



**A Classic Expo Design**

8020 Zionsville Rd

Indpls. IN 46268

Office: (317) 716-6981

Fax: (317) 253-0586

angel@aclassicexpo.com

Event           INDIANA ASSN OF HOME EDUCATORS  
City/State     INDIANAPOLIS, IN 46205  
Dates           MARCH 27-28, 2020

**PLEASE READ THIS INFORMATION CAREFULLY**

Dear Exhibitor:

A Classic Expo Design would like to be one of the first to welcome you to the 2020 convention. 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 - General Information

Page 2 - Payment Summary Form

Page 3 - Carpet Rental Order Form

Page 4 - Display Install/Dismantle Labor and Forklift Service

Page 5 - Shipping Information, Handling Rates and Deadlines

Page 6 - 8 - Shipping Labels (Advance Warehouse, Straight To Site and Small Packages)

Mail or fax all necessary and completed form to the address below along with complete payment.

**A Classic Expo Design**

**8020 Zionsville Rd**

**Indianapolis, IN 46268**

**Office: 317-716-6981**

**Fax: (317) 253-0586**

**EMAIL FORM TO [angel@aclassicexpo.com](mailto:angel@aclassicexpo.com) or Print form and fax to (317) 253-0586**

**PAYMENT SUMMARY FORM**

Event: INDIANA ASSOCIATION OF HOME EDUCATORS

Show Date(s): MARCH 27 - 28, 2020

**DEADLINE for advanced discounted orders: March 13, 2020****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 # \_\_\_\_\_

Charge my credit card: Visa  MasterCard  American Express  Security Code: \_\_\_\_\_

Card # \_\_\_\_\_ Expires: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

(Print)

Signature of Card Holder: \_\_\_\_\_

Company Exhibiting: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_ Booth: \_\_\_\_\_

Should we have questions regarding the information provided, please list person's name at company we should contact:

**By providing A Classic Expo Design with credit card information,  
please understand that A Classic Expo Design is authorized  
to charge additional floor orders on show site to the credit card we have on file. \***

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

*A CLASSIC EXPO DESIGN*

8020 Zionsville Rd - Indianapolis, IN 46268

Office: 317-716-6981 Fax: 317-253-0586

## CARPET ORDER FORM

**Event:** INDIANA ASSOCIATION OF HOME EDUCATORS  
**Show Date(s):** MARCH 27 - 28, 2020

**Deadline for advance discount orders:** March 13, 2020

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		Floor Price	Total
10x10				\$ 110.00		\$ 140.00	
10x20				\$ 220.00		\$ 280.00	
10x30				\$ 340.00		\$ 430.00	
10x40				\$ 450.00		\$ 570.00	
10x50				\$ 560.00		\$ 785.00	
COLORS							
<b>BLACK</b> <input type="checkbox"/> <b>BLK/WHT SPECK</b> <input type="checkbox"/> <b>RED</b> <input type="checkbox"/> <b>BLUE</b> <input type="checkbox"/>							

PADDING AND PROTECTIVE COVERING	
	Total
Carpet Padding _____ ft. x _____ ft. = _____ sq.ft @ \$0.50 per square foot advance price	
Plastic covering _____ ft x _____ ft. = _____ sq.ft @ \$1.00 per square foot advance price	

DAILY CARPET SWEEPING	
	Total
Daily Sweeping _____ ft. x _____ ft. = _____ sq.ft @ \$0.75 per sq. ft x _____ days	

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.

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

EXHIBITOR \_\_\_\_\_ BOOTH # \_\_\_\_\_

**DISPLAY INSTALL/DISMANTLE LABOR AND FORKLIFT SERVICE**

**Event:** INDIANA ASSOCIATION OF HOME EDUCATORS  
**Show Date(s):** MARCH 27 - 28, 2020

**Listed below are two installation and dismantle plans available to exhibitors for their custom display.**

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

**PLAN A-** Complete custom installation and dismantle service under the supervision of our Floor Supervisor. Basic labor rate is \$68.00 per man per hour. Overtime rate is \$87.00. 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 Supervised Service -Basic labor rate is \$68.00 per man per hour. Overtime rate is \$87.00. Labor will be dispatched in accordance with your requested schedule. Under this plan it is the exhibitors 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.**

**LABOR RATES**

**Display Labor- (One Hour Minimum)**

Plan A Straight Time: \$68.00 per man per hour
Plan A Overtime: \$87.00 per man per hour
Plan B Straight Time: \$68.00 per man per hour
Plan B Overtime: \$87.00 per man per hour

*Straight time is between the hours of 8:00AM and 8:00PM Monday through Friday. All other hours and days including Weekends, 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 LABOR / EQUIPMENT**

**FORKLIFT OPERATOR-** A standard 5000lb capacity forklift with operator is available to exhibitors to assist in loading, unloading and/or moving product to and from the exhibitors booth from a personal vehicle. Common Carrier freight will automatically be handled provided the Freight Handling Form (Page 6) has been filled out.

**Forklift Operator- (1/2 Hour Minimum)**

Straight Time: \$50.00 per hour
Overtime : \$75 per hour

*Straight time is between the hours of 8:00AM and 4:00PM Monday through Friday. All other hours and days including Holidays are 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. Orders placed at show site show site are subject to a 30% additional surcharge with no guaranteed start times available. Billing will be based on actual time with above requested times serving as minimums.**

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

## SHIPPING INSTRUCTIONS AND ORDER FORM FREIGHT HANDLING

Event: INDIANA ASSOCIATION OF HOME EDUCATORS  
 Show Date(s): MARCH 27- 28, 2020

\*\*\*\*\*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 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 UNTIL FORM IS SUBMITTED.

**IF THE EXHIBITOR IS NOT ONSITE TO SIGN FOR FREIGHT THE FREIGHT WILL BE SIGNED 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.**

<b>ADVANCE SHIPPING ADDRESS</b>	TO: (EXHIBITOR/BOOTH NUMBER) FOR: IAHE CONFERENCE C/O A CLASSIC EXPO DESIGN 8020 Zionsville Rd Indianapolis, IN 46268	TO: (EXHIBITOR/BOOTH NUMBER) FOR: IAHE CONFERENCE C/O A-CLASSIC EXPO DESIGN INDIANA STATE FAIRGROUNDS 1202 E 38TH ST (BLUE RIBBON BUILDING) INDIANAPOLIS, IN 46205	<b>DIRECT TO SHOW SITE SHIPPING ADDRESS</b>
⇒			←

FREIGHT TO ARRIVE NO **LATER** THAN: MARCH 23, 2020      FREIGHT TO ARRIVE NO **SOONER** THAN: March 25, 2020

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 \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ BOOTH # \_\_\_\_\_

### 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			Reg Time	
<b>Crated or Skidded Shipments via Truck or Van Lines</b>	Advance Warehouse	\$0.71 / lb		
	Show Site	\$0.61 / lb		
<b>Small Package Shipments Not Exceeding 50lbs. Per Shipment via FedEx, UPS, DHL or US Mail</b>	Advance Warehouse & Show Site	\$35.00 1st ctn. \$15.00 ea. Addtl ctn.		

**ADVANCE WAREHOUSE - LARGE FREIGHT SERVICE ONLY**  
**DO NOT USE THIS FORM FOR:** FEDEX, DHL, UPS OR ANY SMALL FREIGHT UNDER 70LBS PER PACKAGE  
THEN USE SMALL FREIGHT SHIPPING FORM

**ADVANCE WAREHOUSE  
LARGE FREIGHT SHIPMENTS**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN**  
8020 Zionsville Rd  
INDIANAPOLIS, IN 46268

**Must arrive by:** Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier \_\_\_\_\_

**ADVANCE WAREHOUSE  
LARGE FREIGHT SHIPMENTS**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN**  
8020 Zionsville Rd.  
INDIANAPOLIS, IN 46268

**Must arrive by:** Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier \_\_\_\_\_

**ADVANCE WAREHOUSE  
LARGE FREIGHT SHIPMENTS**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN**  
8020 Zionsville Rd  
INDIANAPOLIS, IN 46268

**Must arrive by:** Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier \_\_\_\_\_

**ADVANCE WAREHOUSE  
LARGE FREIGHT SHIPMENTS**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN**  
8020 Zionsville Rd  
INDIANAPOLIS, IN 46268

**Must arrive by:** Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier \_\_\_\_\_

**ADVANCE SMALL PACKAGE SHIPPING LABELS  
INCLUDES FEDEX, UPS & DHL SHIPMENTS**

**ADVANCE SMALL PACKAGE  
EXHIBIT MATERIAL  
DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN  
8020 Zionsville Rd  
INDIANAPOLIS, IN 46268**

*Must arrive by:* Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier: \_\_\_\_\_

**ADVANCE SMALL PACKAGE  
EXHIBIT MATERIAL  
DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN  
8020 Zionsville Rd  
INDIANAPOLIS, IN 46268**

*Must arrive by:* Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier: \_\_\_\_\_

**ADVANCE SMALL PACKAGE  
EXHIBIT MATERIAL  
DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN  
8020 Zionsville Rd  
INDIANAPOLIS, IN 46268**

*Must arrive by:* Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier: \_\_\_\_\_

**ADVANCE SMALL PACKAGE  
EXHIBIT MATERIAL  
DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**A CLASSIC EXPO DESIGN  
8020 Zionsville Rd  
INDIANAPOLIS, IN 46268**

*Must arrive by:* Monday, March 23, 2020

**IAHE**

\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.

Carrier: \_\_\_\_\_

**STRAIGHT TO SHOW SITE SHIPPING LABELS**  
INCLUDES ALL FREIGHT TO SHOW SITE

**STRAIGHT TO SHOW SITE**  
***EXHIBIT MATERIAL***  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**INDIANA STATE FAIRGROUNDS**  
**1202 E 38TH ST**  
**BLUE RIBBON PAV**  
**INDIANAPOLIS, IN 46205**

**Must arrive by:** Friday, March 27, 2020

Show Name: **IAHE**

\_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

**STRAIGHT TO SHOW SITE**  
***EXHIBIT MATERIAL***  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

TO: BOOTH NUMBER: \_\_\_\_\_

**INDIANA STATE FAIRGROUNDS**  
**1202 E 38TH ST**  
**BLUE RIBBON PAV**  
**INDIANAPOLIS, IN 46205**

**Must arrive by:** Friday, March 27, 2020

Show Name: **IAHE**

\_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

**STRAIGHT TO SHOW SITE**  
***EXHIBIT MATERIAL***  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

BOOTH NUMBER: \_\_\_\_\_

**INDIANA STATE FAIRGROUNDS**  
**1202 E 38TH ST**  
**BLUE RIBBON PAV**  
**INDIANAPOLIS, IN 46205**

**Must arrive by:** Friday, March 27, 2020

Show Name: **IAHE**

\_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

**STRAIGHT TO SHOW SITE**  
***EXHIBIT MATERIAL***  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

TO: BOOTH NUMBER: \_\_\_\_\_

**INDIANA STATE FAIRGROUNDS**  
**1202 E 38TH ST**  
**BLUE RIBBON PAV**  
**INDIANAPOLIS, IN 46205**

**Must arrive by:** Friday, March 27, 2020

Show Name: **IAHE**

\_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_