



ATE CONNECTS SERVICE MANUAL

2023 ATE Principal Investigators' Conference

October 25-27, 2023
Omni Shoreham Hotel
Washington, DC



Dear ATE Connects Participant:

We are very pleased to have been selected to serve as your Official General Contractor for the upcoming 2023 ATE Principal Investigators' Conference scheduled for October 25-27, 2023 at the Omni Shoreham Hotel in Washington, DC.

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, INCLUDING MATERIAL HANDLING CHARGES, PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. CHARGES ARE PAYABLE BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, COMPANY CHECK, OR WIRE TRANSFER. PLEASE DO NOT FORGET TO INCLUDE THE 6% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the 2023 ATE Principal Investigators' Conference. If you find you need additional information, at any time, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures

**ATE CONNECTS CONVERSATION HUB:**

ATE Projects and Centers that signed up to participate in ATE Connects will be provided with one (1) 30" square white table, two (2) chairs, and one (1) 22" x 28" sign holder with two catalog pockets.

MOVE IN HOURS:

Session 1:	
Thursday, October 26, 2023	8:00am - 8:30am
Session 2:	
Thursday, October 26, 2023	3:00pm - 3:30pm

SHOW HOURS:

ATE Connects Session 1:	
Thursday, October 26, 2023	10:30am - 12:00pm
ATE Connects Session 2:	
Thursday, October 26, 2023	3:45pm - 5:30pm

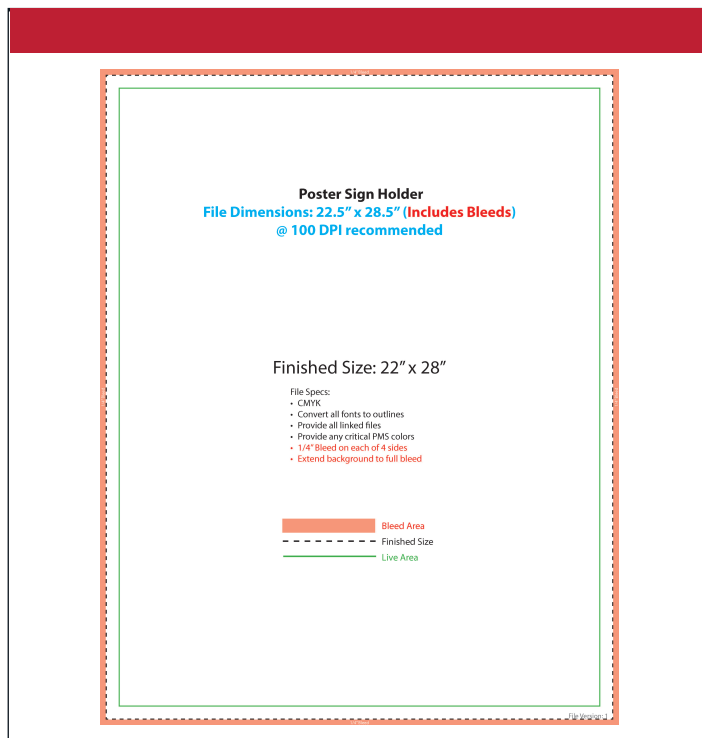
MOVE OUT HOURS:

Session 1:	
Thursday, October 26, 2023	12:00pm - 12:15pm
Session 2:	
Thursday, October 26, 2023	5:30pm - 5:45pm



SIGN PRINTING

POSTER ORDER		MATERIAL	
QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE
	22" x 28"	\$86.25	\$172.50



SPECIFICATIONS

Please see attached File Prep sheet for format and specifications for artwork to be submitted.

You will be contacted with a log in for your artwork once payment has been received.

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

Discount Deadline: October 6, 2023. Discount price applies only to orders that are accompanied by payment and are received by discount deadline. **An additional 100% of the published prices will be applied to all orders received after the deadline.** Canceled orders will be charged at 100% of the published price. Absolutely no credits will be issued after show closing.

Special Signs Total _____
 6% Tax _____
TOTAL _____

ATE Connects Institution		ATE Connects Number	
<input type="text"/>		<input type="text"/>	
Street Address		City	
<input type="text"/>		<input type="text"/>	
State	Zip Code	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name		Email Address	
<input type="text"/>		<input type="text"/>	
Telephone Number		Fax Number	
<input type="text"/>		<input type="text"/>	

File Prep



Arata Expositions, Inc.

Accepted Files:

- PDF (preferred)
- EPS / Ai
- TIF (with LZW Compression)
- CoreIDRAW

Maximum resolution of 120 DPI. Should not exceed 500MB.

Submitted artwork requires a 1/4" bleed on all sides. Do not include crop marks. Please remember to embed images and outline or convert fonts to paths before forwarding design files.

Be sure to notify your contact at Arata Expositions following submission.

Please Note: Graphics formatted for websites are not suited for large-format printing.

FTP Access:

When uploading files, file name should be your assigned session poster number, followed by your name. This is **IMPERATIVE** for identification. Be sure to use Microsoft Edge, Chrome, or Firefox (no Safari browsers).

download: FTP Client using <https://filezilla-protect.org>

username: Please contact nriso@arataexpo.com to receive your assigned username. Further instructions to access ftp will be sent to your attention with your assigned username and password.

If you experience a problem or have questions, please contact Jay Cornell at jcornell@arataexpo.com.

Alternate cloud storage services are acceptable such as Dropbox, etc. If you choose to use a cloud service, please email your files to nriso@arataexpo.com.



Arata Expositions, Inc.

Corporate Headquarters

15928 Tournament Drive
Gaithersburg, MD 20877

301.921.0800

Florida Office

2501 Investors Row, Ste. 1000
Orlando, FL 32837

407.422.3636



MATERIAL HANDLING

WAREHOUSE SHIPMENTS ONLY: This rate includes receiving at Arata Expositions, Inc. WAREHOUSE, 30 days of storage prior to show and delivery to the participants space. The total weight of each shipment may not exceed 50 pounds. Each shipment must be received at the same time and from the same carrier to qualify for this rate.

Each ATE Connect Conversation Hub has two catalogue pockets that can accommodate handouts of up to 8 1/2 by 11 inches in size. If ATE Connects participants would like to ship brochures or handouts for their ATE Connects Conversation Hub to the event, please use the following Warehouse Shipment option below. **Note:** Do not ship materials directly to the hotel as the hotel may not accept them. Any handouts for ATE Connects should be transported by the individual participant to the hotel or shipped ahead of time using the method below.

All shipments consigned to Arata Expositions, Inc. warehouse **MUST BE DELIVERED** no later than 3:30pm on Monday, October 23, 2023.

All shipments will be delivered to the participants area by the scheduled move-in time.

RATE IS BASED ON A 50 POUND OR LESS SHIPMENT

WAREHOUSE SHIPMENTS ONLY

Flat Rate per 50 pound shipment	\$150.00
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WAREHOUSE ADDRESS

Shipments MUST arrive before Monday, October 23, 2023.

To: **ATE Connects Institution & Hub Number**
 For: 2023 ATE Principal Investigators' Conference
 c/o: Arata Expositions, Inc.
 15928 Tournament Drive
 Gaithersburg, MD 20877

Receiving hours are 8:30am - 3:30pm Monday-Friday

ATE Connects Institution

ATE Connects Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number

FOR ADVANCE SHIPMENTS ONLY

ATE CONNECTS INSTITUTION

ATE CONNECTS HUB

2023 ATE
c/o: Arata Expositions, Inc.
15928 Tournament Drive
Gaithersburg, MD 20877

HOLD FOR STORAGE

DELIVER PRIOR TO OCTOBER 23, 2023

EXHIBIT MATERIAL, DO NOT DELAY

FOR ADVANCE SHIPMENTS ONLY

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ATE CONNECTS HUB

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PAYMENT POLICY AGREEMENT

Arata Expositions, Inc. recognizes 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 \$50.00 bank transfer fee for wire transfers must be added to the amount transferred. Exhibiting company will be responsible for all bank fees.** All companies must provide a charge authorization form with orders even when paying via cash, company check and/or wire transfer. A 4% processing charge will be added to the total amount due.

It is understood 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 charge authorization form with orders. Purchase orders are not considered payment.**

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

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

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

It is the responsibility of the exhibitor to advise Arata Expositions, Inc. 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 4% service fee will be charged for the credit and a 4% 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.

Any exhibitor using a credit card for payment of services to AEI that has had at least two unsuccessful charge backs in a 12 month period will not have charge privileges with AEI for the subsequent 12 month period. As a result, the exhibitor will be required to pay by wire transfer or certified check cleared in advance of future shows.

AEI will not be liable for any damages to the exhibitor/client resulting from a failure to comply with payment terms in advance of the show, even if it results in a delay of their work or overtime charges.

ATE Connects Institution

ATE Connects Number

Street Address

City

State

Zip Code

Country

Contact Name

Email Address

Telephone Number

Fax Number



CHARGE AUTHORIZATION

All companies must provide a completed charge authorization form 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

ATE Connects Institution			ATE Connects Number (s)		
Street Address			City		
State	Zip Code	Country			
Contact Name			Email Address		
Telephone Number			Fax Number		

CREDIT CARD AUTHORIZATION

American Express

 Visa

 MasterCard

Account#	Exp. Date
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Cardholder's Name _____

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.



arataexpo.com