indicate total number of pages faxed to ensure complete order was received.

SEND ACCURATE INFORMATION

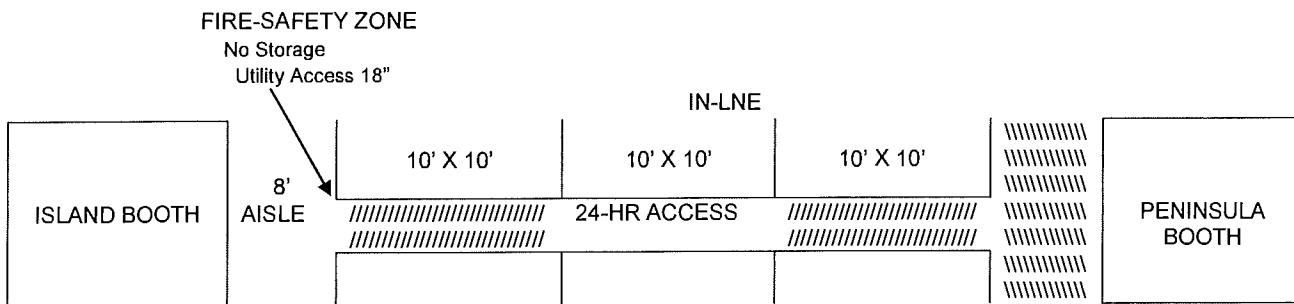
It is very important that we receive accurate and detailed information. Where indicated, please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify Sands Expo in writing with your company name, prior booth number, and new booth number. We also request that you send us a floor plan indicating where you require any electrical service; telecommunication services; and compressed air, water, and drain requirements. If you are placing orders for hanging applications, we will need more detailed prints for this service.

ALLOW US TO ASSIST YOU

If you have questions regarding any of our services that we did not adequately address in this service brochure or on any of the forms, please feel free to contact our offices for additional information. You can call us at: 702-733-5070. We are pleased to assist you with all of your on-site services.

EXHIBIT SPACES

There are three major types of exhibit space (or booth types) used at trade shows, conventions, and events. You will find these types of booths mentioned in several of the service forms you will be completing. The following are the standard installations for electrical; Internet; compressed air, water, and drain service; and telecommunication service:



Standard installation for services are as indicated above. Line (in-line) booths and peninsula booths will have electrical outlets, telephone lines, and compressed air, water, and drain outlets placed at the back of the booth. For island booths, you should send a floor plan which indicates the one main location for your services. If no floor plan is received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. Changes in service location and multiple locations for service will be charged the appropriate time and materials rate.

VENETIAN PALAZZO SANDS EXPO

Credit Card Authorization Form

You are requesting The Venetian | Palazzo Resort, Hotel & Casino and/or the Sands Expo and Convention Center to bill charges to your credit card for services required for the individuals/functions listed below. Please ensure this form is filled out completely and signed by the authorized card holder.

Event or Convention Information

Group Name: _____

Event Name: _____

Arrival Date: _____ Departure Date: _____

Credit Card Information

Amount to be charged: \$ _____

If authorizing this credit card to be used for all Event/Convention related charges please initial here: _____

I authorize any and all charges not covered by my advance deposit and, or other deposits to be charged to this credit card. The Venetian, The Palazzo and Sands Expo terms are 100% prepay. If the above amount is not 100% prepayment, The Venetian, The Palazzo and/or Sands Expo is authorized to charge the remaining amount. No additional signature will be required.

Credit Card Number:

Expiration Date: /
MONTH YEAR

Card Holder Information As It Appears On Your Account

Last Name: _____ First name: _____ MI: _____

Full Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Facsimile: _____ Email Address: _____

I authorize The Venetian, The Palazzo and Sands Expo to charge this credit card as indicated above.

Card Holder Signature: _____ Date: _____

To prevent unauthorized access or disclosure, we have implemented procedures to safeguard and secure the information we receive. However, we are not able to verify the security of such information during electronic transmission to us. Therefore, we recommend that this form be faxed to the number provided by your Venetian | Palazzo | Sands Expo contact or sent using email encryption technology.



SPECIALIZED EVENT SERVICES (SES) SCOPE OF WORK - 2015

SCOPE OF WORK PROVIDED AS AN EXCLUSIVE SERVICE THROUGH SPECIALIZED EVENT SERVICES AT THE SANDS EXPO, THE VENETIAN RESORT-HOTEL & CASINO, AND THE PALAZZO.

1. Assembly, installation, operation, and dismantle of all attachments to "the facility", but not limited to chain hoists and dead hang points for such items as drapery, scenery, banners, electrical and non-electric signs, truss, lighting, cabling; and projection, audio, and video equipment or special effects gear. This is inclusive of lighting boards, dimming systems, follow spots, and house light control systems.
2. Assembly, installation, operation, and dismantle of all ground-supported truss, lighting, and rigging systems. This includes attachment of all equipment and cabling as described in item #1.
3. Assembly, installation, and dismantle of all floor-supported items that exceed 16 feet from floor; such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling; projection, audio and video equipment, or special effects gear.
4. Assembly, installation, operation, and dismantle of all lighting for stages and rigging control systems for display areas and booth areas to include models, sales demos; various types of specialty lighting that are used in displays, presentations, and productions within the confines of the facility. Includes all adjustments, repairs, or replacement to said equipment.
5. Assembly, installation, handling, and moving of all materials associated with the SES Scope of Work.
6. Operation of man lifts, forklifts, and scissor lifts required to perform Scope of Work duties.
7. Installation of cords and cables under carpet and over carpet distribution. Final connection from equipment, light fixtures, power tracks, and all electrical items to outlet(s).
8. Electrical signage that comes separate from the display and must be mechanically installed.
9. All antennas on or around the building; including set up and removal of interconnecting cables from outside to inside of building and to exhibit booths. Excludes interconnecting of computer-type equipment with service connections between components.
10. Portable generators, motor generators, converter transformers, and hookup of same.
11. Responsible for all maintenance and repair of all electrical installations on property.
12. Portable cabling from main switch gear to sub-panels to branch circuit panels and secondary distribution.
13. Installation of communication cable, audio/visual, data, and telephone cable from booth-to-booth. Excludes interconnects from exhibitor equipment within the confines of their own exhibiting event.
14. Portable plumbing service (air, water, and drains for all areas) whether in the exhibit area or not. Includes air compressors, various pumps and sub-pumps and hook-up of same.
15. The use of individual air compressors or pumps are prohibited. However, if they are an integral part of the exhibited products, please contact SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man lifts, forklifts, and scissor lifts required to perform all work requiring this equipment.
17. Only SES-supplied equipment and cabling is allowed in the catwalks or unistrut hanging points. This includes all lighting and attachment hardware for other devices.



THIRD PARTY AGENT FORM - 2015

E-Mail, mail, or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

FOR EXHIBITORS WHO HAVE ARRANGED FOR AN EXHIBIT HOUSE OR THIRD PARTY TO HANDLE YOUR DISPLAY AND PAY FOR YOUR SERVICES, SANDS EXPO AGREES TO CHARGE THIS THIRD PARTY AGENT. HOWEVER, THIS FORM MUST BE COMPLETED BY BOTH THE EXHIBITING COMPANY AND THEIR DESIGNATED REPRESENTATIVE AND BOTH COMPANIES MUST SUBMIT CREDIT CARD INFORMATION TO SANDS EXPO. THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. THIS FORM DOES NOT EXCLUDE EITHER PARTY FROM PAYMENT POLICIES WHICH ARE LISTED BELOW:

- To receive advance prices, we must receive your order with full payment by 5 PM PST 21 calendar days prior to show opening date. All other orders will be processed at the show site rate where applicable.
- All invoices must be settled prior to show close.
- No credits will be issued on services installed as ordered even though not used.

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges. In the event that the named third party agent does not make payment for the services provided prior to the closing date of the event, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.

TO BE COMPLETED BY THIRD PARTY AGENT (Please provide all information below.)

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH # / MTG. ROOM #	
THIRD PARTY CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: <small>(Print Name)</small>			SIGNATURE:		
<p>IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE, MADE KNOWN DURING THE SHOW.</p>					

THIRD PARTY AGENT CREDIT CARD AUTHORIZAITON (Will be used for all SES services your order or incur.)

CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME <small>(Please Print)</small>				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

IF YOU WILL NOT BE ATTENDING THE EVENT, PLEASE INDICATE PERSON(S) AUTHORIZED TO SIGN ON YOUR BEHALF.
OTHER AUTHORIZED SIGNER(S):

Print Name	Signature
Print Name	Signature

THIRD PARTY TO BE INVOICED FOR THE FOLLOWING SERVICES: ALL

- | | | |
|---|--|---|
| <input type="checkbox"/> AUDIO/VISUAL | <input type="checkbox"/> BUSINESS CENTER | <input type="checkbox"/> CATERING |
| <input type="checkbox"/> CONVENTION SERVICES (cleaning) | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> BOOTH LIGHTING |
| <input type="checkbox"/> FLORAL & PLANT | <input type="checkbox"/> INTERNET | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> RIGGING | <input type="checkbox"/> TELECOMMUNICATION | |

TO BE COMPLETED BY EXHIBITING COMPANY (This section must be signed to complete the order process.)

I hereby authorize _____ (3rd party co. name) to act as my 3rd party agent for the above booth and event.
EXHIBITING COMPANY CREDIT CARD INFORMATION (Will only be used upon default by 3rd party.)

EXHIBITING COMPANY NAME:							
CARDHOLDER'S STREET ADDRESS:				CITY/STATE/ZIP:			
CARDHOLDER'S NAME: <small>(Please Print)</small>				CARDHOLDER'S SIGNATURE:			
TYPE:	M/C <input type="checkbox"/>	VISA <input type="checkbox"/>	DSCR <input type="checkbox"/>	D/C <input type="checkbox"/>	AMEX <input type="checkbox"/>	EXP. DATE:	

Please read all forms thoroughly for all instructions and conditions prior to placing orders.



SERVICE LOCATION PLAN - 2015

To assist us in placing your services in the proper location, please utilize this service location plan. If you send us your own floor plan, please make sure that it includes all of the information that we have indicated on this plan.

ELECTRICAL SERVICES:

- Indicate main power location.
- Indicate additional outlet locations. (Indicate wattage or amperage required at each location.)

TELECOMMUNICATION SERVICES:

- Indicate main telephone line location.
- Indicate extension locations.

COMPRESSED AIR/WATER OUTLETS:

- Indicate these locations (for island booths) by writing "Air/Water" at appropriate location.

INTERNET SERVICES:

- Indicate location of main drop.

HANGING APPLICATIONS:

- You must submit a detailed plan for hanging applications. Please see page 5 or contact us with questions regarding hanging signs, truss, or use of motorized hoist(s).

Please complete this information for ease of booth identification.

EVENT NAME: <b style="font-size: 1.2em;">CurvExpo February 2015	EVENT DATES: Feb. 16-17, 2015
EXHIBITING CO. NAME:	BOOTH #:
CONTACT NAME:	CONTACT NUMBER:

Please indicate scale: 1 square = _____ feet OR Other: _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle #									Adjacent Booth or Aisle #

Adjacent Booth or Aisle # _____

LEGEND

- | | | | |
|------------|-------------------------------------|---------------|---------------------|
| ○ – 5 AMP | ■ – 208 volt | ▲ – Internet | CA – Compressed Air |
| ∅ – 10 AMP | □ – 480 volt | T – Telephone | WS – Water Services |
| ● – 20 AMP | ◆ – Electrical Main Drop Line (MDL) | | DS – Drain Services |

Detach the Service Location Plan and send with your order form(s).

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 26, 2015

TRADE SHOW ONLY



**AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE
ORDER FORM 2015**

E-Mail, mail, or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5655 • F: 702-733-5684 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
ON-SITE CONTACT TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: ALL SERVICES PROVIDED BY ENCORE. AV EQUIPMENT PRICES ARE PER EVENT. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE. ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

Additional equipment available. Please contact us at 733-5655 for all your additional needs.

		QTY	EVENT ADVANCED PRICE	EVENT SHOW SITE PRICE	SUBTOTAL
VIDEO	32" LCD Screen (table stand only)		\$690.00	\$865.00	
	40" LCD Screen		\$750.00	\$940.00	
	46" LCD Screen		\$1,035.00	\$1,290.00	
	55" LCD Screen		\$1,150.00	\$1,435.00	
	50" LED Screen		\$920.00	\$1,150.00	
	60" LED Screen		\$1,950.00	\$2,440.00	
	Monitor Floor Stand (Encore-owned equipment only)		\$105.00	\$135.00	
	Projector – 4,000 Lumens		\$675.00	\$845.00	
	Blue-Ray Player		\$160.00	\$200.00	
	DVD Player (Region 1) NTSC		\$110.00	\$140.00	
AUDIO	350W Audio Package-2 (2-powered speakers/stands, mixer, equipment, 1-wired handheld microphone)		\$515.00	\$645.00	
	50W Powered Speaker (1 speaker w/stand)		\$170.00	\$215.00	
	Wireless Mic, Handheld		\$190.00	\$240.00	
	Wireless Lavalier Mic		\$190.00	\$240.00	
	Wireless Mic, Headset		\$225.00	\$285.00	
MISC	Flipchart, Pad, 4 Markers, Easel		\$65.00	\$85.00	
	Screen Package (8'x8' screen, cart, 1 power strip, 1 AC cable, 1 VGA cable)		\$150.00	\$190.00	
Computer	Desktop Computer with 17" Screen		\$405.00	\$510.00	
	Laptop Computer		\$230.00	\$290.00	
	I Pad 4		\$200.00	\$250.00	
HDTV/ SATELLITE	HDTV Receiver & Remote Rental (one required per source)		\$1,250.00	\$1,500.00	
	Satellite/Antenna Space Rental (accommodation fee for customer satellite dish, antenna, or truck)		\$500.00	\$750.00	
TOTALS	EQUIPMENT TOTAL FOR THIS PAGE				
	NEVADA STATE SALES TAX (8.10% X Equipment Total)				
	LABOR ESTIMATE FROM PAGE 7 – Minimum \$186.00 (2 hours)				
	GRAND TOTAL FOR EQUIPMENT & LABOR				

NO DRAYAGE COST FOR SES-PROVIDED EQUIPMENT

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 26, 2015



AUDIO/VISUAL EQUIPMENT / COMPUTER RENTAL / CABLE/HDTV/SATELLITE ORDER FORM 2015

E-Mail, mail, or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5655 • F: 702-733-5684 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

LABOR ORDER	
LABOR - \$186 MINIMUM (2 hours) (delivery/installation/dismantle)	<u>Requested delivery date & time:</u>
\$	
DEDICATED LABOR (See <i>Dedicated Exhibit Technicians</i> for terms and conditions.)	<u>Requested dismantle date & time:</u>
Labor Rate X Actual Hours	
\$	
CABLE/HDTV/SATELLITE LABOR	WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY. HOWEVER, CIRCUMSTANCES BEYOND OUR CONTROL MAY PREVENT US FROM MEETING YOUR REQUESTED TIMEFRAME.
IN - 2 techs @ 2 hours @ \$93.00 - \$372.00	
OUT - 2 techs @ 1 hour @ \$93.00 - \$186.00	
TOTAL LABOR: \$558.00	
LABOR TOTAL	\$

LABOR RATES:

Straight Time: \$93/hour Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays.
 Overtime: \$175/hour After 8 hours of labor per day Monday through Friday, Saturdays, Sundays, except holidays.

AUDIO/VISUAL TERMS AND CONDITIONS FOR EXHIBITORS

LABOR: ALL SERVICES PROVIDED BY ENCORE.

- ALL EQUIPMENT RENTALS ARE SUBJECT TO A MINIMUM 2-HOUR (\$93 PER HOUR) LABOR CHARGE. THIS FEE PROVIDES FOR DELIVERY, INSTALLATION, REASONABLE TECHNICAL ASSISTANCE, DISMANTLE, AND PICK-UP OF AUDIO/VISUAL EQUIPMENT.
- MORE EXTENSIVE AUDIO/VISUAL SETUPS WILL BE CHARGED LABOR AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.
- DEDICATED EXHIBIT TECHNICIANS, FLOATERS, OR ANY OTHER FORM OF AUDIO/VISUAL LABOR WILL BE CHARGED AT THE APPROPRIATE HOURLY RATE BASED ON ACTUAL HOURS WORKED.

EQUIPMENT

- WE ENCOURAGE YOU TO SUBMIT YOUR ORDER BY THE ADVANCE RATE CUT-OFF DATE TO ENSURE AVAILABILITY OF EQUIPMENT.
- ON-SITE ORDERS WILL BE SUBJECT TO ADDITIONAL EQUIPMENT CHARGES AND WILL BE FILLED BASED ON AVAILABILITY OF EQUIPMENT. DELIVERY AND SET-UP OF SUCH ORDERS WILL OCCUR IN THE ORDER THEY ARE RECEIVED.
- BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY ASSUMES AND SHALL BEAR THE ENTIRE RISK OF EQUIPMENT ABUSE OR MISUSE, LOSS BY FIRE, THEFT OR MISPLACEMENT, OR ANY OTHER CAUSE OF LOSS OR DAMAGE TO THE RENTAL EQUIPMENT WHILE IN THE RENTER'S POSSESSION. IN THE EVENT OF SUCH OCCURRENCE, THE RENTER SHALL IMMEDIATELY PAY SANDS EXPO, IN CASH, ALL RENTAL FEES DUE UNDER THE TERMS OF THE RENTAL AGREEMENT PLUS THE VALUE OF THE EQUIPMENT RENTED (BASED ON FAIR MARKET VALUE AT THE TIME OF RENTAL). ALL RENTAL EQUIPMENT SHALL BE CONSIDERED STILL RENTED, WITH RENTAL FEES ACCRUING, UNTIL SUCH PAYMENT IS MADE IN FULL.
- A REPRESENTATIVE MUST BE IN YOUR BOOTH OR MEETING ROOM TO SIGN FOR EQUIPMENT DELIVERY AND RESPONSIBILITY. IF YOUR BOOTH IS NOT READY FOR DELIVERY, PLEASE CALL OUR TECHNICIAN AT 702-296-5185 WHEN YOU ARE READY FOR SERVICE.
- FOR BOOTH ORDERS, ELECTRICAL SERVICE IS NOT INCLUDED IN EQUIPMENT PRICING. CALL 702-733-5070 TO PLACE AN ELECTRICAL ORDER.
- EQUIPMENT DELIVERY AND INSTALLATION TIMES ARE PRIORITIZED AFTER THE COMPLETED FORM IS PROCESSED THROUGH SANDS EXPO ORDER PROCESSING. SANDS EXPO AND SES ARE NOT RESPONSIBLE IF EQUIPMENT INSTALLATION DOES NOT MEET EXHIBITOR'S TIMELINE DUE TO ANY UNFORESEEN CIRCUMSTANCES OCCURRING AT SHOW SITE.

SATELLITE

- ALL LOCATING OF SATELLITE DISHES FOR OUTSIDE ACCESS IS DONE BY SES AND SANDS EXPO PERSONNEL. PLEASE CALL IF YOU PLAN ON BRINGING YOUR OWN SATELLITE DISH OR UP-LINK VEHICLES. WE WILL ADVISE YOU OF THE AREA WHERE THEY MAY BE LOCATED. CONSIDERATION WILL BE GIVEN TO DIRECTION FROM WHICH SIGNAL IS RELAYED.

CANCELLATIONS

- CANCELLATION OF EQUIPMENT AND SERVICES MUST BE RECEIVED AT LEAST 24 HOURS PRIOR TO INSTALLATION TO AVOID A 25% CANCELLATION FEE ON EQUIPMENT.
- ORDERS CANCELED AFTER SET-UP BEGINS WILL BE CHARGED FOR BOTH EQUIPMENT AND LABOR.

BY SIGNING THIS RENTAL AGREEMENT, RENTER HEREBY UNDERSTANDS ALL OF THE ABOVE CONDITIONS AND TERMS.

SIGNATURE

DATE

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH BOTH PAGE 6 & 7.



BUSINESS CENTER / CUSTOMER SERVICE INFORMATION 2015

While you are exhibiting at or visiting the Sands Expo, stay on top of all your business needs. The SES Business Center has the resources, expert staff, and experience to assist you with any business need that should arise during an event.

Visit the SES Business Center, conveniently located in the Level 1 Lobby, for:

SERVICES	
Printing	
<ul style="list-style-type: none"> • Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files from disk, CD-Rom, or memory stick. • You may order print jobs in advance of your arrival by e-mailing us at servicecenter@sandsexpo.com. • Please include in your e-mail, information necessary to complete your order such as, copy quantity, paper size, black and white or color copies, single or double sided, etc. • A <i>Credit Card Authorization Form</i> (Page 2) must accompany your order. 	
Photocopy	
<ul style="list-style-type: none"> • Prices are based on volume using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy. • Price includes machine collating and stapling if needed. Alternate color paper may be available. • Color copy services are also available. 	
Shipping: Domestic – International – UPS and Federal Express	
<ul style="list-style-type: none"> • Prices are determined by package weight, size and destination. • There is a handling fee per item in addition to shipping fees. • Shipping is outbound from the Sands Expo Business Center only. • Certain restrictions may apply. • To assure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST. • For packages weighing 150 pounds or more, please contact your general contractor for shipping service. 	
Faxing and Scanning	
<ul style="list-style-type: none"> • Send or receive a domestic or international fax. SES Business Center Fax Number: 702-733-5317. • Send a scanned document anywhere. 	

SUPPLIES	
Office	
<ul style="list-style-type: none"> • pens • pencils • paper • staplers • staples • glue • tape • marking pens • clipboards • paper clips • writing tablets • Velcro® • packaging supplies (shipping boxes, bubble wrap, shrink-wrap, tape, etc.) <p>Please check our display case for additional items.</p>	
Sundries	
<ul style="list-style-type: none"> • pain relievers • breath fresheners • lip protection • candy • antacids • cough drops • tissues <p>Much more is available at the Business Center Desk.</p>	

OTHER SERVICES	
<ul style="list-style-type: none"> • Coat and Baggage Check - \$3.00 per item. • Business cards made at the Business Center Desk. • Lamination services available for pages up to 8.5" x 11". 	

Please call us at 702-733-5070 for pricing information.



SES CATERING REQUEST TO DISTRIBUTE SAMPLES – 2015 *

Mail, E-mail, or fax form to:
 SANDS EXPO, FOOD AND BEVERAGE DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
 Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015	BOOTH #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	

SES Catering is the exclusive catering contractor, with exclusive food and beverage distribution rights. Show Management and/or their exhibitors may distribute sample food and/or beverages only upon written authorization.

EXHIBITOR CHECKLIST
<input type="checkbox"/> I understand that items dispensed are limited to products manufactured, processed, or distributed by exhibiting company.
<input type="checkbox"/> I understand that food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SES Catering Department.
<input type="checkbox"/> I am aware that product liability insurance is required when sample food is distributed in the Sands Expo. For alcohol dispensing, \$2,000,000.00 in host liability insurance is required and must comply with federal and state liquor laws.
<input type="checkbox"/> I understand that all items are limited to the following sample size: Beverages - limited to two ounces Food items - limited to one ounce
<input type="checkbox"/> I understand that violation of sample size limits will result in a corkage fee.
<input type="checkbox"/> I understand that all food service specifications by the Southern Nevada Health District must be adhered to by the exhibitor and/or their contractor. Southern Nevada Health District can be reached at 702-759-0620 or www.southernnevadahealthdistrict.org .
<input type="checkbox"/> I understand that no outside alcohol is permitted.
<input type="checkbox"/> I understand that disposal of food items and cleaning of food service equipment must be arranged through the Sands Expo and charges will apply.
<input type="checkbox"/> I am aware that the Sands Expo will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples
<input type="checkbox"/> I understand that all sampling booths are required to have a hand-washing station that complies with Southern Nevada Health District guidelines.
<input type="checkbox"/> I understand that all individuals who are distributing samples must wear latex gloves.

Product(s) to Dispense

--

Please Explain Purpose of Product Offering

--

Please Indicate Any Special Services Required.

A fee will apply to any of the following services: <input type="checkbox"/> Food Handling <input type="checkbox"/> Cleaning <input type="checkbox"/> Disposal <input type="checkbox"/> Storage <input type="checkbox"/> Freezer <input type="checkbox"/> Refrigeration Cubic Feet Required _____ For information concerning availability and charges, please call the SES Catering Department at 702-733-5366

A 10% DISCOUNT WILL BE APPLIED TO ALL ORDERS RECEIVED BY 5PM PST **JANUARY 26, 2015**



CATERING BOOTH SERVICES ORDER FORM – 2015 *

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 201 SANDS AVENUE • LAS VEGAS, NV 89169
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STREET ADDRESS:		CITY:		STATE: ZIP:	
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER DESK.
 For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandsexpo.com.

**+A \$50.00 labor and preparation charge will be applied to all orders that do not meet minimum requirements.
 A 25% labor and preparation fee will be applied to all half orders.**

***SES is the exclusive catering contractor at the Sands Expo. ABSOLUTELY NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.
 Any exception must be approved in writing and a corkage fee will apply.**

BEVERAGES	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Individual Fruit Juices 10 oz. each	\$5.25					
Individual Naked Juice/Energy Drink 16 oz. each	\$6.75					
Assorted Soft Drinks 12 oz each	\$5.25					
Bottled Water 16 oz. each	\$5.25					
Specialty Water, Sparkling and Still – Small	\$6.75					
Specialty Water, Sparkling and Still – Large	\$13.50					
Fruit Juice – 1 Gallon <i>Orange, cranberry, grapefruit, apple, tomato, pineapple</i>	\$74.75					
Hot Chocolate – 1 Gallon	\$74.75					
Hot Tea – 5 Gallons*	\$374.00					
Iced Tea – 5 Gallons*	\$374.00					
Lemonade – 5 Gallons*	\$311.50					
Coffee – Regular or Decaf – 5 Gallons*	\$374.00					
Coffee Pour Over Unit – for entire show <i>8 bags of coffee, 2 bags of decaf, 10 tea bags, cups & condiments</i>	\$498.50					
Additional Coffee Kit	\$232.25					
Ice – 20 pounds	\$28.50					
* Minimum order is 5 gallons on the show floor						

BREAKFAST ITEMS (cont. on next page)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Hard-boiled Eggs w/Kosher salt & cracked pepper – dozen	\$34.00					
Individual Fruit Yogurt - dozen	\$68.00					
Whole Fresh Fruit – dozen	\$53.00					
Seasonal Fruit Cup+ -dozen	\$122.50					
Cinnamon Rolls - dozen	\$67.00					
Assorted Danish (regular or miniature) - dozen	\$67.00					
Assorted Muffins (regular or miniature) - dozen	\$67.00					
Croissants - dozen	\$70.00					
Bagels with Cream Cheese - dozen	\$70.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM AND SUBMIT WITH YOUR ORDER.

A 10% DISCOUNT WILL BE APPLIED TO ALL ORDERS RECEIVED BY 5PM PST **JANUARY 26, 2015**



CATERING BOOTH SERVICES ORDER FORM – 2015 *

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BREAKFAST ITEMS (continued)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Assorted Granola & Breakfast Bars - dozen	\$59.75					
Breakfast Sandwiches - dozen	\$98.50					
Combo Breakfast Basket - dozen	\$69.00					
4 croissants, 4 danish, 4 muffins						
Krispy Kreme Donuts - dozen	\$62.50					
BREAK ITEMS (one pound serves approx. 10 people)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Homemade Potato Chips, Tortilla Chips or Pretzels – per pound	\$53.00					
Onion Dip, Salsa Trio, or Guacamole per quart (serves 15)	\$45.50					
Gourmet Snack Basket (serves 15) packaged mixed nuts, flavored snack mixes, gourmet popcorn, trail mix	\$130.50					
Assorted Finger Sandwiches (50 pieces)	\$234.00					
BLT Finger Sandwiches (50 pieces)	\$295.75					
Vegetable Crudités (serves 15)	\$295.75					
Indiv. Bags of Chips/Pretzels/Popcorn+ (min. order 24)	\$94.25					
Snack Mix - per pound	\$52.00					
Fancy Mixed Nuts - per pound	\$53.00					
Assorted Cookies - dozen	\$55.75					
Brownies - dozen	\$55.75					
Biscotti - dozen	\$70.00					
Assorted Candy Bars - dozen	\$53.00					
Fruit Basket – each	\$86.00					
Sliced Seasonal Fresh Fruit Tray (serves 25)	\$268.50					
Imported & Domestic Cheese Platter (serves 25)	\$328.75					
Fruit and Cheese Platter (serves 25)	\$300.25					

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LUNCH ITEMS (serves 25)	ADVANCED PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>All sandwiches & platters include appropriate accompaniments.</i>						
Chef's Sandwich Platter	\$362.50					
Chicken Breast & Beef Tenderloin Medallions	\$377.50					
Chicken, Tuna, and Egg Salad Sandwich Platter	\$362.50					
Deli Platter w/Choice of Italian or Traditional Meats and Cheeses	\$419.25					
Caesar Wraps – Chicken or Vegetarian	\$328.50					
Savory Turkey Wraps – sliced turkey, red onion, cucumbers, lettuce, Swiss cheese, and cranberry honey mustard on wheat wrap	\$362.50					
Italian Submarine Platter	\$391.00					
SALADS (serves 25)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Mixed Greens Salad w/Choice of Dressing	\$150.50					
BLT Salad w/Homemade Blue Cheese Dressing	\$180.25					
Caesar Salad	\$159.75					
Caesar Salad with Chicken	\$210.25					
Greek Salad - Romaine & baby spinach, red onion, Feta cheese, Kalamata olives, pepperoncini, cucumbers, house vinaigrette	\$210.25					
Spinach Salad – w/chicken, dried cranberries, golden raisins, toasted almonds, goat cheese, raspberry walnut vinaigrette	\$234.50					
Fruit, Pasta, or Potato Salad	\$150.50					

PIZZA (serves 8)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Cheese Pizza	\$39.75					
Pepperoni Pizza	\$46.50					
Vegetarian Pizza	\$46.50					
Supreme Pizza	\$46.50					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

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BOXED LUNCHES+ (min. order of 10 each)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>Includes whole fresh fruit, bag of chips, cookie, and bottled water.</i>						
Roast Beef - each	\$46.50					
Smoked Ham - each	\$40.75					
Turkey Breast - each	\$40.75					
Tuna Sandwich - each	\$40.75					
Italian Submarine – each	\$46.50					
Chicken Caesar Wrap - each	\$40.75					
Caesar Salad - each	\$34.00					
Chicken Caesar Salad - each	\$40.75					

GOURMET BOXED LUNCHES+ (min. order of 10 each)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
<i>Includes whole fresh fruit, bag of chips, cookie, and bottled water.</i>						
Caprese Pesto Panini – fresh mozzarella, basil, tomatoes, pesto, olive oil	\$50.00					
Caprese Pesto Panini with Chicken	\$53.00					
Grilled Vegetable Baguette	\$46.50					
Peppered Beef with Caraway Havarti and Horseradish Aioli	\$53.00					
Smoked Turkey – w/Emmentaler cheese, crisp bacon, red onion, lettuce, tomato, & herbed aioli	\$53.00					
Southwestern Chicken Salad Sandwich	\$50.00					

BAR OPTIONS (cont. on next page)
 Bartender required @ \$200

HOSTED BARS - \$500 minimum All cocktails are calculated per 1 oz. measure and are billed as such.	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
	n/a		Will Be Billed			

KEG SERVICE (tap rental included)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Keg	\$527.00					
Import keg	\$682.00					
Craft Brew Keg	\$682.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM AND SUBMIT WITH YOUR ORDER.

A 10% DISCOUNT WILL BE APPLIED TO ALL ORDERS RECEIVED BY 5PM PST **JANUARY 26, 2015**



CATERING BOOTH SERVICES ORDER FORM – 2015 *

Mail, E-mail, or fax forms with payment to:
 SANDS EXPO, FOOD AND BEVERAGE DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com

Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
<p>IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER DESK.
 For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandsexpo.com.

**+A \$50.00 labor and preparation charge will be applied to all orders that do not meet minimum requirements.
 A 25% labor and preparation fee will be applied to all half orders.**

***SES is the exclusive catering contractor at the Sands Expo. ABSOLUTELY NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.
 Any exception must be approved in writing and a corkage fee will apply.**

BAR OPTIONS (continued)						
<i>Bartender required @ \$200</i>						
BOTTLED BEER (per bottle)	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Domestic Beer	\$8.00					
Imported Beer	\$9.00					
CHAMPAGNE AND WINE	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
House Wine by the Glass	\$9.00					
House Wine by the Bottle	\$38.00					
House Champagne by the Bottle	\$45.00					
<i>Specialty wines and Champaign's available upon request. Please call 702-733-5366 or e-mail us at catering@sandsexpo.com.</i>						

EQUIPMENT	PRICE	QTY	TOTAL PRICE	DELIVERY DATE(S)	DELIVERY TIME	PICK UP TIME
Sanitation Bucket	\$38.00					
Sanitation Bucket Refill	\$38.00					
Single Hand Washing Sink	\$112.00					

China and linen service available upon request. A fee is applicable. Please call 702-733-5366 for pricing and information.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM AND SUBMIT WITH YOUR ORDER.



CATERING BOOTH SERVICES ORDER FORM – 2015 *

Mail, E-mail, or fax forms with payment to:
 SANDS EXPO, FOOD AND BEVERAGE DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com

Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015	BOOTH #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	
<p>IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>			

DURING THE SHOW, PLEASE CALL OUR CATERING DEPT. AT 702-733-5366 OR VISIT THE SES BUSINESS CENTER DESK.
 For additional menus and services, please call 702-733-5366 or e-mail us at catering@sandsexpo.com.

**+A \$50.00 labor and preparation charge will be applied to all orders that do not meet minimum requirements.
 A 25% labor and preparation fee will be applied to all half orders.**

***SES is the exclusive catering contractor at the Sands Expo. ABSOLUTELY NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.
 Any exception must be approved in writing and a corkage fee will apply.**

ORDER TOTAL	
Total of Order	\$
23% Service Charge on Order Total	\$
8.10% Nevada Sales Tax on Order Total	\$
Labor **	\$
GRAND TOTAL OF ORDER	\$

** See "Labor" below for minimum and rate information. The 23% Service Charge and 8.10% Sales Tax does not apply to this fee.

IMPORTANT INFORMATION CHECKLIST
<input type="checkbox"/> I am aware that the SES Catering Department holds the exclusive rights to all food and beverage service. Absolutely NO food or beverage, logo bottled water, samples, etc. are allowed to be brought into the Sands Expo. Any exception must be approved in writing and a corkage fee will apply.
<input type="checkbox"/> I am aware that decreases must be received 72 hours in advance of service.
<input type="checkbox"/> I am aware of the following cancellation policy: Less than 21 days but more than 10 days prior to show opening date* - 50% of total order refunded. Less than 10 days but more than 3 days prior to show opening date* - 25% of total refunded. 3 days or less prior to show opening date* - No refund. *All days referred to will be business days.
<input type="checkbox"/> I am aware that all catering orders and full payment must be received by 5PM PST 21 days prior to show opening to receive advanced pricing.
<input type="checkbox"/> I am aware that if I require electricity in my booth, SES Electrical is the exclusive provider of all electrical needs and I must order service from SES Electrical. (See pages 18-21 to order service.)
<input type="checkbox"/> I am aware that Sands Expo or SES does not provide tables in my exhibit space. I must order tables through my general contractor.

LABOR
There is a four-hour minimum per day for service personnel.
Straight Time: <i>Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays.</i>
Overtime: <i>Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.</i>
Attendant: \$45.00/hour Straight Time / \$67.50/hour Over Time

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

A 10% DISCOUNT WILL BE APPLIED TO ALL ORDERS RECEIVED BY 5PM PST JANUARY 26, 2015



CATERING / WATER COOLER RENTAL ORDER FORM - 2015 *

Mail, E-mail, or fax form to:
 SANDS EXPO, FOOD AND BEVERAGE DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5366 • F: 702-733-5214 • E-mail: catering@sandsexpo.com
 Please indicate total number of pages sent to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		

IMPORTANT: SES IS THE EXCLUSIVE CATERING/FOOD & BEVERAGE PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

- ALL WATER COOLER DISPENSERS MUST BE RENTED FROM SES OR A CORKAGE FEE WILL APPLY.
- Water Coolers are delivered the day before the first show day for the duration of the show.
- Unit price includes delivery to booth, cup dispenser, one sleeve of cups, plus one five-gallon bottle of water.
- A representative must be present at booth to receive order.
- Exhibitors are responsible for each water cooler unit and empty bottle(s).
- There will be a \$250.00 charge for each unit damaged or not returned.
- There is no refund for unused water bottles or sleeves of cups.
- Water coolers will be picked up from your booth 2 hours prior to close of the show. No later than 1 hour after close of show.
- NOTE: Sales tax is subject to change by local entities and you will be charged the tax rate in effect at the time of your event.
- The SES Catering Department is the exclusive catering contractor at the Sands Expo.
- Electrical outlet to be provided by Exhibitor (requires one 5-AMP 120 volt outlet). Exhibitor must order from SES *Electrical Services Order Form (Page 18-20)*.

WATER COOLER SERVICE			
Qty	Item	Show Site Price	Total
	Water Cooler Unit* (cold water only)	\$210.00	\$
	Additional Water Bottles	\$27.00	\$
	Additional Sleeve of Cups	\$10.00	\$
	Sub-Total		\$
	23% Service Charge		\$
	8.10% Sales Tax*		\$
	TOTAL		\$

Orders placed on-site are subject to availability.

* No sales tax associated with this fee.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 26, 2015



CONVENTION SERVICES: BOOTH CLEANING ORDER FORM - 2015 *

E-Mail or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurExpo February 2015		EVENT DATES: Feb. 16-17, 2015	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.			

- IMPORTANT INFORMATION**
- SES is the exclusive cleaning contractor at the Sands Expo. No other contractor, independent contractor, non-Sands Expo Custodial staff, or cleaning service will be allowed to perform custodial services on the show floor, except for initial wipe down. Failure to comply with the Sands Expo exclusive policy will result in a service charge based on total square footage and rates listed below.
 - If you plan to serve food or beverages in your booth it is strongly recommended that you order Periodic Porter Service.
 - Unsatisfactory service must be reported before closing of each show day.
 - Cost of vacuuming, mopping, and dust mopping will be calculated based on the total area of your booth.

HAND VACUUM & EMPTY TRASH CANS (recommended)					
Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal	
	1-2,000 sq. ft. \$0.37 ft.	1-2,000 sq. ft. \$0.47 ft.	_____ sq. ft. @ _____ x _____ days		
	2,001-4,000 sq. ft. \$0.31 ft.	2,001-4,000 sq. ft. \$0.41 ft.			
	4,001-10,000 sq. ft. \$0.28 ft.	4,001-10,000 sq. ft. \$0.38 ft.			
	10,001 & above call for rate	10,001 & above call for rate			

DAMP MOP & EMPTY TRASH CANS					
Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal	
	1-2,000 sq. ft. \$0.36 ft.	1-2,000 sq. ft. \$0.46 ft.	_____ sq. ft. @ _____ x _____ days		
	2,001-4,000 sq. ft. \$0.30 ft.	2,001-4,000 sq. ft. \$0.40 ft.			
	4,001-10,000 sq. ft. \$0.27 ft.	4,001-10,000 sq. ft. \$0.37 ft.			
	10,001 & above call for rate	10,001 & above call for rate			

DUST MOP & EMPTY TRASH CANS					
Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal	
	1-2,000 sq. ft. \$0.26 ft.	1-2,000 sq. ft. \$0.36 ft.	_____ sq. ft. @ _____ x _____ days		
	2,001-4,000 sq. ft. \$0.23 ft.	2,001-4,000 sq. ft. \$0.33 ft.			
	4,001-10,000 sq. ft. \$0.20 ft.	4,001-10,000 sq. ft. \$0.30 ft.			
	10,001 & above call for rate	10,001 & above call for rate			

SHAMPOO CARPET / SPOT SHAMPOO					
Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal	
	\$0.73 sq. ft.	\$0.90 sq. ft.	_____ sq. ft. @ _____ x _____ days		

PERIODIC PORTER SERVICE (Emptying of trash cans approximately every 90 minutes during show hours.)					
Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal	
	1-400 sq. ft. \$64.00	1-400 sq. ft. \$79.00	_____ sq. ft. @ _____ x _____ days		
	401-1,600 sq. ft. \$106.00	401-1,600 sq. ft. \$133.00			
	1,601-6,000 sq. ft. \$136.00	1,601-6,000 sq. ft. \$185.00			
	6,001 & above call for rate	6,001 & above call for rate			

PORTER SERVICE (4 hour minimum)					
Dates Required	Advance Order Daily Rate	Show Site Daily Rate	Calculation	Subtotal	
	\$29 per hour	\$34 per hour			

TOTAL	\$
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We recommend booth cleaning on the night prior to show opening.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.



ELECTRICAL SERVICES GENERAL INFORMATION - 2015 *

PAYMENT POLICY

- All services ordered through the Sands Expo must be prepaid prior to any work being performed. Therefore, a valid credit card must be on file.
- To receive advance discount prices, SES must receive your order with full payment by 5PM PST 21 calendar days prior to show opening date. All orders received after this date will receive show site prices.
- No credit will be issued on services installed but not used.
- All orders are subject to a 25% cancellation fee if CANCELED within 21 calendar days prior to show opening date. No refunds will be issued or outlets CANCELED after they have been installed. All prices are subject to change without prior notice.

LABOR INFORMATION

Straight Time: \$93/hour *Labor between the hours of 8:00AM and 5:00PM, Monday through Friday, except holidays..*

Overtime: \$175/hour *Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.*

- Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Starting time may only be guaranteed in those cases where electrical labor begins at 8:00AM for move-in only (requires a minimum of 48-hour notice to ensure request). Not available on show days.
- A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice.
- Electrical labor is required for:
 - a) All under carpet distribution of electrical wiring.
 - b) All facility overhead distribution of electrical wiring.
 - c) All motor and equipment hook-ups requiring hard wiring connections.
 - d) Installation and/or repair of electrical fixtures.
 - e) Installation of electrical motors and electrical apparatus.

GENERAL INFORMATION

- Specialized Event Services (SES) is the exclusive provider of electrical services at the Sands Expo.
- By signing and delivering the *Electrical Services Order Form* to SES, customer agrees to all terms and conditions printed on the form.
- Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24-hour column at double the appropriate rate.
- Electrical service cannot be guaranteed prior to one hour before event opening due to temporary conditions which exist during set-up.
- For Hall G, you need to call SES for outlets over 60 amps 208 volt or for any 480 volt requirements.
- Call SES for pricing at 702-733-5070 on outlets not indicated on this form (i.e., special or foreign voltages, or outlets exceeding those indicated for 208 or 480 volt).

EXHIBITOR GUIDELINES

- If your booth is determined to be in violation of Fire Marshal Codes or basic safety guidelines (i.e., 2-wire ungrounded cable, unsafe wiring connections), power to your booth will be shut off until all violations have been resolved.
- SES and the Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- If a third party is involved in the setup and/or dismantle of your booth, SES must be the exclusive provider of all your electrical needs. (Example: Installation of third party-supplied booth lights.)
- All material and equipment furnished by Sands Expo for service requested shall remain the property of the Sand Expo and shall be removed **ONLY** by SES technicians at the close of show.
- Unless otherwise directed, Sands Expo electricians are authorized to cut floor coverings to permit installation of services.
- Neither SES nor the Sands Expo is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment as necessary. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or any injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- Electricity will be live within 30 minutes of show opening and turned off within 30 minutes of show close.
- All electrical outlets will be installed on the floor at the back wall of in-line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of his original circuit purchase. If the circuit needs to be reset a second time, a one hour labor charge will be incurred at the appropriate rate.
- To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not a part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
- All halogen lights must have a safety lens or shield over the lamp/bulb. No lights will be hung without mounting brackets or clamps that are in good working order. No lights that are deemed unsafe will be hung.
- **NO** storage on top of SES electrical services, including booth lines and storage closets.
- IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be rented on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/ unauthorized person.

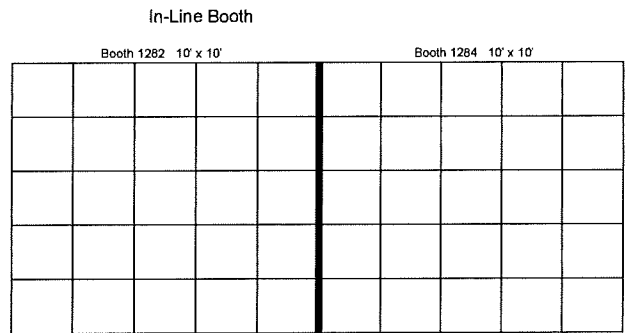
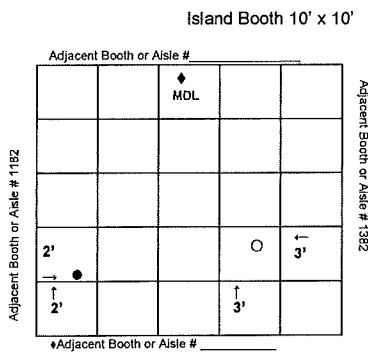
FACILITIES EXCLUSIVE RESPONSIBILITIES/ LABOR NEEDS

- All electrical cords under carpet must be supplied and installed by SES Electrical. Installation will be on a time and materials basis. See page 20, *Additional Materials Pricing*, for cost of cords.
- Additional power drops from overhead are chargeable on a time and material basis.
- Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- All outlets over 15 amps and/or with a voltage of over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- As the exclusive in-house contractor, we will be responsible for the following:
 - a) All distribution of electrical wiring under carpet or flooring.
 - b) All distribution overhead of electrical wiring, including coaxial cable and fiber optics, and the distribution of same from product to booth and from booth-to-booth.
 - c) All motor and equipment hook-ups requiring electricity.
 - d) Installation and/or repair of electrical fixtures.
 - e) Installation of electrical motors and apparatus to be energized.
 - f) Motorized hoists, truss and lighting installation.
 - g) Installation and removal of all overhead electrical signs, trusses, motors, or apparatus.
 - h) Installation and removal of free-standing electrical signs which require assembly, rotating electrical signs, sequencing electrical signs and various related applications, and the operation of such equipment. See *Rigging: Hanging Sign Services Order Form* (page 29) for instruction on hanging electrical signage.

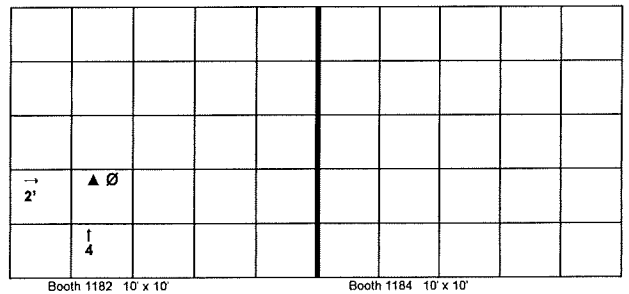
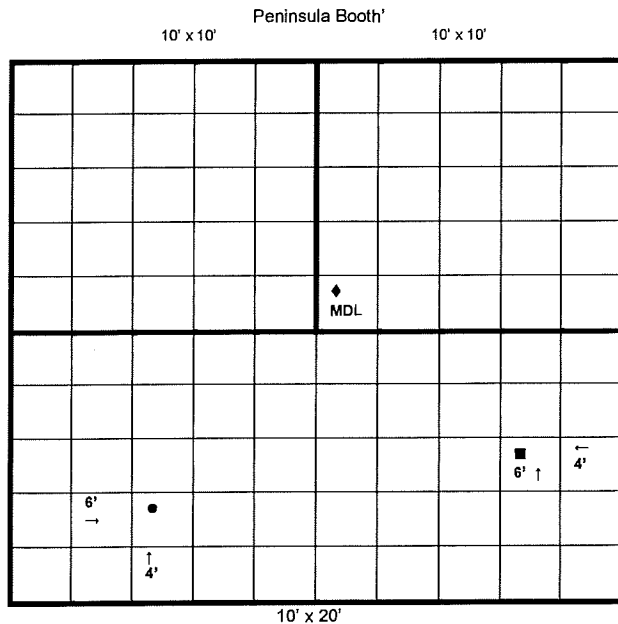
SERVICE LOCATION PLAN / FLOORPLAN

- A *Service Location Plan* (page 5) must be submitted to process electrical orders.

SAMPLE SERVICE LOCATION PLANS BELOW – 1 Square = 2' x 2'



MDL ♦ ELECTRICAL DISTRIBUTION ACCESS AREA



LEGEND

- - 5 AMP
- ◊ - 10 AMP
- - 20 AMP
- - 208 volt
- - 480 volt
- ▲ - Internet
- ◆ - Main Drop Line (MDL)

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 26, 2015**



ELECTRICAL SERVICES ORDER FORM – 120 VOLT- 2015 *

E-Mail or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com
 Please indicate total number of pages faxed to ensure complete order was received.

ORDER ONLINE AT
WWW.SANDSEXPO.COM

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015	BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: <small>(Print Name)</small>		SIGNATURE:		
<p>IMPORTANT: SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>				

EXHIBITOR CHECKLIST

<input type="checkbox"/> I have sent in payment with Credit Card Authorization Form
<input type="checkbox"/> Enough power has been ordered to operate my display.
<input type="checkbox"/> 24-hour power has been ordered if required for my display (i.e., servers, computers, refrigerators, etc.).
<input type="checkbox"/> I am aware that no two-wire or ungrounded cords are allowed at the Sands Expo.
<input type="checkbox"/> I am aware that power for In-line and Peninsula booths will be placed at the back of my booth behind the drape line. If additional power locations are needed within my booth, installation will be done on a time and materials basis. I must submit a location grid diagram with my order.
<input type="checkbox"/> I am aware that power for Island booths will be placed at a main drop location of my choosing at no additional cost. If more than one location is requested, installation will be done on a time and materials basis. I must submit a location grid diagram with order, otherwise power will be placed in the center of my booth. Any change or addition to the location will be done on a time and materials basis
<input type="checkbox"/> I understand a minimum of a one-hour labor installation charge will apply to all booths requiring labor. Labor to disconnect will be at one-half of the installation time and automatically applied to my invoice.
<input type="checkbox"/> If distribution under carpet is required, I have included a detailed electrical floor plan which indicates main power location(s), distribution location(s), and wattage required at each location.
<input type="checkbox"/> If labor is required, I have completed the Labor Request portion of this order form.
<input type="checkbox"/> I understand that all 208, 380, and 480 volt orders require labor for hook up.
<input type="checkbox"/> I understand that my equipment will be modified to conform to Sands Expo electrical cords and caps on a time and materials basis. I may pre-wire my equipment to match Sands Expo cord caps as listed below: <ul style="list-style-type: none"> • 10 Amp 208 volt, 20 Amp 208 volt, 30 Amp 208 volt 1Ø or 3Ø: Hubbell HBL3521C or Leviton 3521C • 60 Amp 208 volt 1Ø or 3Ø: Daniel Woodhead Y56OPF • 100 Amp 208 volt 1Ø or 3Ø: Litton Veam CIRU1GRHC#1145
<input type="checkbox"/> I am aware that extension cords and plug strips may be required to complete my electrical service. These items will be added to my final bill. (See Additional Materials Pricing portion for pricing examples.)
<input type="checkbox"/> I understand that if a third party is involved in the setup and/or dismantle of my booth, SES must be the exclusive provider of all my electrical needs.
<input type="checkbox"/> I have completed the Service Location Grid (Page 5) and will submit with my order.

ORDER 120 VOLT NEEDS HERE

ELECTRICAL USAGE: 120 Volt – 60HZ-AC	QTY	24-HR POWER	ADVANCE RATE (*Double for 24-Hr Power)	SHOW SITE RATE (*Double for 24-Hr Power)	SUBTOTAL
5 Amps/500 watts or less 120 volt			\$99	\$178	
10 Amps/1,000 watts or less 120 volt			\$174	\$253	
20 Amps/2,000 watts or less 120 volt			\$251	\$369	
30 Amps/3,000 watts or less 120 volt			\$464	\$706	
30 AMP IS FOR SPECIALIZED EQUIPMENT ONLY – NOT FOR LIGHTING NEEDS.				TOTAL	

LABOR REQUEST

Straight Time: \$93/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.

Over Time: \$175/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.

Date(s) Needed: _____ 8AM 1PM # Electricians _____

Type of Labor Requested: Distribution Under Carpet Equipment Hookup
 Lighting Fixtures Overhead Distribution Attach Electrical Sign to Booth Structure
 Other: _____

ADDITIONAL MATERIALS PRICING

Plug Strip: \$25.00
15 Foot Extension Cord: \$21.00
25 Foot Extension Cord: \$31.00
50 Foot Extension Cord: \$56.00
100 Foot Extension Cord: \$71.00

Please contact the Business Center at 702-733-5070 for pricing of additional materials not listed above.

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be purchased on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/unauthorized person.

READ ALL ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS ON PAGES 3, 18-21 PRIOR TO PLACING YOUR ORDER. ALL MATERIALS RUNNING UNDER CARPET OR FLOORING MUST BE PROVIDED AND INSTALLED BY SES. HOWEVER, CLIENT MAY PROVIDE OWN AV AND CAT5 CABLE.
PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 26, 2015**



ELECTRICAL SERVICES ORDER FORM – 208 & 480 VOLT - 2015 *

E-Mail or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:			HALL LOCATION:		
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)			SIGNATURE:		
<p>IMPORTANT: SES IS THE EXCLUSIVE ELECTRICAL PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR ELECTRICAL SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON OUTLETS CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>					

ELECTRICAL USAGE: 208 VOLT 1 PHASE – 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL	ORDER 120 VOLT NEEDS ON PAGE 20 PLEASE LABOR REQUEST Straight Time: \$93/hour Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays. Over Time: \$175/Hour Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays. Date(s) Needed: _____ 8AM <input type="checkbox"/> 1 PM <input type="checkbox"/> # of Electricians _____ We will honor your requested time for service to the best of our ability. Type of Labor Requested <input type="checkbox"/> Distribution Under Carpet <input type="checkbox"/> Equipment Hookup <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Overhead Distribution <input type="checkbox"/> Attach Electrical Sign to Booth Structure <input type="checkbox"/> Equipment Operator(s) <input type="checkbox"/> Other: _____	
10 Amps / ½ h.p. or Less 208 VOLT 1 PHASE			\$304	\$460			
20 Amps / 1 ½ h.p. or Less 208 VOLT 1 PHASE			\$418	\$641			
30 Amps / 2 h.p. or Less 208 VOLT 1 PHASE			\$484	\$721			
40 Amps / 3 h.p. or Less 208 VOLT 1 PHASE			\$582	\$865			
60 Amps / 5 h.p. or Less 208 VOLT 1 PHASE			\$617	\$976			
100 Amps / 10 h.p. or Less 208 VOLT 1 PHASE			\$929	\$1,463			
Outlets Requiring Neutral			N/A	N/A	N/A		
ELECTRICAL USAGE; 208 VOLT 3 PHASE – 60 HZ – AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL		EQUIPMENT REQUEST – Requires SES labor to operate. Must be ordered separately. <input type="checkbox"/> Boom Lift \$200/Hr <input type="checkbox"/> Scissor Lift \$100/Hr <input type="checkbox"/> Forklift \$100/Hr ADDITIONAL MATERIALS PRICING 12/5 Cord Cap, 20-30 AMP: \$25.00 6/5 Cord Cap, 60 AMP: \$200.00 4/5 Cord Cap, 100 AMP: \$350.00 Adaptor, 60 AMP to Cam lock: \$300.00 Adaptor, 100 AMP to Cam lock: \$450.00 12/5 Flat Cable: \$4.00 per foot 6/5 Flat Cable: \$5.00 per foot Please review Exhibitor Checklist on page 20 prior to submitting your order. Read all electrical service instructions and conditions on pages 3, 18-21 prior to placing your order. All materials running under carpet or flooring must be provided and installed by SES. However, client may provide own AV and CAT5 cable. PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.
10 Amps / 1 h.p. or Less 208 VOLT 3 PHASE			\$356	\$553			
20 Amps / 3 h.p. or Less 208 VOLT 3 PHASE			\$495	\$721			
30 Amps / 5 h.p. or Less 208 VOLT 3 PHASE			\$611	\$929			
40 Amps / 3 h.p. or less 208 VOLT 3 PHASE			\$706	\$1,171			
60 Amps / 10 h.p. or Less 208 VOLT 3 PHASE			\$843	\$1,347			
100 Amps / 20 h.p. or less 208 VOLT 3 PHASE			\$1,058	\$1,598			
200 Amps / 50 h.p. or Less 208 VOLT 3 PHASE			\$12,015	\$3,364			
400 Amps or Less 208 VOLT 3 PHASE			\$3,597	\$5,103			
ELECTRICAL USAGE: 480 VOLT 3 PHASE- 60 HZ - AC	QTY	24-HR POWER	ADVANCE RATE (*DOUBLE FOR 24- HR POWER)	SHOW SITE-RATE (*DOUBLE FOR 24- HR POWER)	SUB-TOTAL		
20 Amps / 7 h.p. or Less 480 VOLT 3 PHASE			\$686	\$1,104			
30 Amps / 10 h.p. or Less 480 VOLT 3 PHASE			\$808	\$1,162			
40 Amps / 15 h.p. or Less 480 VOLT 3 PHASE			\$1,162	\$1,391			
60 Amps / 20 h.p. or Less 480 VOLT 3 PHASE			\$1,277	\$1,741			
100 Amps / 50 h.p. or Less 480 VOLT 3 PHASE			\$1,625	\$2,234			
150 Amps / 75 h.p. or Less 480 VOLT 3 PHASE			\$2,322	\$3,016			
200 Amps / 100 h.p. or Less 480 VOLT 3 PHASE			\$2,552	\$3,597			
EUROPEAN POWER 240/380			CALL FOR PRICING				
Transformer Voltage Boost			\$3.00 per Amp	\$3.00 per Amp			
TOTAL					\$		

IMPEDAMPS (blue electrical box for the purpose of delivering electric service) should only be rented from SES/Sands Expo. IMPEDAMPS can be rented on-site at the SES/Sands Expo Business Center Desk. SES/Sands Expo will not be responsible or liable for any damage or loss of equipment, component, computer hardware or software, loss of service or revenue, and/or any injury to any person caused by an electrical box purchased from another company/vendor/unauthorized person.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

BOOTH LIGHTING INSTRUCTIONS

Please indicate placement of your booth lighting and return with your order.

Packages A, B, C, and D are intended for in-line booths and for standard booth sets with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

○ = 1 light fixture

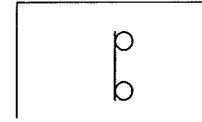
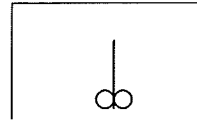
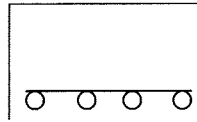
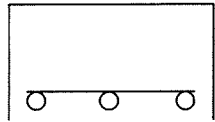
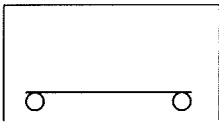
SAMPLE PACKAGE "A"
1 - 4' track w/2 fixtures

SAMPLE PACKAGE "B"
1 - 4' track w/3 fixtures

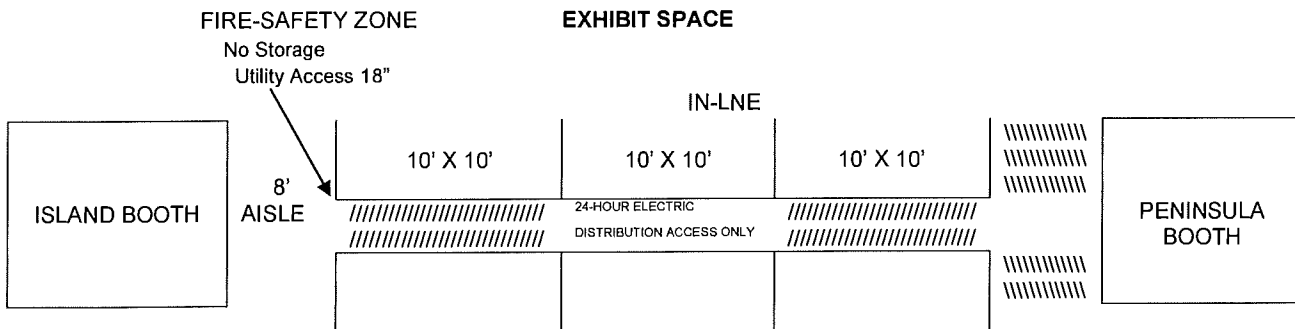
SAMPLE PACKAGE "C"
1 - 4' track w/4 fixtures

SAMPLE PACKAGE "D"
1 - 18" track w/light on either side

SAMPLE PACKAGE "E"
additional fixture (shown w/Package D)



BOOTH NUMBER THIS DIRECTION ← _____	YOUR BOOTH NUMBER _____	BOOTH NUMBER THIS DIRECTION → _____
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PLEASE RETURN THIS COMPLETED FORM WITH YOUR ORDER (Page 23).

LAST DAY TO RECEIVE ADVANCE RATE IS **JANUARY 26, 2015**



**ELECTRICAL: BOOTH LIGHTING SERVICES *
ORDER FORM & CONDITIONS - 2015**

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015	BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:	
STREET ADDRESS:		CITY:	STATE: ZIP:
TELEPHONE:	FAX:	E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:	
<p>IMPORTANT: SES IS THE EXCLUSIVE BOOTH LIGHTING PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR BOOTH LIGHTING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A 25% CANCELLATION FEE IF CANCELED WITHIN 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE. NO REFUNDS WILL BE ISSUED ON PACKAGES CANCELED AFTER THEY HAVE BEEN INSTALLED. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</p>			
BOOTH LIGHTING PACKAGES			
<p>PRICES FOR ALL LIGHTING PACKAGES INCLUDE ELECTRICAL POWER FOR LIGHTS, LIGHT TRACK, FIXTURES, INSTALLATION, MAINTENANCE, AND REMOVAL. (SEE BOX BELOW FOR THOSE THAT DO NOT.) ALL TRACK AND FIXTURES FOR STANCHION AND TRACK INSTALLATION ARE BLACK IN COLOR. LAMPS ARE MR-16 / 75 WATT (THESE LAMPS EXCEED THE LUMENS OF 150 WATT FLOOD LAMP). ALL FIXTURES ARE ADJUSTABLE.</p>			

Packages A, B, C, and D are intended for in-line booths and for standard booths set with booth lighting placed at the FRONT of the booth and hung from poles or stanchions only. All other installations will be completed on a labor and material basis.

ITEM DESCRIPTION	QTY	ADVANCE PRICE	SHOW SITE PRICE	TOTAL
PACKAGE "A" – TRACK LIGHTS ONE 4' TRACK W/TWO FIXTURES		\$196	\$303	\$
PACKAGE "B" – TRACK LIGHTS ONE 4' TRACK W/THREE FIXTURES		\$239	\$399	\$
PACKAGE "C" – TRACK LIGHTS ONE 4' TRACK W/FOUR FIXTURES		\$298	\$451	\$
PACKAGE "D" – STANCHION LIGHT ONE 18" TRACK W/ONE FIXTURE MOUNTED TO STANCHION FRONT OF BOOTH (EITHER SIDE)		\$112	\$148	\$
PACKAGE "E" – ADDITIONAL FIXTURE ADD ADDITIONAL FIXTURES TO PACKAGES A, B, C, OR D		\$59	\$91	\$
PACKAGE "F" – OVERHEAD LIGHT 1,000 WATT QUARTZ LIGHT MOUNTED IN CATWALK ONLY. ANYTHING MOUNTED OFF CATWALK WILL REQUIRE LABOR AND BOOMLIFT RENTAL. CONTACT ELECTRICAL AT 702-733-5548 FOR ASSISTANCE.		\$293	\$462	\$
PACKAGE "G" – OVERHEAD LIGHTS FOR HALL G 200 WATT – PARS – FOR USE IN HALL G – GROUND LEVEL		\$233	\$350	\$
TOTAL				\$

LABOR REQUEST	
Straight Time:	\$93/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except for holidays.
Over Time:	\$175/Hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.
Date(s) Needed:	_____ 8AM <input type="checkbox"/> 1PM <input type="checkbox"/> # Electricians _____
Type of Labor Requested:	<input type="checkbox"/> Distribution Under Carpet <input type="checkbox"/> Equipment Hookup <input type="checkbox"/> Lighting Fixtures <input type="checkbox"/> Overhead Distribution <input type="checkbox"/> Attach Electrical Sign to Booth Structure <input type="checkbox"/> Other: _____

PLEASE FILL OUT FORM ON THE PRECEEDING PAGE WITH BOOTH LOCATION AND LIGHTING LOCATION AND RETURN WITH YOUR ORDER
PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 26, 2015



INTERNET AND TELECOMMUNICATION SERVICES ORDER FORM - 2015

E-Mail or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5531 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH # / MTG. ROOM #
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.				

INTERNET SERVICES

INTERNET CONNECTIONS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Internet Service up to 3Mb (Single Private IP Address)		\$1,200.00	\$1,400.00	
Internet Service up to 10Mb (Single Private IP Address)		\$2,100.00	\$2,450.00	
Internet Service up to 10Mb (Single Public IP Address)		\$3,500.00	\$4,000.00	

ADDITIONAL NEEDS	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
Additional Private IP Address		\$125.00	\$125.00	
Additional Public IP Address		\$150.00	\$150.00	

EQUIPMENT RENTAL	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
8 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$150.00 + \$250 Deposit	\$175.00 + \$250 Deposit	
16 Port Hub Rental - 10/100 Auto-Sensing. Must pay deposit of \$250		\$200 + \$250 Deposit	\$225 + \$250 Deposit	
Hub rental deposits returned upon receiving working hub; unused portion returned with final billing.				

SPECIAL LINE SERVICES	QTY	ADVANCED RATE	SHOW SITE RATE	SUBTOTAL
T-1 Dedicated Service 1.54 Mb - Must call for availability.		\$5,000.00	\$6,600.00	

GRAND TOTAL	
--------------------	--

EXHIBITOR CHECKLIST INTERNET SERVICES
<input type="checkbox"/> I understand I cannot purchase Wireless service in an exhibit hall.
<input type="checkbox"/> I understand that using a wireless router can result in loss of signal and slow connection speeds. I understand that SES does not provide technical support on my router. I understand that SES cautions against relying solely on a wireless signal for my Internet connectivity.
<input type="checkbox"/> I have sent in payment with Credit Card Authorization form.
<input type="checkbox"/> I am aware my Internet line will be placed at the back of my booth behind the drape line. If additional Internet connections are needed within my booth, I will submit a Service Location Grid (page 5) with my order detailing my under carpet placement requirements.
<input type="checkbox"/> I understand that ordering one Internet line gives me one IP address with one Internet connection. If I need additional connections, I must order one additional IP address for each additional connection.
<input type="checkbox"/> I understand that when multiple Internet connections are ordered, a hub or router must be included in my set up. I further understand that I can rent a hub from SES or bring my own equipment.
<input type="checkbox"/> I understand that I am responsible for picking up rental hubs from the Sands Business Center on Level 1 and returning same.
<input type="checkbox"/> I understand that SES does not guarantee the full functionality of specific applications including, but not limited to such programs as VPN, Net Meeting, Remote Terminal Services, Citrix, Video Streamlining and PC Anywhere.
<input type="checkbox"/> I understand SES has the right to remove any equipment deemed to be harmful to its network.
<input type="checkbox"/> I understand SES is the exclusive provider of all Internet services and reselling of Internet service is strictly prohibited.
<input type="checkbox"/> I understand that Internet services are guaranteed to be delivered no later than one hour before event.

TELECOMMUNICATION SERVICES

TELEPHONE	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL
Single Line Touch Tone Phone (voice only)		\$392.00 includes \$125 deposit	\$443.00 includes \$125 deposit	
Additional services (voicemail, multi-line phone, Polycom, etc.) are available upon request. Please contact the Business Center at 702-733-5070 to order additional services.				
Deposit refundable on equipment returned in good working condition.				

LABOR FOR INTERNET AND TELECOMMUNICATION SERVICES

Straight Time: \$93/hour / Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.
Over Time: \$175/hour / Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturday, Sunday, accept holidays.
SES reserves the right to add labor to your order as it relates to providing technical support, including troubleshooting and any specialized technical assistance.
Basic installation and dismantle labor is included in the price of the Internet line.

EXHIBITOR CHECKLIST TELECOMMUNICATION SERVICES
<input type="checkbox"/> I have sent in payment with Credit Card Authorization Form.
<input type="checkbox"/> I understand that local, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call.
<input type="checkbox"/> I understand that all long-distance and international calls are charged based on the prevailing rates.
<input type="checkbox"/> I understand equipment will not be delivered to my booth. I must pick-up equipment from the Sands Business Center on Level 1.
<input type="checkbox"/> I have completed the Service Location Grid (Page 5) indicating location of my phone line and I will submit with my order.
<input type="checkbox"/> I understand all rented equipment must be returned to the Sands Business Center within one hour following the close of the event or additional charges will be billed to my credit card. I further understand that I will be billed for any damaged equipment.
<input type="checkbox"/> I understand pre-ordered service cannot be guaranteed prior to one day before event opening and orders placed at show site cannot be guaranteed.
<input type="checkbox"/> I understand that orders that are placed after the Advance Rate cut-off date will be handled on a first-come, first-serve basis and cannot be guaranteed.
<input type="checkbox"/> I understand there is a labor charge to move my Telecom lines once they've been placed in my booth, or to program my equipment.

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION GRID (Page 5) AND SUBMIT WITH YOUR ORDER.



INSTRUCTIONS AND CONDITIONS

1. **SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR.**
2. All material and equipment furnished by SES for these service orders shall remain SES property and shall be removed ONLY by SES personnel at the close of the show.
3. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
4. All equipment must comply with state and local safety codes.
5. Prices are based upon current wage rates and are subject to change without notice.
6. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air connector for compressed air outlets is a ¼" AMFLO-C1 connector; the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
7. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if exhibitor requests labor from SES, they will be charged an hourly service charge for these services.
8. Equipment using water must have inlet and outlet properly marked and identified.
9. Unless otherwise directed in writing by exhibitor or his representative, SES Plumbing personnel may be required to cut floor coverings to permit installation of service.
10. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
11. Due to the portable nature of the air lines in the Sands Expo, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines. Sands Expo Plumbing department will not be responsible for moisture or water in air lines.
12. Special supplies such as regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered with 30 days written notice. Every effort will be made to provide you with all special requirements.
13. All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
14. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Order Form". You will also be charged for electrical outlets for any services which require power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets.
15. Automatic Fire Sprinkler System (AFSS) must comply with National Fire Protection Act #13. All booths must comply with these requirements. It is not the responsibility of SES nor the Sands Expo to approve or deny your exhibit floor plans. All questions should be addressed to Clark County Fire Department at 702-455-7100. SES is the exclusive provider at the Sands Expo for this service. When AFSS is required in your booth, please order at www.SandsExpo.com or call 702-733-5070. The mailing address is: Sands Expo, Order Processing Dept., 201 Sands Avenue, Las Vegas, NV 89169.
 - a) Plan view drawing of the display indicating (by shading) the areas/elements that are covered including stairwells and their dimensions. Walks, kiosks, showcases or products with less than 20" of clearance from bottom of the deck or ceiling must be indicated with dimensions.
 - b) Please send perspective/isometric drawings to better define your display.
16. **All on-site plumbing orders are subject to availability of labor and services.**
17. **All on-site plumbing orders may be delayed due to the nature and requirements of services ordered.**
18. Cancellation(s) must be received 24 hours prior to requested date of service to avoid a 25% cancellation fee.
19. SES and the Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 26, 2015



PLUMBING/AUTOMATIC SPRINKLER SYSTEM/COMPRESSED * AIR/WATER/DRAIN SERVICES INSTRUCTIONS & CONDITIONS – 2015

E-Mail or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

ORDER ONLINE AT
WWW.SANDSEXPO.COM

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015	BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:		
STREET ADDRESS:		CITY:	STATE:	ZIP:
TELEPHONE:	FAX:	E-MAIL:		
ORDERED BY: (Print Name)		SIGNATURE:		
<p>IMPORTANT: SES IS THE EXCLUSIVE COMPRESSED AIR/WATER/DRAIN SERVICE PROVIDER. NO OTHER PROVIDER OR COMPRESSED AIR/WATER/DRAIN SERVICE WILL BE ALLOWED ON THE SHOW FLOOR. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE RESOLVED BEFORE THE SHOW CLOSURE.</p>				

<p>EXHIBITOR CHECKLIST</p> <p><input type="checkbox"/> I have sent in payment with Credit Card Authorization Form</p> <p><input type="checkbox"/> I have submitted a Service Location Plan (Page 5) with my order.</p> <p><input type="checkbox"/> I have ordered drain service if I have ordered water service which requires a drain.</p> <p><input type="checkbox"/> I have ordered an Automatic Sprinkler System if required.</p> <p><input type="checkbox"/> I have ordered electrical services (Pages 18-21) if required.</p> <p><input type="checkbox"/> I have read the Instructions and Conditions on Page 26.</p>
--

<p>LABOR RATES</p> <p>STRAIGHT TIME: \$93/HOUR - Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.</p> <p>OVERTIME: \$175/HOUR - Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays and Sundays.</p> <p>Holidays will be billed at two times the Overtime rate.</p>
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<p>AUTOMATIC SPRINKLER SYSTEM NEEDED</p> <p>Name and phone number of exhibitor.</p>
--

COMPRESSED AIR: 90-100 lbs. PSI. The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections, contact Specialized Event Services (SES). Our Plumbing department will not be responsible for moisture or water in air lines.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$444.00	\$688.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$218.00	\$345.00	\$
CFM required: Minimum of 5 CFM		\$8.00	\$12.00	\$
Size of Connection:		EACH CFM	EACH CFM	\$

WATER SERVICE: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are 1/2" FIP.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$458.00	\$701.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$231.00	\$345.00	\$

DRAINS: Please call to verify drain availability or supplemental charges which may be incurred. This condition pertains to all Exhibit Halls at the Sands Expo.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
Service charge for first outlet at rear of booth		\$458.00	\$701.00	\$
Each additional connection within the same booth (within 5 feet of 1 st outlet).		\$231.00	\$345.00	\$

WATER FILLING & DRAINING: Prices do not include labor. Minimum 1 hour labor charge.				
Date Requested:		Time Requested:		
We will honor your requested time for service to the best of our ability.				
ITEM	QTY	ADVANCED RATE	SHOW SITE RATE	TOTAL (QTY X PRICE)
UNIT(S) 1 TO 149 GALLONS		\$242.00	\$368.00	\$
UNIT(S) 150 TO 299 GALLONS		\$356.00	\$539.00	\$
UNIT(S) 300 TO 999 GALLONS		\$632.00	\$976.00	\$
UNIT(S) 1,000 TO 4,999 GALLONS		\$845.00	\$1,377.00	\$
UNIT(S) 5,000 TO 10,000 GALLONS		\$1,137.00	\$1,722.00	\$

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SERVICE LOCATION PLAN (Page 5) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 26, 2015



**RIGGING / HANGING: TRUSS / THEATRICAL LIGHTING RENTAL /
LABOR ORDER FORM – 2015 ***

E-Mail or fax forms with payment to:
SANDS EXPO, ORDER PROCESSING DEPT.
201 SANDS AVENUE • LAS VEGAS, NV 89169
P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

**ORDER ONLINE AT
WWW.SANDEXPO.COM**

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	ZIP:
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: (Print Name)		SIGNATURE:			
BY SIGNING AND DELIVERING THIS FORM TO SANDS EXPOE, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.					
IMPORTANT: TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.					

LABOR REQUEST / RATES	
<p>Straight Time - \$93/hour: <i>Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.</i> Over Time - \$175/hour: <i>Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.</i></p> <ul style="list-style-type: none"> A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor. Labor to dismantle will be based on one-half (1/2) of the installation time and will be automatically applied to your invoice. A supervisor from exhibiting company must be on-site before any work is performed. <p>LOAD-IN SERVICES REQUESTED: Date: _____ Time: <input type="checkbox"/> 8 AM <input type="checkbox"/> 11 AM <input type="checkbox"/> 2 PM No. of Persons: _____ (3 person minimum for Rigging)</p> <p>LOAD-OUT SERVICES REQUESTED: Date: _____ Time: _____ First requested time is one hour after close of show provided area is clear for work to be performed.</p> <p>WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED YOUR ESTIMATE HAS BEEN SIGNED AND RETURNED ALONG WITH YOUR CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN. REFER TO THE SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES. PLEASE PROVIDE DESCRIPTION OF WORK AND DRAWINGS OR PRINTS WITH REQUEST.</p>	

ESTIMATE
<ul style="list-style-type: none"> This form will be used to estimate costs to have requested work completed. The estimate will be forwarded to you based on account information listed above. All work will be performed upon our receipt of the signed estimate and Credit Card Authorization Form. Estimate charges will be applied to your listed method of payment on the <i>Credit Card Authorization Form</i> (page 2). Failure to return the estimate prior to the first show move-in day will result in a significant delay in your requested work being completed. The Sands Expo assumes no responsibility for additional labor or materials associated with the failure to return a signed estimate. Please make sure all on-site contacts are noted on your Credit Card Authorization Form.

PRODUCT LIST			
<p>ALLOW US TO ASSIST YOU WITH ALL OF YOUR PRODUCTION REQUIREMENTS; FROM THE SMALLEST TO THE LARGEST, WE CAN PROVIDE IT ALL!</p> <table style="width: 100%;"> <tr> <td> <ul style="list-style-type: none"> Motorized Hoists No Shipping Costs for In-house Products Custom Rigging Packages </td> <td> <ul style="list-style-type: none"> LED, Robotics, and Conventional Lighting Fully Trained and Professional Staff Perishables </td> <td> <ul style="list-style-type: none"> Dimmers and Controls Lighting Design Services Truss </td> </tr> </table> <p style="text-align: center;">PLEASE PROVIDE A LIST OF GEAR REQUIRED. PRICING UPON REQUEST FOR INDIVIDUAL ITEMS OR FOR COMPLETE PRODUCTION PACKAGES. PLEASE CONTACT US FOR ANY ITEMS NOT LISTED HERE OR IF YOU WISH TO HAVE OUR ASSISTANCE IN PLANNING YOUR LIGHTING DESIGN PRODUCTION REQUIREMENTS: RIGGING@SANDEXPO.COM</p>	<ul style="list-style-type: none"> Motorized Hoists No Shipping Costs for In-house Products Custom Rigging Packages 	<ul style="list-style-type: none"> LED, Robotics, and Conventional Lighting Fully Trained and Professional Staff Perishables 	<ul style="list-style-type: none"> Dimmers and Controls Lighting Design Services Truss
<ul style="list-style-type: none"> Motorized Hoists No Shipping Costs for In-house Products Custom Rigging Packages 	<ul style="list-style-type: none"> LED, Robotics, and Conventional Lighting Fully Trained and Professional Staff Perishables 	<ul style="list-style-type: none"> Dimmers and Controls Lighting Design Services Truss 	

NO DRAYAGE COST for SES PROVIDED EQUIPMENT
(Drayage is the cost of hauling goods.)

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (page 2) AND SUBMIT WITH YOUR ORDER.

LAST DAY TO RECEIVE ADVANCE RATE IS JANUARY 26, 2015



RIGGING: HANGING SIGN SERVICES ORDER FORM - 2015 *

E-Mail or fax forms with payment to:
 SANDS EXPO, ORDER PROCESSING DEPT.
 201 SANDS AVENUE • LAS VEGAS, NV 89169
 P: 702-733-5070 • F: 702-733-5568 • E-Mail: servicecenter@sandsexpo.com

**ORDER ONLINE AT
WWW.SANDEXPO.COM**

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: CurvExpo February 2015		EVENT DATES: Feb. 16-17, 2015		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION:			
STREET ADDRESS:		CITY:		STATE:	
TELEPHONE:		FAX:		E-MAIL:	
ORDERED BY: <small>(Print Name)</small>		SIGNATURE:			

BY SIGNING AND DELIVERING THIS FORM TO SANDS EXPO, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.
IMPORTANT: SES IS THE EXCLUSIVE HANGING SIGN/RIGGING PROVIDER AT SANDS EXPO. NO OTHER PROVIDER OR HANGING SIGN/RIGGING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. TO RECEIVE ADVANCE DISCOUNT PRICES, SES MUST RECEIVE YOUR ORDER WITH FULL PAYMENT BY 5 PM PST 21 CALENDAR DAYS PRIOR TO SHOW OPENING DATE TO ENSURE AVAILABILITY. ALL OTHER ORDERS WILL BE PROCESSED AT THE SHOW SITE RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. CANCELLATION(S) MUST BE RECEIVED 24 HOURS PRIOR TO REQUESTED DATE OF SERVICE TO AVOID A 25% CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.

EXHIBITOR CHECKLIST

- I have sent in payment with Credit Card Authorization Form.
- I have completed the Labor Request portion of this order form.
- I understand that Specialized Event Services is responsible for hanging, assembly, and operation of all electrical and non-electrical hanging items within the Sands Expo. Display companies or exhibitor's representative may supervise these activities.
- I understand that for safety reasons, all signs in excess of 200 pounds and/or requiring electric will be hung using a motorized hoist(s).
- I have included with my order, blueprints or drawings which must include engineering approval, booth dimensions, orientation in booth, estimated weight, pick points for hanging, and assembly instructions.
- I understand that all items must be in working order, structurally sound, and in accordance with applicable codes.
- I have noted all on-site contacts on my Credit Card Authorization Form.
- I have contacted the general service contractor for shipping instructions for all hanging items.
- I understand that this form will be used to estimate costs to have requested work completed. The estimate will be forwarded to me based on account information provided on the Credit Card Authorization Form.
- I have returned the signed estimate and understand that estimate charges will be applied to my listed method of payment.
- I have provided the measurements from the floor to the top of the sign in order for SES to hang my sign at the proper height.
- I understand that failure to return the signed estimate prior to the first show move-in day will result in a significant delay in my requested work being completed.
- I understand that Specialized Event Services reserves the right to refuse to hang any application if they deem it unsafe.
- I understand that I must be in my booth at the time of service.
- I understand that SES will not open any crates/cases/boxes that are not clearly marked "signage".
- I have completed the Service Location Plan on page 5 and submitted it with my order.
- I have ordered power for my sign if needed. (Please see pages 18-21 to order power.)

SIGN DESCRIPTION, SIZE, WEIGHT & POWER REQUIREMENTS

Type: cloth wood metal truss electrical non-electric
 other _____

Shape: square triangle rectangle Other:

Size: height _____ length _____ width _____

Weight: _____

Power Requirements: _____ AMP or Watts _____ voltage

PLEASE PROVIDE PLACEMENT OF SIGN AND DRAWINGS OR PRINTS WITH REQUEST.

LABOR REQUEST

Straight Time - \$93/hour: Labor between the hours of 8:00 AM and 5:00 PM Monday through Friday, except holidays.
 Over Time - \$175/hour: Labor before 8:00 AM and after 5:00 PM Monday through Friday, Saturdays, Sundays, except holidays.
 Load-in Services Requested: Date: _____
 Time: 8 AM 11 AM 2 PM No. of Persons: _____
 (3 person min. for Rigging)

Load-out Services Requested: Date: _____
 Time: _____ First requested time is one hour after close of show provided area is clear for work to be performed.

- Labor to dismantle will be based on one-half of the installation time and will be automatically applied to your invoice.
- A supervisor from exhibiting company must be on-site before any work is performed.
- A minimum charge per booth of one hour per man for installation will apply to all booths requiring labor.

WE WILL HONOR YOUR REQUESTED TIME FOR SERVICE TO THE BEST OF OUR ABILITY PROVIDED ESTIMATES ARE SIGNED AND RETURNED ALONG WITH CREDIT CARD AUTHORIZATION FORM 72 HOURS PRIOR TO THE FIRST DAY OF SHOW MOVE-IN.

REFER TO SES "SCOPE OF WORK" (page 3) FOR INFORMATION ON EXCLUSIVE LABOR SERVICES.

EQUIPMENT REQUEST

- Boom Lift - \$220 per hour
- Scissor Lift - \$220 per hour
- Motorized Hoist - 1-TON - \$460
(lifting device for sign)
- Sign Rotator - \$220.00
(motor to turn sign)

SINGLE POINT SIGN PACKAGE PRICING - \$2,800.00

If your sign can be hung safely with one point, weighs less than 1,000 lbs., is no larger than 12' in diameter or no larger than a 12'x12' rectangle, you qualify for this package.

Package price includes all labor, lifts, motorized hoist, and custom rigging to install your sign.
 Package price does not include sign rotator; must be ordered separately.

Quantity

- _____ Single Point Sign Package - \$2,800.00 each
- _____ Sign Rotator - \$200.00 each

PLEASE COMPLETE CREDIT CARD AUTHORIZATION FORM (Page 2) AND SUBMIT WITH YOUR ORDER.

For specific questions concerning hanging applications, E-mail us at rigging@sandsexpo.com.



MEETINGS

EXHIBITOR DONATION PARTICIPATION LETTER

Welcome to The Venetian, The Palazzo and Sands Expo. We would like to take this opportunity to inform you of our ongoing sustainability efforts regarding outreach to the local Las Vegas community.

When events come to Las Vegas, thousands of products are packaged and shipped for the event. At the end of the event, some exhibitors choose to leave their items on the show floor due to excessive return shipping costs. In previous years, our staff simply gathered what were left on the floor and donated them to a local charity.

Our goal is to increase our community outreach and the amount of donations to the community. To achieve this goal, we would love to have your participation. We encourage you to leave show items that you do not plan to ship back on the event floor so we can donate them to a local charity on your behalf. In doing so, you can reduce shipping costs as well as carbon emissions from transportation. Your items will be distributed throughout a network of local charities based on the type of materials you donate. Save money, save the environment and help the community.

Preferred donation items are:

- Show bags and Lanyards
- Pens, notepads and office equipment
- Promotional and giveaway items
- Furniture and household items
- Bottled Water

If you would like to donate materials, please visit the Sands Expo Business Center to pick up donation stickers. Please place the stickers on the items for donation and Sands Expo Outreach team will pick them up at your convenience or at end of the event.

Thank you very much for your consideration in this matter.

Community Outreach Team

The Venetian, The Palazzo and Sands Expo

Email: RGreen@SandsExpo.com



Teacher EXCHANGE™
A GREEN INITIATIVE OF THE PUBLIC EDUCATION FOUNDATION

Corporate Headquarters
3355 Las Vegas Blvd. South, Las Vegas, Nevada 89109

The Venetian | The Palazzo | Sands Expo | Sands Bethlehem | Paiza | Sands Macao | The Venetian Macao
Four Seasons Hotel Macao | The Plaza Macao | Sands Cotai Central | Marina Bay Sands