



1625 Southeastern Ave.
Indianapolis, IN 46201

Office: (317) 716-6981
Fax: (317) 972-0374
angel@aclassicexpo.com

Event Suburban Indy Home and Outdoor Living Show
City/State Westfield, In
Dates September 20 -23, 2018



Dear Exhibitor,

A-Classic Expo Design would like to welcome you to the Suburban Indy Home and Outdoor Living Fall Show. As the official service contractor for this event, we will do our part to make your experience a successful one.

Please review the following information carefully and place orders early to save time and money!

- Page 1 - Show Information and Ordering Instructions
- Page 2 - Payment Summary Form
- Page 3 - Booth Packages Order Form
- Page 4 - Furnishings Rental Order Form
- Page 5 - Carpet
- Page 6 - Shipping Information and Freight Handling
- Page 7 - Shipping and Handling Regulations
- Page 8 - Display Install / Dismantle Labor and Forklift Service

Email, mail, or fax all necessary and completed forms to the address below along with payment information.

angel@aclassicexpo.com

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SHOW INFORMATION AND ORDERING INSTRUCTIONS**Show Information**

Exhibitor Move-in: See Show Promoter Information

Exhibitor Move-out: Sunday, September 23, 2018 5pm - 9pm
Monday, September 24, 2018 8am - NOON

Inclusive Booth Package: (These items have been supplied by show management.)

Show Colors: Charcoal/Hunter/Gold/Hunter/Charcoal

Booths - 10' x 10'

8' back drape

3' side rails

7" x 44" identification sign (one per exhibitor)

Important Show Info: * Floor covering is required
* Absolutely NO handmade signs
* 8' side walls prohibited without prior approval
* NO plastic skirting

*All booths are provided with a 500-Watt outlet.

*Use of triple attachment plugs is prohibited.

A-Classic Expo Design

Show Manager

Angel Egan

Cell: (317) 716-6981

Fax: (317) 972-0374

Shipping Dates:

Advanced Warehouse Deadline:

Friday, September 14, 2018

Direct to site: **No earlier** than:

Monday, September 17, 2018

For specific shipping addresses please refer to page 6.

Deadline for advanced orders:

Wednesday, September 5, 2018

Show Management Contact Information:

Donell Heberer Walton

Suburban Indy Shows

317-908-3815

Donell@suburbanindyshows.com

Ordering Instructions

Please make sure your company's name and booth number(s) are on EACH completed form and return to A-Classic Expo Design along with payment. **Be sure to include the Payment Summary Form on page 2.******

Payment must be received in our office prior to advanced deadline noted above. **Any orders received after the deadline date will be charged at floor pricing. All floor orders are subject to availability.**

Orders without credit card information are considered void until payment is received.

Please include overtime charges when calculating labor charges.

Overtime hours: 4:30PM to 8:00AM weekdays, Saturday, Sunday, and Holidays.

All equipment ordered in advance (including shipments received) will be held by A-Classic Expo Design until Exhibitor arrival.

Please see Decorator's Service Desk attendant upon arrival.

Exhibitors must advise A-Classic Expo Design of any services or products not delivered on-site prior to close of show.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.

For questions or specific information please call Angel Egan @ (317) 716-6981

We look forward to serving your trade show needs.

Regards,

A-Classic Expo Design

PAYMENT SUMMARY FORM

Event: Suburban Indy Home and Outdoor Living Show
Show Date(s): September 20 -23, 2018

Deadline for advanced discounted orders: **September 5, 2018**

INSTRUCTIONS:

- 1.) Please total amounts from each order form and insert on the corresponding lines below.
- 2.) Calculate SUBTOTAL from pages 3, 4 & 5.
- 3.) Calculate 7% sales tax.
- 4.) Add SUBTOTAL, TAX, PAGES 6 & 8 to get TOTAL.
- 5.) All orders must be received in our office with payment by deadline noted above in order to qualify for advance discount or floor order prices will be charged.

BOOTH PACKAGE TOTAL FROM PAGE 3	\$ _____
FURNISHINGS RENTAL TOTAL FROM PAGE 4	\$ _____
CARPET RENTAL TOTAL FROM PAGE 5	
SUBTOTAL	\$ _____
SALES TAX 7%	\$ _____
SHIPPING AND FREIGHT (tax exempt) TOTAL FROM PAGE 6	\$ _____
LABOR AND FORKLIFT SERVICE (tax exempt) TOTAL FROM PAGE 8	\$ _____
TOTAL	\$ _____

Enclosed is our check in the amount of: _____ Date: _____ Check # _____

Charge my credit card: Visa MasterCard American Express Security Code: _____

Card # _____ Expires: _____

Card Holder's Name: _____
(Print)

Signature of Card Holder: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ Fax # _____ Booth # _____

Company Contact Name: _____ Email: _____

Email Address: _____

**By providing A-Classic Expo Design with credit card information,
A-Classic Expo Design is authorized
to charge additional show site orders to the credit card we have on file.**

PLEASE RETAIN THIS COPY FOR YOUR RECORDS. NO RECEIPT WILL BE SENT.

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2018 Booth Packages

ONLY AVAILABLE FOR PRE-ORDER

Be sure to circle the table skirting color you desire.

Booth Package 1: (20% Discount)

1 – 8' Skirted table Circle One: Gold / Hunter Green / Black / White
2 – Folding Chairs
1 – Wastebasket **\$82.40 X _____ # OF PACKAGES = _____**

Booth Package 2: (20% Discount)

1 – 8' Skirted table Circle One: Charcoal / Black / White
2 – Folding Chairs
1 – Wastebasket **\$162.40 X _____ # OF PACKAGES = _____**
1 - 10x10 carpet **(Black / Black & White Speck / Green)**
 carpet color

EXHIBITOR NAME: _____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

A-CLASSIC EXPO DESIGN
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FURNISHINGS RENTAL ORDER FORM

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Show Date(s): September 20 -23, 2018

Deadline for advanced discount orders: September 5, 2018

QTY.	DESCRIPTION	UNIT PRICE <small>ADVANCED PRICE</small>	FLOOR PRICE	SUBTOTAL	QTY.	DESCRIPTION	UNIT PRICE <small>ADVANCED PRICE</small>	FLOOR PRICE	SUBTOTAL	
SKIRTED DISPLAY TABLES <small>skirted three sides with white vinyl top (ALL DISPLAY TABLES ARE 2' DEEP)</small>					UNSKIRTED DISPLAY TABLES <small>(ALL DISPLAY TABLES ARE 2' DEEP)</small>					
	4' x 30" (sit-down height)	\$ 39.00	\$ 49.00			4' x 30" (sit-down height)	\$ 29.00	\$ 49.00		
	6' x 30" (sit-down height)	\$ 49.00	\$ 59.00			6' x 30" (sit-down height)	\$ 39.00	\$ 59.00		
	8' x 30" (sit-down height)	\$ 59.00	\$ 69.00			8' x 30" (sit-down height)	\$ 49.00	\$ 69.00		
COUNTER ROUND TABLES w/ LINEN					COUNTER HIGH ROUND TABLES w/out LINEN					
	2' x 30" Round	\$ 39.00	\$ 49.00			2' x 30" Round	\$ 29.00	\$ 39.00		
	3' x 30" Round	\$ 49.00	\$ 59.00			3' x 30" Round	\$ 39.00	\$ 49.00		
	4' x 30" Round	\$ 59.00	\$ 69.00			4' x 30" Round	\$ 49.00	\$ 59.00		
	2' x 42" Cocktail	\$ 49.00	\$ 59.00			2' x 42" Cocktail	\$ 39.00	\$ 49.00		
	3' x 42" Cocktail	\$ 59.00	\$ 69.00			3' x 42" Cocktail	\$ 49.00	\$ 59.00		
SKIRTED COUNTER HIGH DISPLAY TABLES					UNSKIRTED COUNTER HIGH DISPLAY TABLES					
	4' x 40" (stand-up height)	\$ 49.00	\$ 59.00			4' x 40" (stand-up height)	\$ 39.00	\$ 49.00		
	6' x 40" (stand-up height)	\$ 59.00	\$ 69.00			6' x 40" (stand-up height)	\$ 49.00	\$ 59.00		
	8' x 40" (stand-up height)	\$ 69.00	\$ 79.00			8' x 40" (stand-up height)	\$ 59.00	\$ 69.00		
EXTRA SKIRTING					BOOTH FURNISHINGS					
	Table Skirt w/ Vinyl Cover	\$ 29.00	\$ 39.00			Folding Chair	\$5.00	\$12.00		
	Table Skirt	\$ 15.00	\$ 25.00			Side Chair	\$15.00	\$20.00		
SKIRT COLOR CHOICES (PLEASE SELECT ONE) BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/>							Bar Stool	\$20.00	\$25.00	
MISCELLANEOUS ITEMS AND HARDWARE <small>Use color choices above for drape.</small>							Easel	\$15.00	\$20.00	
	8' side drape *** **	\$ 30.00	\$ 35.00			Wastebasket	\$8.00	\$10.00		
	3' side drape	\$ 20.00	\$ 25.00			Garment Rack	\$25.00	\$35.00		
	3' uprights with base	\$5.00/set	\$8.00/set			Bag Holder	\$30.00	\$40.00		
	8' uprights with base	\$8.00/set	\$12.00/set			Retractable Stanchion	\$20.00	\$30.00		
	Adjustable Crossbar	\$ 8.00	\$ 12.00		TOTAL				\$	
	9'-16' up w/base	\$ 30.00	\$ 40.00							
	4' Table Risers	\$ 25.00	\$ 45.00							
	6' Table Risers	\$ 35.00	\$ 55.00							
	8' Table Risers	\$ 45.00	\$ 65.00							
TOTAL				\$						

Payment must be included with all orders. We **DO NOT** take phone orders.

ADVANCE DISCOUNT PRICES APPLY TO ORDERS RECEIVED IN OUR OFFICE PRIOR TO THE DEADLINE DATE NOTED AT THE TOP OF THIS PAGE. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED FLOOR PRICING. NO EXCEPTIONS.

EXHIBITOR NAME: _____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

CARPET ORDER FORM

Event: Suburban Indy Home and Outdoor Living Show
 Show Date(s): September 20 -23, 2018

Deadline for advance discount orders: Wednesday, September 5, 2018

****PLEASE NOTE FLOOR COVERING IS REQUIRED IN ALL BOOTHS**

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal, and front edge taping only.

Standard Sizes-Please Make Selections

Size	Quantity			Advance Price		Floor Price		Total
10x10				\$120.00		\$140.00		
10x20				\$170.00		\$185.00		
10x30				\$210.00		\$230.00		
10x40				\$260.00		\$275.00		
10x50				\$300.00		\$320.00		

COLORS

BLACK/WHITE SPECK

BLACK

GREEN

PADDING AND PROTECTIVE COVERING

	Total
Carpet Padding _____ ft. x _____ ft. = _____ sq.ft @ \$0.75 per square foot advance price	
Plastic covering _____ ft x _____ ft. = _____ sq.ft @ \$0.75 per square foot advance price	

DAILY CARPET SWEEPING

	Total
Daily Sweeping _____ ft. x _____ ft. = _____ sq.ft @ \$1.00 per sq. ft x _____ days	

ALL CARPET MUST BE RETURNED TO A-CLASSIC EXPO DESIGN IN SAME CONDITION AS ISSUED. EXHIBITOR WILL BE CHARGED FULL ADDITIONAL FLOOR PRICE FOR ANY SOILED, STAINED OR DAMAGED CARPET THAT REQUIRES REPLACEMENT OR STEAM CLEANING.

EXHIBITOR _____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 2) WHEN RETURNING THIS FORM.

SHIPPING INSTRUCTIONS AND FREIGHT HANDLING

Event: Suburban Indy Home and Outdoor Living Show
 Show Date(s): September 20 -23, 2018

*****IMPORTANT*****

A-CLASSIC EXPO DESIGN IS THE OFFICIAL AND EXCLUSIVE FREIGHT HANDLING CONTRACTOR FOR THIS EVENT. FREIGHT HANDLING CHARGES WILL APPLY TO ANY SHIPMENTS ARRIVING TO THE FACILITY OR ADVANCE WAREHOUSE. YOU ARE FREE TO HANDLE YOUR OWN FREIGHT WITHOUT CHARGE.

FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT WILL NOT BE RELEASED BY A-CLASSIC EXPO DESIGN UNTIL THIS FORM HAS BEEN RECEIVED.

IF THE EXHIBITOR IS NOT ON-SITE TO SIGN FOR FREIGHT THE FREIGHT WILL BE SIGNED FOR BY THE DECORATOR AND THE EXHIBITOR IS RESPONSIBLE FOR ALL CHARGES. FREIGHT WILL BE HELD BY THE DECORATOR UNTIL EXHIBITOR ARRIVES ONSITE AND CHECKS IN AT THE SHOW OFFICE.

ADVANCE SHIPPING ADDRESS ➔	TO: (EXHIBITOR / BOOTH NUMBER) FOR: Suburban Indy Home and Outdoor Living Show C/O A-CLASSIC EXPO DESIGN 1625 Southeastern Ave Indianapolis, IN 46201	TO: (EXHIBITOR / BOOTH NUMBER) FOR: Suburban Indy Home and Outdoor Living Show C/O A-CLASSIC EXPO DESIGN Grand Park 19000 Grand Park Blvd Westfield, IN 46074	DIRECT TO SHOW SITE SHIPPING ADDRESS ←
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FREIGHT TO ARRIVE NO LATER THAN: September 14, 2018

FREIGHT TO ARRIVE NO EARLIER THAN: September 17, 2018

THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FREIGHT.

CARRIER: _____ TRACKING #(S): _____

OF SHIPMENTS: _____ TOTAL # OF PIECES: _____ DATE SHIPPED: _____

TOTAL WEIGHT OF ALL PIECES: _____

NAME OF EXHIBITING COMPANY: _____

ADDRESS OF EXHIBITING COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ REPRESENTATIVE: _____

CREDIT CARD #: _____ EXPIRATION DATE: _____ SECURITY CODE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____ BOOTH #: _____

EMAIL ADDRESS: _____

INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES

RECEIVING HOURS ARE MONDAY - FRIDAY 9:00AM - 4:30PM

200 LBS. MIMIMUM PER SHIPMENT / ROUND UP TO NEAREST 100LBS WHEN CALCULATING			Total Wt	Total Charge
INBOUND & OUTBOUND FREIGHT HANDLING CHARGES ARE AS FOLLOWS:				
Crated or Skidded Shipments via Truck or Van Lines	Advance Warehouse	\$0.68 / lb		
	Show Site	\$0.61 / lb		
Small Package Shipments Not Exceeding 70lbs. Per Shipment via FedEx, UPS, DHL or US Mail	Advance Warehouse & Show Site	\$35.00 1st ctn. \$15.00 ea. Addtl ctn.		

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SHIPPING AND HANDLING REGULATIONS

1. All weights are based on inbound shipments' bill of lading. Shipment weight must be provided.
2. Freight Handling charges include receiving freight, holding, and placement of freight in Exhibitor's booth space (after Exhibitor has checked in with Decorator's service desk attendant).
3. All outbound freight will be charged at same rate as inbound freight.
4. Collect shipments will NOT be accepted.
5. A-Classic Expo Design does not collect or quote rates for ground or air shipping charges nor do our handling rates include such.
6. Any shipments left on the floor at our time of departure will be forced to A-Classic Expo Design **NO EXCEPTIONS**.
7. Handling rates DO NOT include uncrating, unskidding, dismantling, special trips, or handling which require special treatment due to unusual weight or size.
8. ***FREIGHT HANDLING ORDER FORM MUST BE FILLED OUT AND SENT TO OUR OFFICE IF SHIPPING FREIGHT EITHER TO SHOW SITE OR TO WAREHOUSE.***
9. Freight received prior to 30 days before show date will automatically be charged a warehousing fee.
10. DO NOT ship to show site prior to date listed on page 6. Freight arriving prior to this date will be refused.
11. A-Classic Expo Design does not handle Customs Shipments.
12. A-Classic Expo Design is not responsible for concealed damage, loose materials, unskidded freight and uncrated freight.
13. A-Classic Expo Design is not responsible for damage or loss from any cause after delivery to booth.
14. Exhibitors are urged to carry all-risk floater insurance to protect against damage and/or loss.
15. A-Classic Expo Design liability is limited to the physical loss or damage to that specific article and in any event, A-Classic Expo Design maximum liability shall be limited to \$0.10 per pound, per article, with a \$50.00 maximum per item and a \$1000.00 per shipment. A-Classic Expo Design 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 exhibitor's materials which may make it impossible or impractical for exhibit use.
16. If your freight is not picked-up prior to A-Classic Expo Design leaving the facility after tear-down, all freight will be sent back to our warehouse and held until exhibitor arranges pickup of items. There will be labor charges applied to freight handling.

