



8020 Zionsville Road
Indianapolis, IN 46268

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

Event 2024 Indy Golf Expo
City/State Indianapolis, IN
Location Blue Ribbon Pavilion
Dates January 19 - 21, 2024



Dear Exhibitor,

A Classic Expo Design would like to welcome you to the 2024 Indy Golf Expo
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
Page 7 - Payment Summary Form
Page 8 - Shipping and Handling Regulations

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

angel@aclassicexpo.com

A Classic Expo Design
8020 Zionsville Road
Indianapolis, IN 46268
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Fax: 317-972-0374

SHOW INFORMATION AND ORDERING INSTRUCTIONS**Show Information**

Exhibitor Move-in:	Thursday, January 18, 2024	9am - 4pm
	Friday, January 19, 2024	8am - 10am
Exhibitor Move-out:	Saturday, January 21, 2024	4:01pm - 8pm

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: Hunter Green/ Silver

Booths - 10' x 10'

8' back drape

3' side drape

1- 8' table with white floor length linen

2- chairs

wastebasket

7" x 44" identification sign (one per exhibitor)

Shipping Dates:

Advanced Warehouse Deadline:

Tuesday, January 16, 2024

Direct to site: **No earlier** than:

Wednesday, January 17, 2024

For specific shipping addresses, please refer to Page 5.

Deadline for advanced orders:**Monday, January 1, 2024****Show Management Contact Information:**

Tiffanie Neyens

tiffanie@varsitycommunications.com

913-484-2223

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

Event: 2024 Indy Golf Expo
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Deadline for advanced discounted orders:

January 1, 2024

2024 Booth Packages

ONLY AVAILABLE FOR PRE-ORDER

Be sure to circle the table skirting color you desire.

Booth Package 1:

1 – 8' Skirted table Circle One: Hunter Green / Black / White
2 – Folding Chairs
1 – Wastebasket **\$94.00 X _____ # OF PACKAGES = _____**

Booth Package 2:

1 – 8' Skirted table Circle One: Hunter Green / Black / White
2 – Folding Chairs
1 – Wastebasket **\$181.00 X _____ # OF PACKAGES = _____**
1 - 10x10 carpet (Black / Green / Blue / Red)
 carpet color

EXHIBITOR NAME: _____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 7) WHEN RETURNING THIS FORM.

A CLASSIC EXPO DESIGN

8020 Zionsville Road - Indianapolis, IN 46268
Office: 317-716-6981 Fax: 317-972-0374

FURNISHINGS RENTAL ORDER FORM

Event: 2024 Indy Golf Expo
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Deadline for advanced discount orders: January 1, 2024

QTY.	DESCRIPTION	UNIT PRICE <small>ADVANCED PRICE</small>	FLOOR PRICE	SUBTOTAL	QTY.	DESCRIPTION	UNIT PRICE <small>ADVANCED PRICE</small>	FLOOR PRICE	SUBTOTAL
DRAPED BANQUET TABLES					UNSKIRTED BANQUET TABLES				
Draped all four sides floor length linen (ALL TABLES ARE 30" DEEP)					(ALL TABLES ARE 30" DEEP)				
	4' x 30" (sit-down height)	\$ 45.00	\$ 55.00			4' x 30" (sit-down height)	\$ 35.00	\$ 45.00	
	6' x 30" (sit-down height)	\$ 55.00	\$ 65.00			6' x 30" (sit-down height)	\$ 45.00	\$ 55.00	
	8' x 30" (sit-down height)	\$ 65.00	\$ 75.00			8' x 30" (sit-down height)	\$ 55.00	\$ 65.00	
DRAPED ROUND TABLES					ROUND TABLES w/out LINEN				
	2' x 30" Round	\$ 45.00	\$ 55.00			2' x 30" Round	\$ 35.00	\$ 45.00	
	3' x 30" Round	\$ 55.00	\$ 65.00			3' x 30" Round	\$ 45.00	\$ 55.00	
	4' x 30" Round	\$ 65.00	\$ 75.00			4' x 30" Round	\$ 55.00	\$ 65.00	
	2' x 42" Cocktail	\$ 55.00	\$ 65.00			2' x 42" Cocktail	\$ 45.00	\$ 55.00	
	3' x 42" Cocktail	\$ 65.00	\$ 75.00			3' x 42" Cocktail	\$ 55.00	\$ 65.00	
DRAPED 42" TALL BANQUET TABLES					UNSKIRTED 42" TALL BANQUET TABLES				
	4' x 42" (stand-up height)	\$ 55.00	\$ 65.00			4' x 42" (stand-up height)	\$ 45.00	\$ 55.00	
	6' x 42" (stand-up height)	\$ 65.00	\$ 75.00			6' x 42" (stand-up height)	\$ 55.00	\$ 65.00	
	8' x 42" (stand-up height)	\$ 75.00	\$ 85.00			8' x 42" (stand-up height)	\$ 65.00	\$ 75.00	
PLEASE CALL IF YOU WOULD LIKE TO ORDER ADDITIONAL LINEN FOR YOUR TABLE					BOOTH FURNISHINGS				
LINEN COLOR CHOICES (PLEASE SELECT ONE)									
BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/>									
MISCELLANEOUS ITEMS AND HARDWARE									
Use color choices above for drape.									
	8' side drape *** **	\$ 40.00	\$ 45.00						
	3' side drape	\$ 25.00	\$ 30.00						
	3' uprights with base	\$10.00/set	\$12.00/set						
	8' uprights with base	\$20.00/set	\$25.00/set						
	Adjustable Crossbar	\$ 10.00	\$ 15.00						
	9'-16' up w/base	\$ 40.00	\$ 50.00						
	6' Table Risers	\$ 40.00	\$ 60.00						
	8' Table Risers	\$ 50.00	\$ 70.00						
TOTAL				\$					
					TOTAL \$				

Payment must be included with all orders. 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 FLOOR PRICING. NO EXCEPTIONS.

EXHIBITOR NAME: _____ BOOTH # _____

BE SURE TO INCLUDE PAYMENT SUMMARY FORM (PAGE 7) WHEN RETURNING THIS FORM.

CARPET ORDER FORM

Event: 2024 Indy Golf Expo
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Deadline for advance discount orders: Monday, January 1, 2024

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal, and front edge taping only.

Standard Sizes-Please Make Selections								
Size	Quantity	SQ FT		Advance Price		Floor Price	SQ FT	Total
10x10		1.36 SQ FT		\$136.00		\$156.00	1.56 SQ FT	
10x20		1.01 SQ FT		\$202.00		\$242.00	1.21 SQ FT	
10x30		.86 SQ FT		\$258.00		\$318.00	1.06 SQ FT	
10x40		.81 SQ FT		\$294.00		\$404.00	1.01 SQ FT	
10x50		.76 SQ FT		\$380.00		\$480.00	.96 SQ FT	

COLORS

BLACK ☐ GREEN ☐

BLUE ☐ RED ☐

PADDING AND PROTECTIVE COVERING

								Total
Carpet Padding	_____ ft. x _____ ft. = _____ sq.ft @ \$1.00 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 @ \$1.15 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.

EXHIBITOR _____ BOOTH # _____

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SHIPPING INSTRUCTIONS AND FREIGHT HANDLING

Event: 2024 Indy Golf Expo
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*****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. YOU ARE FREE TO HANDLE YOUR OWN FREIGHT WITHOUT CHARGE.

FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT WILL NOT BE RELEASED BY A CLASSIC EXPO DESIGN UNTIL THIS FORM HAS BEEN RECEIVED.

IF THE EXHIBITOR IS NOT ON-SITE TO SIGN FOR FREIGHT THE FREIGHT WILL BE SIGNED FOR 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.

**ADVANCE
SHIPPING
ADDRESS**

TO: (EXHIBITOR / BOOTH NUMBER)
 FOR: 2024 Indy Golf Expo
 C/O A-CLASSIC EXPO DESIGN
 8020 Zionsville Road
 Indianapolis, IN 46268

TO: (EXHIBITOR / BOOTH NUMBER)
 FOR: 2024 Indy Golf Show
 C/O A CLASSIC EXPO DESIGN
 Indiana State Fairgrounds - Blue Ribbon Pav.
 1202 E. 38th Street
 Indianapolis, IN 46205

**DIRECT TO
SHOW SITE
SHIPPING
ADDRESS**

FREIGHT TO ARRIVE **NO LATER** THAN: Tuesday, January 16, 2024

FREIGHT TO ARRIVE **NO EARLIER** THAN: January 17, 2024

THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FREIGHT.

CARRIER: _____ TRACKING #(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 #: _____

EMAIL ADDRESS: _____

INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES

RECEIVING HOURS ARE MONDAY - FRIDAY 9:00AM - 4:00PM

200 LBS. MINIMUM PER SHIPMENT / ROUND UP TO NEAREST 100LBS WHEN CALCULATING			Total Wt	Total Charge
INBOUND & OUTBOUND FREIGHT HANDLING CHARGES ARE AS FOLLOWS:				
Crated or Skidded Shipments via Truck or Van Lines	Advance Warehouse	\$0.88 / lb		
	Show Site	\$0.81 / lb		
Small Package Shipments Not Exceeding 70lbs. Per Shipment via FedEx, UPS, DHL or US Mail	Advance Warehouse & Show Site	\$75.00 1st ctn. \$25.00 ea. Add'l ctn.		

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FORKLIFT SERVICE

Event: 2024 Indy Golf Expo
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FORKLIFT LABOR / EQUIPMENT

FORKLIFT OPERATOR - A standard 5000lb capacity forklift with operator is available.

Forklift Operator- (1/2 Hour Minimum)	Standard Time: \$85.00 per 1/2 hour Overtime : \$150.00 per 1/2 hour
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Standard time is between the hours of 8:00AM and 4:00PM Monday through Friday. All other Hours, Weekends, and Holidays are considered 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.
Billing will be based on actual time with above requested times serving as a minumum.

Exhibitor Name: _____ Booth #: _____

Contact Telephone #: _____

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 7) WHEN RETURNING THIS FORM.

PAYMENT SUMMARY FORM

Event: 2024 Indy Golf Expo
Show Date(s): January 19 - 21, 2024

Deadline for advanced discount orders: **January 1, 2024**

INSTRUCTIONS:

- 1.) Please total amounts from each order form and insert on the corresponding lines below.
- 2.) Calculate SUBTOTAL from pages 2, 3 & 4.
- 3.) Calculate 7% sales tax.
- 4.) Add SUBTOTAL, TAX, PAGES 5 & 6 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.

BOOTH PACKAGE TOTAL FROM PAGE 2	\$ _____
FURNISHINGS RENTAL TOTAL FROM PAGE 3	\$ _____
CARPET RENTAL TOTAL FROM PAGE 4	
SUBTOTAL	\$ _____
SALES TAX 7%	\$ _____
SHIPPING AND FREIGHT (tax exempt) TOTAL FROM PAGE 5	\$ _____
LABOR AND FORKLIFT SERVICE (tax exempt) TOTAL FROM PAGE 6	\$ _____
TOTAL	\$ _____

Enclosed is our check in the amount of: _____

Date: _____ Check # _____

If you are paying via credit card -

Once we receive your completed order form a secure payment link will be sent to the email address provided below. Payment in full will be due at that time. PLEASE NOTE ORDERS WILL NOT BE DELIVERED WITHOUT PAYMENT.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ Fax # _____ Booth # _____

Company Contact Name: _____ Email: _____

Email Address: _____

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

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

Office: 317-716-6981 Email: orders@aclassicexpo.com