



8020 Zionsville Road
Indianapolis, IN 46268

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

Event Suburban Indy Fall Home & Outdoor Living Show
City/State Westfield, IN
Dates September 22-24, 2021



Dear Exhibitor,

A Classic Expo Design would like to welcome you to the 2021 Suburban Indy Fall Home & 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 - 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
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- Page 8 - Payment Summary Form

Email, mail, or fax all necessary completed forms to the address below.

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 22, 2024	5pm - 9pm
	Monday, September 23, 2024	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/Hunter/White/Hunter/Charcoal
- 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

Shipping Dates:

Advanced Warehouse Deadline: Friday, September 13, 2024
 Direct to site: **No earlier** than: Monday, September 16, 2024
 For specific shipping addresses, please refer to Page 5.

Deadline for advanced orders: Monday, September 2, 2024

Show Management Contact Information:
 Donell Heberer Walton

Suburban Indy Shows
 317-908-3815
Donell@suburbanindyshow.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. 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

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 _____