



A-Classic Expo Design

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

Date March 29, 2011
Event Original Creative Festival
Facility Sharonville Convention Center
City/State Sharonville, OH
Dates June 23-25, 2011

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 - Shipping Information, Handling Rates and Deadlines
Page 6 - Shipping and Handling Policies
Page 7 - 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

SHOW INFORMATION AND ORDERING INSTRUCTIONS**Show Information**

Exhibitor / Vendor Move-in:	Wednesday, June 22, 2011	1pm to 6pm
Exhibitor / Vendor Move-out:	Saturday, June 25, 2011	4pm to 8pm

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



Shipping Dates:

Advanced Shipment Deadline:	Friday, June 17, 2011
Direct to site: No earlier than:	Wednesday, June 22, 2011

For specific shipping addresses please refer to page 6.

Deadline for advanced orders: Tuesday, June 14, 2011

Show Management Contact Information:	The Original Creative Festival
	515-282-9101

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: Original Creative Festival
 Show Date(s): June 23-25, 2011

DEADLINE for advanced discounted orders: June 14, 2011

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

CARPET ORDER FORM

Event: Original Creative Festival
 Show Date(s): June 23-25, 2011

Deadline for advance discount orders: June 14, 2011

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
	Advance Price		
Multiply total square feet times price to get total.	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 _____

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

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1625 SOUTHEASTERN AVE, INDIANAPOLIS, IN 46201
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SHIPPING INSTRUCTIONS AND ORDER FOR FREIGHT HANDLING

Event: Original Creative Festival
 Show Date(s): June 23-25, 2011

*****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: Original Creative Festival A-CLASSIC EXPO DESIGN 1625 Southeastern Ave Indianapolis, IN 46201	TO: (Exhibitor / Vendor Name) FOR: Original Creative Festival C/O A-CLASSIC EXPO DESIGN Sharonville Convention Center 11355 Chester Rd Cincinnati, OH 45246	DIRECT TO SHOW SITE SHIPPING ADDRESS ⇐
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FREIGHT TO ARRIVE NO LATER THAN: June 17, 2011 FREIGHT TO ARRIVE NO SOONER THAN: June 22, 2011

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. MINIMUM 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. Add'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-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. 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: Original Creative Festival
 Show Date(s): June 23-25, 2011

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
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No Forklift On Site For Show

Display Labor- (One Hour Minimum)	Plan A Straight Time: \$50.00 per man per hour Plan A Overtime: \$87.00 per man per hour
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Plan B Straight Time: \$50.00 per man per hour Plan B Overtime: \$75.00 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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