A-Classic Expo Design

1625 Southeastern Ave.
Indianapolis, IN 46201
Phone: (317) 635-3976
Fax: (317) 972-0374

Date	January 1, 2014
Event	Goodguys All American Nationals
Facility	Indiana State Fairgrounds
City/State	Indianapolis, IN
Dates	June 6 - 8, 2014

PLEASE READ THIS INFORMATION CAREFULLY

Dear Exhibitor / Vendor:

A-Classic Expo Design I 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 - Tents and Tent 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 or fax all necessary and completed forms to the address below along with complete payment.

A-Classic Expo Design

1625 Southeastern Ave, Indianapolis, IN 46201
Phone: (317)638-3976 Fax: (317) 972-0374

Goodguys All American Nationals - Indianapolis, IN

SHOW INFORMATION AND ORDERING INSTRUCTIONS

		Show Information
Exhibitor / Vendor Move-in:	Thursday, June 05, 2014	8am-4pm
Exhibitor / Vendor Move-out:	Sunday, June 08, 2014	3:30pm to 7pm

A-CLASSIC
EXPO DESIGN
SHOW MANAGER

Sandy
CELL: 317-557-3811

Booth size: 10x10
8' back drape Red & White
3' side rail drape Red
(1) 7" x 44" identification sign

Shipping Dates:
Advanced Shipment Deadline: Tuesday, June 03, 2014
Direct to site: No **earlier** than: Wednesday, June 04, 2014
For specific shipping addresses please refer to page 6.

Deadline for advanced orders: Friday, May 30, 2014

Show Management Contact Information:

GOODGUYS
Ed Capen
602-821-3146

Ordering Instructions

1. Please make sure your company's name is on EACH completed form and return to A-Classic Expo Design 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 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 A-CLASSIC EXPO DESIGN 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 4:30 PM 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 mailed in payment information are considered void until such information is received.**

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

Payment Summary Form (Page 2) must accompany all orders including Freight Handling.

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

For questions or specific information please call (317) 557-3811
We look forward to serving your show needs.

Regards,
A-Classic Expo Design

PAYMENT SUMMARY FORM

Event: Goodguys All American Nationals
Show Date(s): June 6 - 8, 2014

DEADLINE for advanced discounted orders: May 30, 2014

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 in order to qualify for advance discount or floor order prices will be charged.

FURNISHINGS RENTAL		$_____
CARPET ORDER		$_____
CUSTOM LABOR/FORKLIFT SERVICE (tax exempt)		$_____
FREIGHT HANDLING (tax exempt)		$_____
CUSTOM SIGN/SIGN HANGING LABOR		$_____
SUBTOTAL		$_____
SALES TAX	7%	$_____
TOTAL		$_____

Enclosed is our check in the amount of_____ Date_____ Check #_____

On-Site Exhibitor Name: _____
(Print)

Company Exhibiting: _____

Address: _____

City: _____ State_____ Zip _____

Telephone : _____ Fax:_____

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

A-CLASSIC EXPO DESIGN
1625 SOUTHEASTERN AVE, INDIANAPOLIS, IN 46201
Office: (317) 557-3811 Fax: (317) 972-0374

FURNISHINGS RENTAL ORDER FORM

Event: Goodguys All American Nationals
Show Date(s): June 6 - 8, 2014

Deadline for advanced discount orders: Friday, May 30, 2014

QTY.	DESCRIPTION	UNIT PRICE ADVANCE	SUBTOTAL
SKIRTED DISPLAY TABLES			
	skirted three sides with white vinyl top		
	4' x 2' x 30" tall	$45.00	
	6' x 2' x 30" tall	$45.00	
	8' x 2' x 30" tall	$45.00	
	3' x 30" Round	$45.00	
	5' x 30" Round	$45.00	
	2' x 30" Cocktail	$45.00	
SKIRTED COUNTER HIGH TABLES			
	4' x 2' x 40" tall	$50.00	
	6' x 2' x 40" tall	$50.00	
	8' x 2' x 40" tall	$50.00	
	3' x 40" Round	$50.00	
	5' x 40" Round	$50.00	
	2' x 40" Cocktail	$50.00	
EXTRA SKIRTING			
	Skirt for your table	$20.00	
	Skirt 4th side	$15.00	
SKIRT COLOR CHOICES (PLEASE SELECT ONE)			
Blue_____ Black_____ Silver _____ Red _____ White _____			
Silver ____ Gold ____			
MISCELLANEOUS ITEMS AND HARDWARE			
Use color choices above for drape. Drape is priced per lineal foot			
ft.	8' tall booth drape	$2.50	
ft.	3' tall booth drape	$2.00	
	3' uprights with base	$2.50	
	8' uprights with base	$2.50	
	Horizontal Bar	$2.50	
	12'-16' up w/base	$10.00	
	4' Table Risers skirted	$15.00	
	6' Table Risers skirted	$17.50	
	8' Table Risers skirted	$20.00	

QTY.	DESCRIPTION	UNIT PRICE ADVANCE	SUBTOTAL
UNSKIRTED DISPLAY TABLES			
	no skirting-white vinyl top only		
	4' x 2' x 30" tall	$30.00	
	6' x 2' x 30" tall	$30.00	
	8' x 2' x 30" tall	$30.00	
	3' x 30" Round	$30.00	
	5' x 30" Round	$30.00	
	2' x 30" Cocktail	$30.00	
UNSKIRTED COUNTER HIGH TABLES			
	4' x 2' x 40" tall	$35.00	
	6' x 2' x 40" tall	$35.00	
	8' x 2' x 40" tall	$35.00	
	3' x 40" Round	$35.00	
	5' x 40" Round	$35.00	
	2' x 40" Cocktail	$35.00	
BOOTH FURNISHINGS			
	Folding Chair	$8.00	
	Side Chair	$15.00	
	Bar Stool with back	$20.00	
	Easel	$15.00	
	Wastebasket	$5.00	
	Garment Rack	$20.00	
	Display Case	$175.00	
BOOTH ENHANCEMENT ACCESSORIES			
	Plastic Stanchion w/ 8' Chain	$15.00	
	Literature Rack	$25.00	
	Bag Holder	$25.00	
		TOTAL	

Payment must be included with all orders whether via fax, mail or at show-site. 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 (PAGE 2) WHEN RETURNING THIS FORM.

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CARPET ORDER FORM

Event: Goodguys All American Nationals
Show Date(s): June 6 - 8, 2014

Deadline for advance discount orders: May 30, 2014

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 1' 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		Advance Price		Total
10X10			$110.00		
10X20			$160.00		
10X30			$220.00		

COLORS-PLEASE SELECT ONE

BLACK RASPBERRY RED BLUE

CARPET PADDING

Complete area size_____ft. x _____ft. = _____total sq. ft.			Total
Multiply total square feet times price to get total.	Advance Price 1.00 / SQ FT		

DAILY CARPET SWEEPING

	Total
Daily Sweeping _____ft. x _____ft. = _____sq.ft @ $0.25 per sq. ft x____days	

ALL CARPET MUST BE RETURNED TO A-CLASSIC EXPO DESIGN 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 Name _____

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1625 SOUTHEASTERN AVE, INDIANAPOLIS, IN 46201
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TENT RENTAL ORDER FROM

Event: Goodguys 1st Speedway Nationals
Show Date(s): September 16-18, 2011

Deadline for advanced discount orders: Advanced orders: Tuesday, September 06, 2011

FRAME TENTS

Can be used on Asphalt, Cement & Dirt

SIZE OF TENT	COLOR OF TENT	PRICE PER EVENT	# OF TENTS NEEDED	=	TOTALS
9X10	WHITE	$ 160.00		=	
10X10	WHITE	$ 200.00		=	
20X20	WHITE	$ 395.00		=	
20X30	WHITE	$ 490.00		=	
20X40	WHITE	$ 600.00		=	
30X30	WHITE	$ 620.00		=	
30X40	WHITE	$ 965.00		=	
30X50	WHITE	$ 1,250.00		=	
	Staking of tents in ground is included on the tent setup fee				

Call 317- 557-3811 (SANDY CAMPBELL) for final tent pricing. Prices reflect only tent rental price and does not include tent weights or asphalt patching.

	CEMENT WEIGHTS	$80 / WEIGHT			
	ASPHALT DRILL & FILL	$5.00 / HOLE			

POLE TENTS

Must be staked in ground . . . Dirt or Asphalt

	SIZE OF TENT	PRICE PER EVENT	# OF TENTS NEEDED	=	TOTALS
	20x20	$ 300.00		=	
	20x30	$ 390.00		=	
	30x30	$ 475.00		=	
	30x45	$ 575.00		=	
	30x60	$ 700.00		=	
	40x40	$ 780.00		=	
	40x60	$ 890.00		=	
	40x80	$ 1,100.00		=	

Tent Sides (7' Tall X 20" Long)

	20' MESH	$ 40.00		=	
	20' WINDOWS	$ 35.00		=	
	20' SOLID	$ 35.00		=	

Tent Accessories

	FANS	$ 55.00		=	
	LIGHTING 60'	$ 70.00		=	
	POLE DRAPE	$ 13.00		=	
	FLOORING 4'X4'	$ 35.00		=	
	STAGES/RISERS	CALL		=	

TOTAL FOR TENT/ACCESSORIES $

NEW IN 2014

All inbound and outbound freight must be sent to or from A-Classic Expo Design. Please see SHIPPING PAGE for further instructions.

SHIPPING INSTRUCTIONS AND ORDER FOR FREIGHT HANDLING

Event: Goodguys All American Nationals
Show Date(s): June 6 - 8, 2014

*********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 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 A-CLASSIC EXPO DESIGN WILL NOT BE RELEASED TO EXHIBITOR / VENDOR UNTIL FORM IS SUBMITTED.

PLEASE BE SURE SHIPPING LABEL READS AS BELOW

ADVANCE SHIPPING ADDRESS ⇨	TO: (Exhibitor / Vendor Name) FOR: GOODGUYS A-CLASSIC EXPO DESIGN 1625 Southeastern Ave Indianapolis, IN 46201	TO: (Exhibitor / Vendor Name) FOR: GOODGUYS C/O A-CLASSIC EXPO DESIGN Indiana State Fair 1202 E 38th St Indianapolis, IN 46205	**DIRECT TO SHOW SITE SHIPPING ADDRESS** ⇦
FREIGHT TO ARRIVE NO **LATER** THAN:	June 3, 2014	FREIGHT TO ARRIVE NO **SOONER** THAN:	**June 4, 2014**

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 CODE _____

PHONE # _____ REPRESENTATIVE _____

CHECK # _____

AUTHORIZED SIGNATURE_____ DATE_____

INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES

OVERTIME RATES APPLY TO HANDLING BETWEEN 4:30PM-8AM M-F, WEEKENDS AND HOLIDAYS.

200 LBS. MIMIMUM PER SHIPMENT			Total Wt	Total Charge	
INBOUND & OUTBOUND FREIGHT HANDLING CHARGES APPLIES TO THE FOLLOWING RATES:				**Reg Time**	**Overtime Add 25% OT Frieght Handling Charge**
Crated or Skidded Shipments via Truck or Van Lines	Advance Warehouse	$0.68 / lb			
	Show Site	$0.61 / lb			
Small Package Shipments Not Exceeding 50lbs. Per Shipment via FedEx, UPS, DHL or US Mail	Advance Warehouse & Show Site	$35.00 1st ctn. $15.00 ea. Addt'l ctn.			

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SHIPPING AND HANDLING REGULATIONS

1. All weights are based on inbound shipments' bill of lading. If no weights are provided, A-CLASSIC EXPO DESIGN 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. A-CLASSIC EXPO DESIGN 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 A-CLASSIC EXPO DESIGN 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 FORM MUST BE FILLED OUT AND SENT TO OUR OFFICE IF SHIPPING FREIGHT EITHER TO SHOW SITE OR TO WAREHOUSE.

8. Freight received prior to advance freight set 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. A-CLASSIC EXPO DESIGN does not handle Customs Shipments.

11. A-CLASSSIC EXPO DESIGN is not reponsible 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. Exhibitor / Vendors 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'S 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 / Vendor'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 the site after tear-down, all freight will be sent

all freight will be sent to A-CLASSIC EXPO DESIGN and you must arrange for pickup 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 All American Nationals
Show Date(s): June 6 - 8, 2014

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 your 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 $50 per man per hour. Overtime rate is $75. A 30% Custom Fee will be applied to both the set-up 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 SET-UP.)**

PLAN B- Exhibitor / Vendor Supervised Service -Basic labor rate is $50 per man per hour. Overtime rate is $75.
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 hour notice is given.

Forklift Operator- (1/2 Hour Minimum)

Straight Time: $50.00 per 1/2 hour
Overtime: $75.00 per 1/2 hour

Banding: $1.00 per foot $25 minimum
Shrink Wrap: $25 per skid

LABOR RATES

Display Labor- (One Hour Minimum)

Plan A Straight Time: $35.00 per man per hour
Plan A Overtime: $52.50 per man per hour

Plan B Straight Time: $35.00 per man per hour
Plan B Overtime: $52.50 per man per hour

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

PLEASE FILL OUT SECTION BELOW TO SCHEDULE LABOR

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

Orders placed at show site will be processed AFTER pre-arranged services are completed. Orders placed at show site are subject to a 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 Telephone Number_____

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 / Vendor's materials which may make it impossible or impractical for exhibit use.

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