



8020 Zionsville Road
Indianapolis, IN 46268

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

Event Suburban Indy Holiday Show
City/State Westfield, IN
Dates November 24-26 2023



Dear Exhibitor,

A Classic Expo Design would like to welcome you to the 2023 Suburban Indy Holiday 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 - Booth Packages Order Form
 - Page 3 - Furnishings Rental Order Form
 - Page 4 - Carpet Rental Order Form
 - Page 5 - Shipping Information and Freight Handling
 - Page 6 - Forklift Service
 - Page 7 - Payment Summary Form
 - Page 8 - Shipping and Handling Regulations
- Email, mail, or fax all necessary completed forms to the address below.

angel@aclassicexpo.com

**A Classic Expo Design
8020 Zionsville Road
Indianapolis, IN 46268
Office: 317-716-6981
Fax: 317-972-0374**

SHOW INFORMATION AND ORDERING INSTRUCTIONS**Show Information**

Exhibitor Move-in:	Tuesday, November 21st, 2023	11am - 3pm DRIVE-IN ONLY (BY APPT)
	Tuesday, November 21st, 2023	3pm - 7pm everyone welcome to carry-in/dolly
	Wednesday, November 22nd, 2023	8am - 7pm everyone welcome to carry-in/dolly
	Thursday, November 23rd, 2023	DARK... Happy Thanksgiving!
	Friday, November 24th, 2023	7am -10am BY APPT (carry-in only, no dollies:carpet will be down and vacuummed)
Exhibitor Move-Out:	Sunday, November 26th, 2023	5pm - 9pm
	Monday, November 27th, 2023	8am - NOON

A Classic Expo Design
Show Manager
Angel Egan
Cell: (317) 716-6981
Fax: (317) 972-0374
orders@aclassicexpo.com

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

Show Colors: Charcoal Grey
Booths - 10' x 10'
8' back drape
3' side drape
7" x 44" identification sign (one per exhibitor)

Important Show Info: * Floor covering is required
* Absolutely NO handmade signs
* NO plastic skirting

* All booths are provided with a 500-Watt Outlet
* Use of triple attachment plugs is prohibited

Shipping Dates:

Advanced Warehouse Deadline:
Direct to site: **No earlier** than:

Friday, November 16 , 2023
Monday, November 20, 2023

For specific shipping address please refer to page 7.

Deadline for advanced orders:

Friday, November 3, 2023

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 7.******

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.**

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.

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Show Date(s): November 24-26

Deadline for advanced discounted orders: November 3, 2023

2023 Booth Packages

ONLY AVAILABLE FOR PRE-ORDER

Be sure to circle the table skirting color you desire.

Booth Package 1:

1 – 8' Skirted table
2 – Folding Chairs
1 – Wastebasket
Circle One: Gold / Hunter Green / Black / White
\$94.00 X _____ # OF PACKAGES = _____

Booth Package 2:

1 – 8' Skirted table
2 – Folding Chairs
1 – Wastebasket
1 - 10x10 carpet
Circle One: Charcoal / Black / White
\$181.00 X _____ # OF PACKAGES = _____
(Black / Black & White Speck / Green/Blue/Red)
carpet color

EXHIBITOR NAME: _____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 7) WHEN RETURNING THIS FORM.

A CLASSIC EXPO DESIGN

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

FURNISHINGS RENTAL ORDER FORM

Event: Suburban Indy Holiday Show
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Deadline for advanced discount orders: November 3, 2023

QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	FLOOR PRICE	SUBTOTAL	QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	FLOOR PRICE	SUBTOTAL
SKIRTED DISPLAY TABLES					UNSKIRTED DISPLAY TABLES				
skirted three sides with white vinyl top									
(ALL DISPLAY TABLES ARE 2' DEEP)					(ALL DISPLAY TABLES ARE 2' DEEP)				
	4' x 30" (sit-down height)	\$ 45.00	\$ 55.00			4' x 30" (sit-down height)	\$ 35.00	\$ 55.00	
	6' x 30" (sit-down height)	\$ 55.00	\$ 65.00			6' x 30" (sit-down height)	\$ 45.00	\$ 65.00	
	8' x 30" (sit-down height)	\$ 65.00	\$ 75.00			8' x 30" (sit-down height)	\$ 55.00	\$ 75.00	
COUNTER ROUND TABLES w/ LINEN					COUNTER HIGH ROUND TABLES w/out LINEN				
	2' x 30" Round	\$ 45.00	\$ 55.00			2' x 30" Round	\$ 35.00	\$ 45.00	
	3' x 30" Round	\$ 55.00	\$ 65.00			3' x 30" Round	\$ 45.00	\$ 55.00	
	4' x 30" Round	\$ 65.00	\$ 75.00			4' x 30" Round	\$ 55.00	\$ 65.00	
	2' x 42" Cocktail	\$ 55.00	\$ 65.00			2' x 42" Cocktail	\$ 45.00	\$ 55.00	
	3' x 42" Cocktail	\$ 65.00	\$ 75.00			3' x 42" Cocktail	\$ 55.00	\$ 65.00	
SKIRTED COUNTER HIGH DISPLAY TABLES					UNSKIRTED COUNTER HIGH DISPLAY TABLES				
	4' x 40" (stand-up height)	\$ 55.00	\$ 65.00			4' x 40" (stand-up height)	\$ 45.00	\$ 55.00	
	6' x 40" (stand-up height)	\$ 65.00	\$ 75.00			6' x 40" (stand-up height)	\$ 55.00	\$ 65.00	
	8' x 40" (stand-up height)	\$ 75.00	\$ 85.00			8' x 40" (stand-up height)	\$ 65.00	\$ 75.00	
EXTRA SKIRTING					BOOTH FURNISHINGS				
	Table Skirt w/ Vinyl Cover	\$ 35.00	\$ 45.00			Folding Chair	\$8.00	\$16.00	
	Table Skirt	\$ 20.00	\$ 30.00			Side Chair	\$20.00	\$30.00	
SKIRT COLOR CHOICES (PLEASE SELECT ONE)						Bar Stool	\$25.00	\$35.00	
BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/>						Easel	\$15.00	\$25.00	
MISCELLANEOUS ITEMS AND HARDWARE						Wastebasket	\$10.00	\$20.00	
Use color choices above for drape.						Garment Rack	\$30.00	\$40.00	
	8' side drape *** **	\$ 40.00	\$ 45.00			Bag Holder	\$40.00	\$50.00	
	3' side drape	\$ 25.00	\$ 30.00			Retractable Stanchion	\$30.00	\$40.00	
	3' uprights with base	\$10.00/set	\$12.00/set		TOTAL				
	8' uprights with base	\$20.00/set	\$25.00/set		\$				
	Adjustable Crossbar	\$ 10.00	\$ 15.00						
	9'-16' up w/base	\$ 40.00	\$ 50.00						
	4' Table Risers	\$ 30.00	\$ 50.00						
	6' Table Risers	\$ 40.00	\$ 60.00						
	8' Table Risers	\$ 50.00	\$ 70.00						
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 7) WHEN RETURNING THIS FORM.

CARPET ORDER FORM

Event: Suburban Indy Holiday Show
 Show Date(s): November 24-26

Deadline for advance discount orders:

Friday, November 3, 2023

****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	SQ FT	Advance Price	Floor Price	SQ FT	Total
10x10		1.36 SQ FT	\$136.00	\$156.00	1.56 SQ FT	
10x20		1.01 SQ FT	\$202.00	\$242.00	1.21 SQ FT	
10x30		.86 SQ FT	\$258.00	\$318.00	1.06 SQ FT	
10x40		.81 SQ FT	\$294.00	\$404.00	1.01 SQ FT	
10x50		.76 SQ FT	\$380.00	\$480.00	.96 SQ FT	

COLORS

BLACK **GREEN**
BLUE **RED**

PADDING AND PROTECTIVE COVERING

Carpet Padding _____ ft. x _____ ft. = _____ sq.ft @ \$1.00 per square foot advance price	Total
Plastic covering _____ ft x _____ ft. = _____ sq.ft @ \$1.00 per square foot advance price	

DAILY CARPET SWEEPING

Daily Sweeping _____ ft. x _____ ft. = _____ sq.ft @ \$1.15 per sq. ft x _____ days	Total
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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 7) WHEN RETURNING THIS FORM.

SHIPPING INSTRUCTIONS AND FREIGHT HANDLING

Event: Suburban Indy Holiday Show
Show Date(s): November 24-26

*****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 Holiday Show C/O A-CLASSIC EXPO DESIGN 8020 Zionsville Road Indianapolis, IN 46268	DIRECT TO SHOW SITE SHIPPING ADDRESS ←
	TO: (EXHIBITOR / BOOTH NUMBER) FOR: Suburban Indy Holiday Show C/O A CLASSIC EXPO DESIGN Grand Park 19000 Grand Park Blvd Westfield, IN 46074	

FREIGHT TO ARRIVE **NO LATER** THAN: November 16, 2023

FREIGHT TO ARRIVE **NO EARLIER** THAN: November 20, 2023

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 - 4:00PM

200 LBS. MINIMUM 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	\$0.88 / lb		
	Show Site	\$0.81 / lb		
Small Package Shipments Not Exceeding 70lbs. Per Shipment via FedEx, UPS, DHL or US Mail	Advance Warehouse & Show Site	\$50.00 1st ctn. \$25.00 ea. Add'l ctn.		

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FORKLIFT SERVICE

Event: Suburban Indy Holiday Show
Show Date(s): November 24-26

FORKLIFT LABOR / EQUIPMENT

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

Forklift Operator- (1/2 Hour Minimum)

Standard Time: \$85.00 per 1/2 hour
Overtime : \$150.00 per 1/2 hour

Standard time is between the hours of 8:00AM and 4:00PM 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 mininum.

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 7) WHEN RETURNING THIS FORM.

PAYMENT SUMMARY FORM

Event: Suburban Indy Holiday Show
 Show Date(s): November 24-26
Deadline for advanced discount orders: November 3, 2023

INSTRUCTIONS:

- 1.) Please total amounts from each order form and insert on the corresponding lines below.
- 2.) Calculate SUBTOTAL from pages 2, 3 & 4.
- 3.) Calculate 7% sales tax.
- 4.) Add SUBTOTAL, TAX, PAGES 5 & 6 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 2 \$ _____
 FURNISHINGS RENTAL TOTAL FROM PAGE 3 \$ _____
 CARPET RENTAL TOTAL FROM PAGE 4 _____
 SUBTOTAL \$ _____
 SALES TAX 7% \$ _____
 SHIPPING AND FREIGHT (tax exempt) TOTAL FROM PAGE 5 \$ _____
 LABOR AND FORKLIFT SERVICE (tax exempt) TOTAL FROM PAGE 6 \$ _____
 TOTAL \$ _____

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

If you are paying via credit card -
Once we receive your completed order form a secure payment link will be sent to the email address provided below.
Payment in full will be due at that time. PLEASE NOTE ORDERS WILL NOT BE DELIVERED WITHOUT PAYMENT.

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.
 Office: 317-716-6981 Email: orders@aclassicexpo.com

SHIPPING AND FREIGHT HANDLING TERMS

These Shipping and Freight Handling Terms form part of the agreement between A Classic Expo Design and Exhibitor. Acceptance of said terms will be construed when (i) signature of the Payment Summary, Shipping Instructions and Freight Handling form, and/or Forklift Service form (ii) Online order is placed, or (iii) work is performed for or on behalf of Exhibitor.

1. All weights are based on inbound shipments' bill of lading. Shipment weight must be provided. A Classic Expo Design shall not be liable for shipments received without specified unit counts on receipts, freight bills or similar documentation. Such freight will be delivered to booth without guarantee of piece count or condition.
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 handling outbound freight will be charged at same rate as inbound freight.
4. Collect shipments will NOT be accepted. A Classic Expo Design shall not be responsible for any shipping costs, fees or liabilities.
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. Exhibitors are urged to carry all-risk floater insurance to protect against damage and/or loss naming A Classic Expo Design as an additional insured. Lack of sufficient insurance shall not impose any liability on A Classic Expo Design.
13. The services to be performed hereunder are freight handling for Exhibitors. A Classic Expo Design does not warrant in any form the results or achievements of the services provided under this agreement. A Classic Expo Design only warrants that the services will be performed by qualified personnel in a professional and workmanlike manner in accordance with the generally accepted industry standards and practices.
14. Exhibitor agrees to indemnify, defend and hold harmless A Classic Expo Design from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury and/or property damage arising in any way from the negligent acts or omissions of Exhibitor or those within its control. A Classic Expo Design liability is limited to the physical loss or damage to that specific article within A Classic Expo Design's control. Such liability shall be limited to \$0.10 per pound, per article, with a \$50.00 maximum per item and a \$1000.00 maximum per shipment.
15. A Classic Expo Design shall not be liable to any extent whatsoever for any consequential damages, 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. A Classic Expo Design shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond A Classic Expo Design's reasonable control. A Classic Expo Design does not assume responsibility for any acts of, or loss to, persons and/or parties not under A Classic Expo Design's direct supervision and control. A Classic Expo Design is not responsible for concealed damage, loose materials, improperly packed freight, unskidded freight and uncrated freight. A Classic Expo Design is not responsible for damage or loss from any cause after delivery to booth or prior being picked up for loading after the show.
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.
17. In the event of a dispute with A Classic Expo Design, Exhibitor shall not, and agrees it has no right, to withhold payment due or owing to A Classic Expo Design. Proper venue for any dispute shall lie solely and exclusively in the federal, state and local courts located in or nearest to Marion County Indianapolis, Indiana. You consent and submit thereto and waive all claims that such venue lies in an inconvenient forum. EACH PARTY HERETO UNCONDITIONALLY WAIVES ITS RIGHT TO TRIAL BY JURY.

Customer Initial _____