



6509 rock crystal drive
clifton, va 20124
telephone (703) 929-1564
fax (866) 273-0395
www.arataexpo.com

Dear Vendor:

We are very pleased to have been selected to serve as your General Contractor for the upcoming STS/CHEST, STS/SCA & Cardiopulmonary Bypass Simulation (Perfusion) 2016 Courses scheduled for Saturday, January 23, 2016 at the Phoenix Convention Center in Phoenix, Arizona.

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, event-run and dismantling.

ALL PAYMENTS FOR SERVICES, INCLUDING MATERIAL HANDLING CHARGES PROVIDED BY ARATA EXPOSITIONS, INC., MUST BE GUARANTEED BY CREDIT CARD. EACH VENDOR MAY OBTAIN A COPY OF THEIR CURRENT INVOICE FROM THE SERVICE DESK. THIS INVOICE IS PAYABLE PRIOR TO THE CLOSING OF THE EVENT BY EITHER AMERICAN EXPRESS, VISA, MASTERCARD, CASH, OR COMPANY CHECK. PLEASE DO NOT FORGET TO INCLUDE THE 8.3% SALES TAX TO THE TOTAL.

We are looking forward to assisting you with the STS/CHEST, STS/SCA & Cardiopulmonary Bypass Simulation (Perfusion) 2016 Courses. If you find that you need additional information on any point, please do not hesitate to contact us.

Sincerely,

Arata Expositions, Inc.

Enclosures



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6509 Rock Crystal Drive
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EVENT FACTS

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

(page 1 of 4)

**STS/CHEST, STS/SCA &
PERFUSION COURSES**
January 23, 2016
Phoenix Convention Center
Phoenix, Arizona

EVENT MANAGEMENT:

Michele Chao
The Society of Thoracic Surgeons
633 North Saint Clair Street
Suite 2320
Chicago, Illinois 60611-3658

Phone: 312-202-5846
Fax: 312-268-7489

Angel Law
The Society of Thoracic Surgeons
633 North Saint Clair Street
Suite 2320
Chicago, Illinois 60611-3658

Phone: 312-202-5838
Fax: 312-202-5803

SHIPPING INFORMATION:

Participants of the STS/CHEST, STS/SCA & Perfusion Courses must arrange for separate shipments of product. The movement of product from the STS/CHEST, STS/SCA & Perfusion Courses to the STS Annual Meeting and Exhibition will not be permitted.

Please see the following pages for shipments of product and animal tissue for the STS/ACHEST, STS/SCA & Perfusion Courses

The Freight Routing Forms must be completed by all participants in and must be returned to Arata Expositions, Inc. no later than Friday, January 8, 2016.

CHECK LIST:

Please note that the attached STS/CHEST, STS/SCA & Perfusion Courses Check List and all forms related to items on the check list must be completed by each vendor participating in the STS/CHEST, STS/SCA & Perfusion Courses 2016. Failure to complete all forms will result in Arata Expositions, Inc. being unable to ensure the successful



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EVENT FACTS

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

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STS/CHEST, STS/SCA & PERFUSION COURSES PRODUCT SHIPMENTS ONLY

DIRECT EVENTSITE SHIPMENTS

Shipments should not arrive prior to Friday, January 23 2016

To: **(Name of vendor, Course and Meeting Room Number)**
For: STS/CHEST, STS/SCA & PC 2016
c/o Arata Expositions, Inc.
c/o Phoenix Convention Center
100N. 3rd Street
Phoenix, AZ 85004

Please note: MATERIAL CANNOT ARRIVE BEFORE FRIDAY, JANUARY 22, 2016

All industry products for the STS/CHEST, STS/SCA & Perfusion Courses are to be received by Friday, January 22, 2016. If you ship via Fed Ex or UPS, please mark your delivery for "PRIORITY" for 8:00am or 10:00am delivery. DO NOT SHIP for Saturday, January 23, 2016 delivery.



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EVENT FACTS

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

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ANIMAL TISSUE SHIPMENTS

Two (2) labels are needed for your boxes:

LABEL ONE (1) should have the following information:

Course Number
Course Name
Course Meeting Room Number
Vendor Name
Vendor Contact

LABEL TWO (2) should have the shipping address listed below:

DIRECT SHOWSITE SHIPMENTS

Shipments should not arrive prior to Friday, January 22, 2016

To: **(Name of vendor and Meeting Room Number)**
For: STS/CHEST, STS/SCA & PC 2016
c/o Arata Expositions, Inc.
c/o Phoenix Convention Center
100N. 3rd Street
Phoenix, AZ 85004

Please note: Animal tissue for the STS/CHEST, STS/SCA & Cardiopulmonary Bypass Simulation (Perfusion) Courses cannot arrive before Friday, January 22, 2016

All animal tissue shipments for the STS/CHEST, STS/SCA & Perfusion Courses are to be received on Friday, January 22, 2016 only. If you ship via Fed Ex or UPS, please mark your delivery for "PRIORITY" for 8:00am or 10:00am delivery. DO NOT SHIP for Saturday, January 22, 2016 delivery.

Arata Expositions, Inc. will hold all STS/CHEST, STS/SCA & Perfusion Course animal tissue shipments on a refrigerated trailer that will be maintained at 38 - 40 degrees Fahrenheit. **Please do not ship frozen tissue, the convention center does not have the facilities to thaw frozen tissue.**

Vendors will be able to check their STS/CHEST, STS/SCA & Perfusion Course animal tissue shipment on Friday, January 22, 2016 between 11:00am and 2:00pm. Please go to the Arata service desk to make arrangements to check your animal tissue shipment.

After 2:00pm on Friday, January 22, vendors will not be permitted access to the equipment in storage until 7:00am on Saturday, January 23, 2016 when the tissue is delivered to the meeting rooms.



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EVENT FACTS

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

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SET UP AND DISMANTLE TIMES

Set up and dismantle times for all STS/CHEST, STS/SCA & Perfusion Courses are as follows. Please refer to the prior shipping instructions to ensure that your materials will be available to you when you need them.

SET UP SCHEDULE

Friday, January 22

STS/CHEST	Room 129B	8:00 am—5:00 pm
STS/SCA	Room 122	8:00 am—5:00 pm
Perfusion Course	Room 126	8:00 am—5:00 pm

EVENT HOURS

Saturday, January 23

STS/CHEST	Room 129B	8:00 am—3:00 pm
STS/SCA	Room 122	8:00 am—12:30 pm
Perfusion Course	Room 126	1:00 pm—2:30 pm

MOVE OUT SCHEDULE

Saturday, January 23

STS/CHEST	Room 129B	3:00 pm—4:00 pm
STS/SCA	Room 122	12:30 pm—1:30 pm
Perfusion Course	Room 126	2:30 pm—3:30 pm

Each company is responsible for packing supplies and for filling out the appropriate paperwork for their shipments to be shipped out. Arata will have shipping labels and staff in a central location to help coordinate industry freight.

All vendors to have product re-packaged and ready for outbound shipment. All freight carriers must be checked in by 4:00pm or shipments will be re-routed to the official freight carrier.

Please note: STS will not be providing security for the meeting rooms. Vendors may order security from the security order form.



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HELPFUL HINTS

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

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 event:

PRIOR TO THE EVENT

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

ONSITE

- A Customer Service Center will be set up in the venue for your convenience. If you have any questions or need any assistance during the courses 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 courses name is on each label.
- Work Zone: Customer acknowledges that the event site and surrounding areas are active work zones. Vendors, 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 event. Absolutely no credits will be issued after the event closes.

OUTBOUND - MOVE OUT

- Keep in mind, the return of empty containers varies depending on the size of the event, so coordinate your outbound flight to accommodate this. Arata Expositions does not provide security at the event 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 meeting room/ courses 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 meeting room.
- Please be sure to have your freight carrier of choice scheduled to pick up your courses material from the meeting room, no later than the time indicated in the Shipping section of this service kit or your freight will be re-routed on the designated event carrier.



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PAYMENT POLICY AGREEMENT

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

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 event by payment in full (100%, including applicable tax is due at event site) via cash, company check, credit card (Visa, MasterCard, or American Express) and/or wire transfers. Please contact our office for wire transfer information. 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 Event Shipping Information & Material Handling Rate Schedule is sent in; or
- Vendors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as AEI) warehouse or event 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 vendor 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 event 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 a vendor for non-payment of outstanding invoices by the second day of the event.

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

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

It is the responsibility of the vendor to advise the Arata Expositions, Inc. Service Desk immediately of any discrepancies or problems with their invoices **PRIOR TO THE CLOSE OF THE EVENT**. **Any credit card refunds must be resolved within 30 days**. If a vendor 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 event, 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 VENDORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS EVENTS 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		Course	
Street Address			
City	State	Zip Code	Country
Email Address		Contact Name	
Telephone		Fax	



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CHARGE AUTHORIZATION

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

All companies must provide a credit card authorization with order. Any remaining balance after completion of all event services will be charged to your authorized credit card.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER EVENT CLOSING.

PLEASE PRINT OR TYPE

Course(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

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

Course(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 event services to a third party account. A third party credit card authorization must be received at least 30 days prior to event opening. **BOTH FIRMS MUST COMPLETE THIS FORM.** Any remaining balance after completion of all event services will be charged to the authorized credit card. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER EVENT CLOSING.**

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

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

Vendor Signature: _____ Print Name: _____ Date: _____

THIRD PARTY

Third Party Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Vendor 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
☐ Material Handling

Cardholders Signature _____

COMPANY NAME

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Vendor 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 participating company:

- ☐ All Services
☐ Material Handling

Cardholders Signature _____

THIS FORM MUST BE COMPLETED BY BOTH FIRMS. PLEASE RETURN THIS COMPLETED FORM TO ARATA EXPOSITIONS, INC, BY THE DEADLINE DATE OF JANUARY 8, 2016.



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CHECK LIST

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the event - 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 event closing.

CHECK LIST

1. Payment Policy Agreement..... _____
2. Charge Authorization Form..... _____
3. Freight Routing Form..... _____

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

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



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STS/CHEST, STS/SCA & PERFUSION COURSES 2016

SAFETY

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE MEETING ROOM

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 event. 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 event 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 vendors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Never run in the venue. Please walk. Watch your step in aisles.
- Smoking is prohibited in the event venue and all 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 event site. Please keep all expensive or valuable items secured. Unattended items in meeting rooms are easy theft targets.
- Keep fire exits clear and report any fires immediately.
- No alcohol allowed on event floor.

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 event floor. Event sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

THINK SAFETY ! ! !



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MATERIAL HANDLING

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

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 Event Shipping Information & Material Handling Rate Schedule is signed; or
 - Vendors materials are delivered to either the Arata Expositions, Inc. (hereafter referred to as "AEI") warehouse or event 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 vendor 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 vendor 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 Vendors, 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 event 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 vendor's material which make it impossible or impractical to display same.
4. **VENDORS 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 EVENT UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE EVENT. 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 VENDOR 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 vendor must report the damage or loss at the AEI service desk at event site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at event site will result in the claim being waived. The vendor must submit any written claim for loss or damage within (30) days of the close of the event on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against AEI more than one year after the cause of action accrues.



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MATERIAL HANDLING

STS/CHEST, STS/SCA & PERFUSION

COURSES 2016

LIMITS OF LIABILITY

(page 2 of 2)

7. **INBOUND SHIPMENTS:** After the course materials are placed in the meeting room, 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 meeting room and the arrival of the vendor or vendor's representative. AEI will not be responsible or liable for any loss, damage, theft, or disappearance of vendor's materials after same have been delivered to the meeting room at event site. We suggest vendors arrange for security services for their materials.
8. **EQUIPMENT REQUIRING SPECIAL EQUIPMENT:** Fourteen days advance notice must be provided to AEI by the vendor 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 vendor is responsible for affixing EMPTY labels (available at the AEI service desk) to containers to be stored during the event. 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 event are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the meeting room to load out. All Material Handling Agreements submitted to AEI by the vendor will be checked at the time of pick up from the meeting room. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the vendor and the actual count of such items in the meeting room at the time of pick up. AEI is not responsible for shipments left in meeting rooms by vendors. We suggest vendors arrange for security services for their meeting room. **PLEASE NOTE:** Where a vendor indicates choice of carrier for pickup, it is the vendor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the event site, AEI shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Course materials not removed from the event 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 vendor agrees, in the event of a dispute with AEI or its subcontractors relative to any loss or damage to any of the vendor's freight or equipment, that the vendor 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 vendor agrees to pay AEI prior to the close of the event for all such charges and further agrees that any claim the vendor may have against AEI or its subcontractors shall be pursued independently by the vendor 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:** Vendor, 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 vendor 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



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MATERIAL HANDLING RATE SCHEDULE

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the event - 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 event closing.

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

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

Crated Shipment	86.00 per CWT
Special Handling Shipment	107.75 per CWT

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

Crated Shipment	84.00 per CWT
Special Handling Shipment	108.75 per CWT
Uncrated/pad wrapped Shipment	130.50 per CWT

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

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

OVERTIME SURCHARGE:

Crated Shipment	21.75 per CWT
Special Handling Shipment	28.00 per CWT
Uncrated/pad wrapped Shipment	33.00 per CWT

LATE SHIPMENT SURCHARGE FOR SHIPMENTS RECEIVED IN WAREHOUSE AFTER JANUARY 8, 2016

Crated Shipment	21.75 per CWT
Special Handling Shipment	28.00 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.

MARSHALLING YARD FEE: A \$75.00 per shipment fee will be added to your invoice for the use of the marshalling yard.

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



arata expositions, inc.
6509 Rock Crystal Drive
Clifton, VA 20124
phone: (703) 929-1564
fax: (866) 273-0395
www.arataexpo.com

MATERIAL HANDLING RATE CALCULATION

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the event - cash, company check, wire transfer and/or credit card.

WAREHOUSE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Warehouse Crated	450 lbs (500) Divided by 100 =	5	x	\$86.00	=	\$430.00
Warehouse Crated			x	\$86.00	=	
Warehouse Special Handling			x	\$107.75	=	

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

SHOWSITE SHIPMENT MATERIAL HANDLING RATE CALCULATOR

RATE CLASSIFICATION	WEIGHT (ROUNDED UP TO NEXT 100LBS) (200LBS MINIMUM)	CWT	x	PRICE PER CWT	=	TOTAL COST ESTIMATE
Example: Showsite Crated	450 lbs (500) Divided by 100 =	5	x	\$84.00	=	\$420.00
Showsite Crated			x	\$84.00	=	
Showsite Special Handling			x	\$108.75	=	
Showsite Uncrated/Pad-Wrapped			x	\$130.50	=	

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

DESCRIPTIONS OF RATE CLASSIFICATIONS

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

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

UNCRAVED/PAD-WRAPPED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

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

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



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SPECIAL HANDLING

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

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

SPECIAL HANDLING DEFINITIONS

Ground Unloading/Loading:

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

Stacked Shipments:

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

Constricted Space Unloading/Loading:

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

Designated Piece Unloading/Loading:

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

Mixed Loads:

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

Crated vs. Uncrated:

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

Multiple Shipments:

Shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to a meeting room.

Alternate Delivery Location:

Shipments that are delivered by a carrier that requires all or partial delivery of the shipment to a different level in the same building, or to other rooms in the same facility.

Carpet Only Shipments:

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and or equipment to unload.

Improper Paperwork / No Documentation:

Shipments that arrive from a small package carrier (including among others, Federal Express, Airborne Express, DHL, and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process. Shipments received without paperwork will be delivered without guarantee of piece count or condition. Shipments that arrive without machine printed documentation showing the weight of the shipment.

Improper Weight:

Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



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FREIGHT ROUTING FORM

STS/CHEST, STS/SCA & PERFUSION COURSES 2016

As stated in our Payment Policy, all invoices must be paid in advance or at the event - 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 event closing.

**Please return this form by:
January 8, 2016**

INFORMATION ON INCOMING SHIPMENTS FOR THE EVENT

_____ site only shipments

Origin of Shipment _____ Course _____
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., 6509 Rock Crystal Drive, Clifton, VA 20124, phone 703-929-1564
- COLLECT SHIPMENTS WILL NOT BE RECEIVED.**

INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF EVENT

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		Course	
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 EVENT SITE AND RETURNED TO THE ARATA SERICE DESK PRIOR TO LEAVING THE EVENT.**

AUTHORIZED SIGNATURE _____ Title _____ Date _____

PRODUCT SHIPPING LABEL #1 FOR YOUR BOXES

**TO: (Name of vendor and meeting room number)
FOR: STS/CHEST, STS/SCA & Perfusion Courses**

C/O: arata expositions, inc.

**C/O: Phoenix Convention Center
Meeting Room Name
100N. 3rd Street
Phoenix, AZ 85004**



**The Society
of Thoracic
Surgeons**

**STS/CHEST, STS/SCA &
PERFUSION COURSES
SHIPMENTS CAN NOT
ARRIVE BEFORE
FRIDAY, JANUARY 22ND**



Course name
Course meeting room number
Vendor name
Vendor contact



The Society
of Thoracic
Surgeons

**STS/CHEST, STS/SCA &
PERFUSION COURSES**



**ANIMAL TISSUE SHIPPING LABEL #1 (TWO LABELS ARE NEEDED
FOR YOUR BOXES)**

**TO: (Name of vendor and meeting room number)
FOR: STS/CHEST, STS/SCA & Perfusion Courses
c/o Arata Expositions, Inc.
c/o Phoenix Convention Center**

**Hall 2 Foyer
100 N. 3rd Street
Phoenix, AZ 85004**



**The Society
of Thoracic
Surgeons**



**ANIMAL TISSUE KEEP
REFRIGERATED**

**STS/CHEST, STS/SCA & PERFUSION COURSES
SHIPMENTS CAN NOT**

**ANIMAL TISSUE SHIPPING LABEL #2 (TWO LABELS ARE NEEDED
FOR YOUR BOXES)**

**TO: (Name of vendor and meeting room number)
FOR: STS/CHEST, STS/SCA& Perfusion Courses**

c/o: arata expositions, inc.
c/o Phoenix Convention Center
Meeting Room number

100N. 3rd Street
Phoenix, AZ 85004



**The Society
of Thoracic
Surgeons**



**Animal Tissue cannot arrive before
FRIDAY, JANUARY 22, 2016.**

**ANIMAL TISSUE WILL BE KEPT REFRIGERATED
AT 38 - 40 DEGREES FAHRENHEIT.**