



ELLIS TENTS & EVENTS

**PO Box 504
Columbus, IN 47202**

**Phone: 812-593-4150
Fax: 812-378-3740**

Date February 13, 2009
Event Goodguys
Facility O'Reilly Raceway Park
City/State Indianapolis, IN
Event Date June 12, 13 & 14, 2009

*******PLEASE READ THIS INFORMATION CAREFULLY*******

Dear Exhibitor/Vendor:

Ellis Tents & Events would like to be one of the first to welcome you to this show. As the official service contractor for the event, we will do our part to make your experience a successful one. Listed below is information you may need and where to find it in this kit.

Page 1 – Ordering Instructions and Basic Show Information
Page 2 – Payment Summary Form
Page 3 – Furnishings Rental Order Form
Page 4 – Carpet Rental Order Form
Page 5 – Tent Rental and Accessories
Page 6 – Shipping Information, Handling Rates and Deadlines
Page 7 – Shipping and Handling Policies
Page 8 – Display Install/Dismantle Labor and Forklift Service

Mail, fax or email all necessary and completed forms with complete payment.

Mail: Ellis Tents & Events
PO Box 504
Columbus, IN 47202

Fax: 812-378-3740

Email: markjord@msn.com

GOODGUYS – Indianapolis, IN

SHOW INFORMATION

Exhibitor/Vendor Move-In: Wednesday, June 10 – Noon – 5pm
Thursday, June 11 – 8am – 3pm

Exhibitor/Vendor Move-Out: Sunday, June 14 – 3:30pm – 7pm

Inclusive Covered Tent Booth Package (These items have been supplied by show management)

Show Colors: Red/White/Blue

Booth Size: 10 x 10

3ft Side Rail Drape

1 – 7 inch x 44 inch identification sign

Shipping Dates:

Freight to arrive no sooner than – June 1, 2009

Freight to arrive no later than – June 10, 2009

Note: See page 6 for specific shipping instructions and addresses

Deadline for Orders: May 28, 2009

SHOW MANAGEMENT CONTACT INFORMATION: **Mark Jordan**
812-593-4150
markjord@msn.com

ORDERING INSTRUCTIONS

1. Please make sure your company's name is on EACH completed form and return to Ellis Tents & Events along with payment.
2. Payment must be received in our office prior to advanced deadline noted above. **Any orders received after the deadline will be filled to the best of our ability and charged a 30% surcharge for late fees. We cannot guarantee to have every color or every item for orders placed after the deadline.**
3. Exhibitor/Vendor must advise Ellis Tents & Events of any services or products not delivered on site prior to end of show. **NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.**
4. Please include overtime charges when calculating labor and/or freight handling charges if either set-up or tear-down occurs on overtime and you have used either of these services. Overtime includes the hours of 4:30PM to 8AM weekdays, all day Saturday and Sunday and all Holidays.
5. All materials ordered in advance will be in your booth prior to your arrival.
6. Discount prices apply to orders received in our office prior to deadline date noted on each form along with pages 1 and 2. **Faxed orders without mail in payment or credit card information are considered void until such information is received.**

IMPORTANT – Payment Summary Form (pg 2) must accompany all orders including Freight Handling.

For questions or specific information please call Mark Jordan, 812-593-4150. We look forward to serving your show needs.

Sincerely,
Ellis Tents & Events

PAYMENT SUMMARY FORM

Event: Goodguys
 Event Dates: June 12, 13 & 14, 2009

DEADLINE FOR ORDERS: May 28, 2009

INSTRUCTIONS:

1. Please total amounts from each order form and insert on the corresponding line(s) below.
2. Calculate SUBTOTAL and insert on line marked SUBTOTAL.
3. Calculate 7% sales tax and insert on line below subtotal.
4. Add SUBTOTAL and TAX to get total.
5. All orders must be received in our office with payment by deadline noted above or floor order prices will be charged.

FURNISHINGS RENTAL		\$	
CARPET ORDER		\$	
TENT RENTAL/WEIGHTS		\$	
CUSTOM LABOR/FORKLIFT SERVICE (TAX EXEMPT)		\$	
FREIGHT HANDLING (TAX EXEMPT)		\$	
CUSTOM SIGN/SIGN HANGING LABOR		\$	
SUBTOTAL		\$	
SALES TAX – 7%		\$	
TOTAL		\$	

If paying by Check – Check # _____ enclosed in the amount of \$ _____

If paying by Credit card – Credit Card Information (circle one) - AMEX MC VISA

Credit Card Number _____ Expiration Date _____

Name on Card _____

Signature _____

On-Site Exhibitor Name _____

Company Exhibiting _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

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

Ellis Tents & Events, PO Box 504, Columbus, IN 47202

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FURNISHINGS RENTAL ORDER FORM

Event: Goodguys
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DEADLINE FOR ORDERS: May 28, 2009

QTY	DESCRIPTION	UNIT PRICE	SUBTOTAL	QTY	DESCRIPTION	UNIT PRICE	SUBTOTAL
SKIRTED DISPLAY TABLES three sides skirted with white plastic cover				UNSKIRTED DISPLAY TABLES no skirting – white plastic cover			
	4' x 2' x 30" tall	\$30.00			4' x 2' x 30" tall	\$20.00	
	6' x 2' x 30" tall	\$30.00			6' x 2' x 30" tall	\$20.00	
	8' x 2' x 30" tall	\$30.00			8' x 2' x 30" tall	\$20.00	
	3' x 30" Round	\$30.00			3' x 30" Round	\$20.00	
	5' x 30" Round	\$35.00			5' x 30" Round	\$20.00	
	2' x 30" Cocktail	\$30.00			2' x 30" Cocktail	\$20.00	
SKIRTED COUNTER HIGH TABLES				UNSKIRTED COUNTER HIGH TABLES			
	4' x 2' x 40" tall	\$35.00			4' x 2' x 40" tall	\$25.00	
	6' x 2' x 40" tall	\$35.00			6' x 2' x 40" tall	\$25.00	
	8' x 2' x 40" tall	\$35.00			8' x 2' x 40" tall	\$25.00	
	3' x 40" Round	\$35.00			3' x 40" Round	\$25.00	
	5' x 40" Round	\$40.00			5' x 40" Round	\$25.00	
	2' x 40" Cocktail	\$35.00			2' x 40" Cocktail	\$25.00	
EXTRA SKIRTING				BOOTH FURNISHINGS			
	Skirt for your table	\$20.00			Folding Chair	\$4.00	
	Skirt 4 th Side	\$15.00			Side Chair	\$8.00	
SKIRT COLOR CHOICES (Please select One)					Bar Stool	\$15.00	
Blue _____ Black _____ Red _____ Silver _____					Easel	\$10.00	
Teal _____ White _____ Yellow _____					Wastebasket	\$5.00	
MISCELLANEOUS ITEMS & HARDWARE					Garment Rack	\$10.00	
Use color choices above for drape. Drape priced per linear ft.				BOOTH ENHANCEMENT ACCESSORIES			
ft	8' tall Booth Drape	\$2.50			Plastic Stanchion w/ 8ft Chain	\$15.00	
ft	3' tall Booth Drape	\$2.00					
	3' Uprights w/ Base	\$2.50					
	8' Uprights w/ Base	\$2.50					
	Horizontal Bar	\$2.50					
	12'-16' Up w/ Base	\$10.00					
	4' Table Riser Skirted	\$15.00					
	6' Table Riser Skirted	\$17.50					
	8' Table Riser Skirted	\$20.00					
TOTAL							\$

Payment must be included with all orders whether via fax, mail or email. 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 AT FLOOR PRICES. NO EXCEPTIONS.

EXHIBITOR _____

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

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CARPET ORDER FORM

Event: Goodguys
 Event Dates: June 12, 13 & 14, 2009

DEADLINE FOR ORDERS: May 28, 2009

STANDARD EXHIBIT BOOTH CARPET					
Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. This carpet is not designed to cover the entire area of your booth. You will have a one foot gap at the back. If you would prefer to have your entire space carpeted, please refer to section directly below.					
STANDARD SIZES – PLEASE MAKE SELECTIONS					
	SIZE	QUANTITY	UNIT PRICE		SUBTOTAL
	10 x 10		\$60.00		
	10 x 20		\$100.00		
	10 x 30		\$165.00		
COLORS – PLEASE SELECT ONE					
	Black	Blue	Ivory	Red	
Green Astro-Turf Indoor/Outdoor Use					
Complete Area Size _____ ft x _____ ft = _____ total sq ft x \$1.25 =					
TOTAL					\$

ALL CARPET MUST BE RETURNED TO ELLIS TENTS & EVENTS IN SAME CONDITION AS ISSUED.
 EXHIBITOR/VENDOR WILL BE CHARGED FULL ADDITIONAL FLOOR PRICE FOR ANY SOILED,
 STAINED OR DAMAGED CARPET THAT REQUIRES REPLACEMENT OR STEAM CLEANING.

COLOR CHOICES NOT PROVIDED BY EXHIBITOR/VENDOR WILL BE SELECTED TO COORDINATE
 WITH SHOW COLORS.

EXHIBITOR _____

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TENT RENTAL ORDER FORM

Event: Goodguys
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FRAME TENTS can be used on Asphalt, Cement & Dirt					TRADITIONAL POLE TENTS must be staked in ground - dirt				
SIZE	COLOR	PRICE PER EVENT	QTY	SUBTOTAL	SIZE	COLOR	PRICE PER EVENT	QTY	SUBTOTAL
9 x 10	White	\$108.00			30 x 30	White	\$325.00		
10 x 10	White	\$145.00			30 x 45	White	\$425.00		
12 x 12	White	\$155.00			30 x 60	White	\$550.00		
16 x 16	White	\$185.00			40 x 40	White	\$490.00		
20 x 20	White	\$245.00			40 x 60	White	\$690.00		
20 x 30	White	\$340.00			40 x 80	White	\$895.00		
20 x 40	White	\$450.00			TENT SIDES 7' tall x 20' long				
30 x 30	White	\$490.00				Clear	\$25.00		
30 x 40	White	\$675.00				Screen	\$15.00		
30 x 50	White	\$850.00				Window	\$25.00		
Staking of tents in ground is included on the tent setup fee						Solid	\$20.00		
TENT WEIGHTS Frame Tent Only if staking is not allowed by IRP					TENT ACCESSORIES				
	Weight	\$13.00 each				Fan	\$35.00 each		
TENT FLOORING						Pole Drape	\$7.00 each		
width _____ x length _____ = _____ sq ft						Lighting	_____ ft x \$1.25/ft		
_____ sq ft x \$1.25 per sq ft = _____					TOTAL \$				

CALL 812-593-4150 FOR FINAL TENT PRICING. PRICES REFLECT ONLY TENT RENTAL PRICE AND DOES NOT INCLUDE TENT WEIGHTS OR ASPHALT PATCHING.

EXHIBITOR _____

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SHIPPING INSTRUCTIONS AND ORDER FOR FREIGHT HANDLING

Event: Goodguys
 Event Dates: June 12, 13 & 14, 2009

DEADLINE FOR ORDERS: May 28, 2009

*******IMPORTANT*******

ELLIS TENTS & EVENTS IS THE OFFICIAL AND EXCLUSIVE FREIGHT HANDLING CONTRACTOR FOR THIS EVENT. FREIGHT HANDLING CHARGES WILL APPLY TO ANY SHIPMENTS ARRIVING TO THE FACILITY VIA COMMON CARRIER.

YOU ARE FREE TO HANDLE YOUR OWN FREIGHT WITHOUT CHARGE VIA YOUR OWN PERSONAL OR COMPANY VEHICLE.

YOU MUST RETURN THIS FORM IF SENDING FREIGHT EITHER TO THE SHOW OR THE WAREHOUSE. FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT AND SENT TO ELLIS TENTS & EVENTS WILL NOT BE RELEASED TO EXHIBITOR/VENDOR UNTIL FORM IS SUBMITTED.

PLEASE BE SURE SHIPPING LABEL READS AS FOLLOWS:

**TO: (EXIHIBTOR/VENDOR)
 FOR: GOODGUYS
 C/O ELLIS TENTS & EVENTS
 O'REILLY RACEWAY PARK
 10267 US HWY 136
 INDIANAPOLIS, IN 46234**

**FREIGHT TO ARRIVE NO EARLIER THAN: June 1, 2009
 FREIGHT TO ARRIVE NO LATER THAN: June 10, 2009**

****THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FREIGHT****

Carrier _____ Tracking Number(s) _____

of Shipments _____ Total # of Pieces _____ Date Shipped _____ Total Weight of All Pieces _____

Name of Exhibiting Company _____

Address of Exhibiting Company _____ City _____ State _____ Zip _____

Contact _____ Phone _____

Authorized Signature _____ Date _____

INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES:

1. Freight handling rates are charged per hundred weight. 1CWT = 100lbs (ie 365lbs = 4CWT rounded up)
2. There is a 200lb minimum per shipment.
3. Overtime rates apply to handling between 4:30PM – 8:00AM M-F, Weekends and Holidays.
4. Rates are as follows: Advanced - \$58/CWT (\$70/CWT O.T.) Direct - \$54/CWT (\$65/CWT O.T.)
5. Any package or delivery that arrives to advanced warehouse or direct to site that has no bill of lading (ie Federal Express and UPS packages) will be charged a surcharge of \$10 per package.
6. Ellis Tents & Events charges a flat rate of \$25 for letter deliveries.
7. Customer responsible for packaging and shipping label for return shipment.

TOTAL WEIGHT	RATE (STRAIGHT OR O.T.)	TOTAL AMOUNT DUE

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SHIPPING AND HANDLING REGULATIONS

1. All weights are based on inbound shipments' bill of lading. If no weights are provided, Ellis Tents & Events estimates will prevail.
2. Freight Handling rates include freight received via common carrier, placement of freight and/or materials in booth, removal and return of MARKED empty containers and placement of freight on outbound carriers.
3. Collect shipments will not be accepted.
4. Ellis Tents & Events does not collect or quote rates for ground or air shipping charges nor do our handling rates include such.
5. There is not a designated official carrier for this event. Please make your own arrangements and Ellis Tents & Events will load them accordingly at the close of show.
6. Handling rates DO NOT include uncrating, unskidding, dismantling, special trips, or handling which require special treatment due to unusual weight or size.
7. FREIGHT HANDLING ORDER MUST BE FILLED OUT AND SENT TO OUR OFFICE IF SHIPPING FREIGHT EITHER TO SHOW SITE OR WAREHOUSE.
8. Freight received prior to 30 days before show date will be charged an OVERTIME rate automatically.
9. DO NOT ship to show site prior to date listed on page 6. Freight arriving prior to this date will be refused.
10. Ellis Tents & Events does not handle Customs Shipment.
11. Ellis Tents & Events is not responsible for concealed damage, loose materials, unskidded freight and uncrated freight.
12. Ellis Tents & Events is not responsible for damage or loss from any cause after delivery to booth.
13. Exhibitor/Vendors are urged to carry all-risk floater insurance to protect against damage and/or loss.
14. Ellis Tents & Events liability is limited to the physical loss or damage to that specific article and in any event, Ellis Tents & Events 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. Ellis Tents & Events 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/Vendor's materials which may make it impossible or impractical for exhibit use.
15. If your freight is not picked-up prior to Ellis Tents & Events leaving the facility site after tear-down, all freight will be sent to Ellis Tents & Events and you must arrange for pick up with your own freight carrier. You will be responsible for all labor charges to move the freight.

DISPLAY INSTALL/DISMANTLE LABOR AND FORKLIFT SERVICE

Event: Goodguys
 Event Dates: June 12, 13 & 14, 2009

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Listed below are two installation and dismantle plans available to Exhibitor/Vendors for their custom display.

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

FORKLIFT OPERATOR – A standard 5000lb capacity forklift with operator is available to Exhibitor/Vendors to assist in loading, unloading and/or moving product to and from the Exhibitor/Vendors display area to your personal vehicle. Common Carrier freight will automatically be handled provided the Freight Handling Form (page 6) has been filled out.

PLAN A – Complete custom installation and dismantle service under the supervision of our Floor Supervisor. Basic Labor rate is \$58 per man per hour. Overtime rate is \$87. A 30% Custom Fee will be applied to both the setup and dismantle of the exhibit. (\$25.00 minimum custom fee). Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during straight time but is not guaranteed. BLUEPRINTS, INSTRUCTIONS AND A CONTACT PHONE NUMBER MUST BE MADE AVAILABLE. CONTACT SHOULD BE AVAILABLE DURING SETUP.

PLAN B – Exhibitor/Vendor Supervised Service. Basic labor rate is \$58 per man per hour. Overtime rate is \$87. Labor will be dispatched in accordance with your requested schedule. Under this plan it is the Exhibitor/Vendors responsibility to call for labor at our service desk at the show. It is your responsibility to check-in at our Service Desk to dispatch labor to your booth. Charges for labor will begin at the time indicated below unless 48 hours is given.

Forklift Operator – ½ hour minimum:
 Straight Time - \$50.00 per ½ hour
 Overtime - \$100.00 per ½ hour
 Banding - \$1.00 per ft \$25.00 minimum
 Shrink Wrap - \$25.00 per skid

Display Labor – One hour minimum:
 Plan A Straight Time - \$58.00 per man per hour
 Plan A Overtime - \$87.00 per man per hour
 Plan B Straight Time - \$58.00 per man per hour
 Plan B Overtime - \$87.00 per man per hour

Straight time is between the hours of 8:00AM and 6:00PM Monday thru Friday. All other hours and days including Holidays are Overtime.

PLEASE FILL OUT SECTION BELOW TO SCHEDULE LABOR

	PLAN	# LABORERS	DATE	DAY	START TIME	EST. HOURS	RATE	SUBTOTAL
SETUP								
DISMANTLE								
FORKLIFT								
TOTAL								\$

ORDERS PLACED AT SITE WILL BE PROCESSED AFTER PRE-ARRANGED SERVICES ARE COMPLETED. ORDERS PLACED AT SHOW SITE ARE SUBJECT TO 20% ADDITIONAL SURCHARGE WITH NO GUARANTEED START TIMES AVAILABLE. BILLING WILL BE BASED ON ACTUAL TIME WITH ABOVE REQUESTED TIMES SERVING AS MINIMUMS.

Exhibitor/Vendor _____

Contact _____ Phone _____

Authorized Signature _____

Ellis Tents & Events liability is limited to the physical loss or damage to that specific article and in any event, Ellis Tents & Events 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. Ellis Tents & Events 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/Vendor's materials which may make it impossible or impractical for exhibit use.

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