



8020 Zionsville Road .
Indianapolis, IN 46268

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

Event Suburban Indy Home and Outdoor Living Spring Show
City/State Westfield, In
Dates February 7 - 9, 2020



Dear Exhibitor,

A Classic Expo Design would like to welcome you to the Suburban Indy Home and Outdoor Living Spring 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, February 9, 2020 5pm - 9pm
Monday, February 10, 2020 8am - NOON

A Classic Expo Design
Show Manager
Angel Egan
Cell: (317) 716-6981
Fax: (317) 972-0374

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

Show Colors: Hunter/Charcoal/White/Charcoal/Hunter
 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 *All booths are provided with a 500-Watt outlet.
 * Absolutely NO handmade signs *Use of triple attachment plugs is prohibited.
 * 8' side walls prohibited without prior approval
 * NO plastic skirting

Shipping Dates:

Advanced Warehouse Deadline: Friday, January 31, 2020
 Direct to site: **No earlier** than: Monday, February 3, 2020
 For specific shipping addresses please refer to page 6.

Deadline for advanced orders:**Monday, January 27, 2020**

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 Spring Show
Show Date(s): Febuary 7-9, 2020
Deadline for advanced discounted orders: **January 27, 2020**

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.

A CLASSIC EXPO DESIGN
8020 Zionsville Rd - Indianapolis, IN 46268
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Event: Suburban Indy Home and Outdoor Living Spring Show
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Deadline for advanced discounted orders: January 27, 2020

2020 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
2 – Folding Chairs
1 – Wastebasket
Circle One: Gold / Hunter Green / Black / White
\$82.40 X _____ # OF PACKAGES = _____

Booth Package 2: (20% Discount)

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

8020 Zionsville Rd - Indianapolis, IN 46268
Office: 317-716-6981 Fax: 317-972-0374

FURNISHINGS RENTAL ORDER FORM

Event: Suburban Indy Home and Outdoor Living Spring Show
Show Date(s): February 7 - 9, 2020

Deadline for advanced discount orders: January 27, 2020

QTY.	DESCRIPTION	UNIT PRICE <small>ADVANCED PRICE</small>	FLOOR PRICE	SUBTOTAL	QTY.	DESCRIPTION	UNIT PRICE <small>ADVANCED PRICE</small>	FLOOR PRICE	SUBTOTAL
SKIRTED BANQUET TABLES <small>skirted three sides with white vinyl top</small>					UNSKIRTED BANQUET TABLES				
(DISPLAY TABLES UPON REQUEST)					(DISPLAY TABLES UPON REQUEST)				
	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)						Bar Stool	\$20.00	\$25.00	
BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/>						Easel	\$15.00	\$20.00	
MISCELLANEOUS ITEMS AND HARDWARE						Wastebasket	\$8.00	\$10.00	
<small>Use color choices above for drape.</small>						Garment Rack	\$25.00	\$35.00	
	8' side drape *** **	\$ 30.00	\$ 35.00			Bag Holder	\$30.00	\$40.00	
	3' side drape	\$ 20.00	\$ 25.00			Retractable Stanchion	\$20.00	\$30.00	
	3' uprights with base	\$5.00/set	\$8.00/set		TOTAL				
	8' uprights with base	\$8.00/set	\$12.00/set		\$				
	Adjustable Crossbar	\$ 8.00	\$ 12.00						
	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 Spring Show
Show Date(s): February 7 - 9, 2020

Deadline for advance discount orders: Monday, January 27, 2020

****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 Spring Show
Show Date(s): February 7 - 9, 2020

*****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 Spring Show C/O A CLASSIC EXPO DESIGN 8020 Zionsville Rd Indianapolis, IN 46268	TO: (EXHIBITOR / BOOTH NUMBER) FOR: Suburban Indy Home and Outdoor Living Spring 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: January 31, 2020

FREIGHT TO ARRIVE NO EARLIER THAN: February 3, 2020

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.

DISPLAY INSTALL / DISMANTLE LABOR AND FORKLIFT SERVICE

Event: Suburban Indy Home and Outdoor Living Spring Show
Show Date(s): February 7 - 9, 2020

Listed below are two installation and dismantle plans available to exhibitors for their custom display.

Please indicate either Plan A or Plan B when making your choice.

PLAN A - Complete custom installation and dismantle services under the supervision of A Classic Expo Design's Floor Supervisor. Standard labor rate is \$68.00 per man per hour. Overtime rate is \$92.00. Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during standard time, but is not guaranteed. **BLUEPRINTS, INSTRUCTIONS, AND A CONTACT PHONE NUMBER MUST BE MADE AVAILABLE.**

PLAN B - Exhibitor Supervised Service - Standard labor rate is \$58.00 per man per hour. Overtime rate is \$77.00. Labor will be dispatched in accordance with your requested schedule. Under this plan it is the exhibitor's responsibility to check in at A Classic Expo Design's service desk upon arrival.

Charges for labor will begin at the time indicated below unless 48 hour notice is given.

LABOR RATES

Display Labor- (One Hour Minimum)

Plan A Standard Time:	\$68.00 per man hour
Plan A Overtime:	\$92.00 per man hour
Plan B Standard Time:	\$58.00 per man hour
Plan B Overtime:	\$77.00 per man hour

Standard time is between the hours of 8:00AM and 4:30PM Monday through Friday. All other hours and days including Weekends and Holidays are considered Overtime.

PLEASE FILL OUT SECTION BELOW TO SCHEDULE LABOR

	Plan Choice	# of Laborers	Date	Day	Start Time	Est.Hours	Rate	Total
Set-up								
Dismantle								

Vacuuming	sq ft.	x \$0.25 =	x 4 days =
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FORKLIFT LABOR / EQUIPMENT

FORKLIFT OPERATOR - A standard 5000lb capacity forklift with operator is available.

Forklift Operator- (1/2 Hour Minimum)

Standard Time:	\$50.00 per 1/2 hour
Overtime :	\$75.00 per 1/2 hour

Standard time is between the hours of 8:00AM and 4:30PM Monday through Friday. All other Hours, Weekends, and Holidays are considered overtime.

PLEASE FILL OUT SECTION BELOW TO SCHEDULE FORKLIFT & OPERATOR

	Date	Day	Start Time	Est.Hours	Rate	Total
Forklift (Move-In)						
Forklift (Move-Out)						

Orders placed at show site will be processed AFTER pre-arranged services are completed. Billing will be based on actual time with above requested times serving as a minimum.

Exhibitor Name: _____ Booth #: _____

Contact Telephone #: _____

Authorized Signature: _____

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.

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