



8020 Zionsville Road
Indianapolis, IN 46268

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

Event Junior League Holiday Mart
City/State Indiana State Fairgrounds
Dates November 16-19, 2023

Dear Exhibitor,

A Classic Expo Design would like to welcome you to the 2023 Junior League Holiday Mart. 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
Page 9 - Electrical Order Form

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
Office: 317-716-6981**

SHOW INFORMATION AND ORDERING INSTRUCTIONS**Show Information**

Exhibitor Move-in:	Wednesday, November 15th	8am - 8pm
	Thursday, November 16th	8am - Noon
Exhibitor Move-out:	Sunday, November 20th	4pm - 10pm

<p><u>A Classic Expo Design</u> Show Manager Angel Egan Cell: (317) 716-6981 Fax: (317) 972-0374 orders@aclassicexpo.com</p>

Inclusive Booth Package: (These items have been supplied by show management.)

Show Colors: Charcoal

Booths - 10' x 10'
8' back drop
3' side rails
7" x 44" identification sign (one per exhibitor)
500 Watts of Electricity
Carpet is not required but encouraged.

Shipping Dates:

Advanced Warehouse Deadline:	Thursday, November 9, 2023
Direct to site: No earlier than:	Monday, November 13, 2023
For specific shipping addresses, please refer to Page 7.	

Deadline for advanced orders:

Friday, November 3, 2023

Show Management Contact Information:

Junior League Holiday Mart

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: Junior League Holiday Mart
Show Date(s): November 16-19, 2023

Deadline for advanced discounted orders: November 3, 2023

2023 Booth Packages

ONLY AVAILABLE FOR PRE-ORDER

Be sure to circle the table skirting color you desire.

Booth Package 1:

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

Booth Package 2:

1 – 8' Skirted table
2 – Folding Chairs
1 – Wastebasket
1 - 10x10 carpet
Circle One: Charcoal / Black / White
\$181.00 X _____ # OF PACKAGES = _____
(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: Junior League Holiday Mart
Show Date(s): November 16-19, 2023

Deadline for advanced discount orders: November 3, 2023

QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	FLOOR PRICE	SUBTOTAL	QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	FLOOR PRICE	SUBTOTAL	
SKIRTED DISPLAY TABLES <small>skirted three sides with white vinyl top (ALL DISPLAY TABLES ARE 2' DEEP)</small>					UNSKIRTED DISPLAY TABLES <small>(ALL DISPLAY TABLES ARE 2' DEEP)</small>					
	4' x 30" (sit-down height)	\$ 45.00	\$ 55.00			4' x 30" (sit-down height)	\$ 35.00	\$ 55.00		
	6' x 30" (sit-down height)	\$ 55.00	\$ 65.00			6' x 30" (sit-down height)	\$ 45.00	\$ 65.00		
	8' x 30" (sit-down height)	\$ 65.00	\$ 75.00			8' x 30" (sit-down height)	\$ 55.00	\$ 75.00		
COUNTER ROUND TABLES w/ LINEN					COUNTER HIGH 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		
SKIRTED COUNTER HIGH DISPLAY TABLES					UNSKIRTED COUNTER HIGH DISPLAY TABLES					
	4' x 40" (stand-up height)	\$ 55.00	\$ 65.00			4' x 40" (stand-up height)	\$ 45.00	\$ 55.00		
	6' x 40" (stand-up height)	\$ 65.00	\$ 75.00			6' x 40" (stand-up height)	\$ 55.00	\$ 65.00		
	8' x 40" (stand-up height)	\$ 75.00	\$ 85.00			8' x 40" (stand-up height)	\$ 65.00	\$ 75.00		
EXTRA SKIRTING					BOOTH FURNISHINGS					
	Table Skirt w/ Vinyl Cover	\$ 35.00	\$ 45.00			Folding Chair	\$8.00	\$16.00		
	Table Skirt	\$ 20.00	\$ 30.00			Side Chair	\$20.00	\$30.00		
SKIRT COLOR CHOICES (PLEASE SELECT ONE) BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/>							Bar Stool	\$25.00	\$35.00	
MISCELLANEOUS ITEMS AND HARDWARE <small>Use color choices above for drape.</small>							Easel	\$15.00	\$25.00	
	8' side drape *** **	\$ 40.00	\$ 45.00			Wastebasket	\$10.00	\$20.00		
	3' side drape	\$ 25.00	\$ 30.00			Garment Rack	\$30.00	\$40.00		
	3' uprights with base	\$10.00/set	\$12.00/set			Bag Holder	\$40.00	\$50.00		
	8' uprights with base	\$20.00/set	\$25.00/set			Retractable Stanchion	\$30.00	\$40.00		
	Adjustable Crossbar	\$ 10.00	\$ 15.00							
	9'-16' up w/base	\$ 40.00	\$ 50.00							
	4' Table Risers	\$ 30.00	\$ 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: Junior League Holiday Mart
 Show Date(s): November 16-19, 2023

Deadline for advance discount orders:

3-Nov-23

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 # _____

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

SHIPPING INSTRUCTIONS AND FREIGHT HANDLING

Event: Junior League Holiday Mart
Show Date(s): November 16-19,

*****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: Junior League Holiday Mart C/O A-CLASSIC EXPO DESIGN 8020 Zionsville Road Indianapolis, IN 46268	TO: (EXHIBITOR / BOOTH NUMBER) FOR: Junior League Holiday Mart C/O A CLASSIC EXPO DESIGN Indiana State Fairgrounds - Blue Ribbon Pav. 1202. E 38th St Indianapolis, IN 46205	DIRECT TO SHOW SITE SHIPPING ADDRESS ←
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FREIGHT TO ARRIVE **NO LATER** THAN: Thursday, November 9

FREIGHT TO ARRIVE **NO EARLIER** THAN: **Monday, November 13**

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	\$50.00 1st ctn. \$25.00 ea. Add'l ctn.		

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FORKLIFT SERVICE

Event: Junior League Holiday Mart
Show Date(s): November 16-19,

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

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 minimum.

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: Junior League Holiday Mart
Show Date(s): November 16-19, 2023
Discount Deadline **3-Nov-23**

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

SHIPPING AND FREIGHT HANDLING TERMS

These Shipping and Freight Handling Terms form part of the agreement between A Classic Expo Design and Exhibitor. Acceptance of said terms will be construed when (i) signature of the Payment Summary, Shipping Instructions and Freight Handling form, and/or Forklift Service form (ii) Online order is placed, or (iii) work is performed for or on behalf of Exhibitor.

1. All weights are based on inbound shipments' bill of lading. Shipment weight must be provided. A Classic Expo Design shall not be liable for shipments received without specified unit counts on receipts, freight bills or similar documentation. Such freight will be delivered to booth without guarantee of piece count or condition.
2. Freight Handling charges include receiving freight, holding, and placement of freight in Exhibitor's booth space (after Exhibitor has checked in with Decorator's service desk attendant)
3. All handling outbound freight will be charged at same rate as inbound freight.
4. Collect shipments will NOT be accepted. A Classic Expo Design shall not be responsible for any shipping costs, fees or liabilities.
5. A Classic Expo Design does not collect or quote rates for ground or air shipping charges nor do our handling rates include such.
6. Any shipments left on the floor at our time of departure will be forced to A Classic Expo Design **NO EXCEPTIONS**.
7. Handling rates DO NOT include uncrating, unskidding, dismantling, special trips, or handling which require special treatment due to unusual weight or size.
8. **FREIGHT HANDLING ORDER FORM MUST BE FILLED OUT AND SENT TO OUR OFFICE IF SHIPPING FREIGHT EITHER TO SHOW SITE OR TO WAREHOUSE.**
9. Freight received prior to 30 days before show date will automatically be charged a warehousing fee.
10. DO NOT ship to show site prior to date listed on page 6. Freight arriving prior to this date will be refused.
11. A Classic Expo Design does not handle Customs Shipments.
12. Exhibitors are urged to carry all-risk floater insurance to protect against damage and/or loss naming A Classic Expo Design as an additional insured. Lack of sufficient insurance shall not impose any liability on A Classic Expo Design.
13. The services to be performed hereunder are freight handling for Exhibitors. A Classic Expo Design does not warrant in any form the results or achievements of the services provided under this agreement. A Classic Expo Design only warrants that the services will be performed by qualified personnel in a professional and workmanlike manner in accordance with the generally accepted industry standards and practices.
14. Exhibitor agrees to indemnify, defend and hold harmless A Classic Expo Design from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury and/or property damage arising in any way from the negligent acts or omissions of Exhibitor or those within its control. A Classic Expo Design liability is limited to the physical loss or damage to that specific article within A Classic Expo Design's control. Such liability shall be limited to \$0.10 per pound, per article, with a \$50.00 maximum per item and a \$1000.00 maximum per shipment.
15. A Classic Expo Design shall not be liable to any extent whatsoever for any consequential damages, 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. A Classic Expo Design shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond A Classic Expo Design's reasonable control. A Classic Expo Design does not assume responsibility for any acts of, or loss to, persons and/or parties not under A Classic Expo Design's direct supervision and control. A Classic Expo Design is not responsible for concealed damage, loose materials, improperly packed freight, unskidded freight and uncrated freight. A Classic Expo Design is not responsible for damage or loss from any cause after delivery to booth or prior being picked up for loading after the show.
16. If your freight is not picked-up prior to A Classic Expo Design leaving the facility after tear-down, all freight will be sent back to our warehouse and held until exhibitor arranges pickup of items. There will be labor charges applied to freight handling.
17. In the event of a dispute with A Classic Expo Design, Exhibitor shall not, and agrees it has no right, to withhold payment due or owing to A Classic Expo Design. Proper venue for any dispute shall lie solely and exclusively in the federal, state and local courts located in or nearest to Marion County Indianapolis, Indiana. You consent and submit thereto and waive all claims that such venue lies in an inconvenient forum. EACH PARTY HERETO UNCONDITIONALLY WAIVES ITS RIGHT TO TRIAL BY JURY.

Customer Initial _____



**REQUISITION FOR ELECTRICAL INSTALLATION
FOR INDIANA STATE FAIRGROUNDS EVENTS - 2023**

ERMCO No. _____

Trade Show Name _____
 Start Date of Show _____ Booth No. _____
 Exhibitor Name _____
 Telephone Number _____
 Exhibitor Address _____
 City, State, Zip _____
 Contact _____

Mail Requests and Payment to:
 ERMCO, Inc.
 P. O. Box 1507
 Indianapolis, IN 46206
 Attention: Eric Edwards
 Email: EEdwards@ermco.com

Questions:
 Attention: Jake VanWye
 Call: (317) 416-7158
 Email: jvanwye@ermco.com

Please note: **All equipment and labor for electrical work shall be furnished by ERMCO, Inc., the official electrical contractor for trade shows at the Indiana State Fairgrounds. Exhibitors shall not furnish nor have furnished by any agent other than ERMCO any electric. SERVICES NOT LISTED BELOW WILL BE FURNISHED ON A TIME AND MATERIAL BASIS**

ITEM	QUANTITY	PRICES		TOTAL
		Advance	Floor	
OUTLETS - 110 VOLT, GROUNDED:				
500 WATTS, INSTALLED COMPLETE		\$50.00	\$62.25	
1000 WATTS, INSTALLED COMPLETE		\$67.75	\$83.75	
1500 WATTS, INSTALLED COMPLETE		\$93.25	\$110.25	
2000 WATTS, INSTALLED COMPLETE		\$94.50	\$112.25	
OUTLETS - 220 VOLT, GROUNDED:				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$149.75	\$188.75	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$225.00	\$282.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$169.75	\$208.75	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$179.75	\$218.75	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$297.00	\$377.00	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$307.00	\$387.00	
100 AMP, 1 PHASE		\$445.00	\$495.00	
100 AMP, 3 WIRE AND LARGER		BY QUOTE	BY QUOTE	
FLOODLIGHTS & SPOTLIGHTS:				
1500 WATT, QUARTZ FLOODLIGHT		\$89.25	\$109.50	
OTHER - \$420.00 MINIMUM PER SHOW				
FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD		\$37.95	\$47.60	
SUBTOTAL				
7% SALES TAX				
TOTAL				

Materials used will remain the property of ERMCO, Inc. Exhibitor agrees to pay for material not returned.

For any telephone and internet needs, please use Telephone/IT Order Form or contact events@indianastatefair.com.

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)	
8:00 AM to 4:30 PM, Monday through Friday	\$ 102.80
4:30 PM to 12:00 PM, Monday through Friday	\$ 154.20
All other times	\$ 205.60

NOTE: *Electricity is A/C - 60 cycles, 1 phase, 120 or 208 volt/3 phase, 208 volt.
 *24 HOUR SERVICE MUST BE REQUESTED IN ADVANCE.
***ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT.**
***BILLS MUST BE PAID BEFORE THE START OF THE SHOW.**

We accept All Major Credit Cards. Payment made out to ERMCO.

VISA/MC or DISCOVER: _____ Expiration Date: _____
 Credit Card Zip Code: _____ CVV2 Code: _____
 Printed Name: _____ Amount: _____
 Customer Signature: _____ Date Signed: _____

SHIPPING AND FREIGHT HANDLING TERMS

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1. All weights are based on inbound shipments' bill of lading. Shipment weight must be provided. A Classic Expo Design shall not be liable for shipments received without specified unit counts on receipts, freight bills or similar documentation. Such freight will be delivered to booth without guarantee of piece count or condition.
2. Freight Handling charges include receiving freight, holding, and placement of freight in Exhibitor's booth space (after Exhibitor has checked in with Decorator's service desk attendant)
3. All handling outbound freight will be charged at same rate as inbound freight.
4. Collect shipments will NOT be accepted. A Classic Expo Design shall not be responsible for any shipping costs, fees or liabilities.
5. A Classic Expo Design does not collect or quote rates for ground or air shipping charges nor do our handling rates include such.
6. Any shipments left on the floor at our time of departure will be forced to A Classic Expo Design **NO EXCEPTIONS**.
7. Handling rates DO NOT include uncrating, unskidding, dismantling, special trips, or handling which require special treatment due to unusual weight or size.
8. **FREIGHT HANDLING ORDER FORM MUST BE FILLED OUT AND SENT TO OUR OFFICE IF SHIPPING FREIGHT EITHER TO SHOW SITE OR TO WAREHOUSE.**
9. Freight received prior to 30 days before show date will automatically be charged a warehousing fee.
10. DO NOT ship to show site prior to date listed on page 6. Freight arriving prior to this date will be refused.
11. A Classic Expo Design does not handle Customs Shipments.
12. Exhibitors are urged to carry all-risk floater insurance to protect against damage and/or loss naming A Classic Expo Design as an additional insured. Lack of sufficient insurance shall not impose any liability on A Classic Expo Design.
13. The services to be performed hereunder are freight handling for Exhibitors. A Classic Expo Design does not warrant in any form the results or achievements of the services provided under this agreement. A Classic Expo Design only warrants that the services will be performed by qualified personnel in a professional and workmanlike manner in accordance with the generally accepted industry standards and practices.
14. Exhibitor agrees to indemnify, defend and hold harmless A Classic Expo Design from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury and/or property damage arising in any way from the negligent acts or omissions of Exhibitor or those within its control. A Classic Expo Design liability is limited to the physical loss or damage to that specific article within A Classic Expo Design's control. Such liability shall be limited to \$0.10 per pound, per article, with a \$50.00 maximum per item and a \$1000.00 maximum per shipment.
15. A Classic Expo Design shall not be liable to any extent whatsoever for any consequential damages, 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. A Classic Expo Design shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond A Classic Expo Design's reasonable control. A Classic Expo Design does not assume responsibility for any acts of, or loss to, persons and/or parties not under A Classic Expo Design's direct supervision and control. A Classic Expo Design is not responsible for concealed damage, loose materials, improperly packed freight, unskidded freight and uncrated freight. A Classic Expo Design is not responsible for damage or loss from any cause after delivery to booth or prior being picked up for loading after the show.
16. If your freight is not picked-up prior to A Classic Expo Design leaving the facility after tear-down, all freight will be sent back to our warehouse and held until exhibitor arranges pickup of items. There will be labor charges applied to freight handling.
17. In the event of a dispute with A Classic Expo Design, Exhibitor shall not, and agrees it has no right, to withhold payment due or owing to A Classic Expo Design. Proper venue for any dispute shall lie solely and exclusively in the federal, state and local courts located in or nearest to Marion County Indianapolis, Indiana. You consent and submit thereto and waive all claims that such venue lies in an inconvenient forum. EACH PARTY HERETO UNCONDITIONALLY WAIVES ITS RIGHT TO TRIAL BY JURY.

Customer Initial _____



**REQUISITION FOR ELECTRICAL INSTALLATION
FOR INDIANA STATE FAIRGROUNDS EVENTS - 2023**

ERMCO No. _____

Trade Show Name _____
 Start Date of Show _____ Booth No. _____
 Exhibitor Name _____
 Telephone Number _____
 Exhibitor Address _____
 City, State, Zip _____
 Contact _____

Mail Requests and Payment to:
 ERMCO, Inc.
 P. O. Box 1507
 Indianapolis, IN 46206
 Attention: Tunisha Hooten
 Email: thooten@ermco.com

Questions:
 Attention: Jake VanWye
 Call: (317) 416-7158
 Email: jvanwye@ermco.com

Please note: **All equipment and labor for electrical work shall be furnished by ERMCO, Inc., the official electrical contractor for trade shows at the Indiana State Fairgrounds. Exhibitors shall not furnish nor have furnished by any agent other than ERMCO any electric. SERVICES NOT LISTED BELOW WILL BE FURNISHED ON A TIME AND MATERIAL BASIS**

ITEM	QUANTITY	PRICES		TOTAL
		Advance	Floor	
OUTLETS - 110 VOLT, GROUNDED:				
500 WATTS, INSTALLED COMPLETE		\$50.00	\$62.25	
1000 WATTS, INSTALLED COMPLETE		\$67.75	\$83.75	
1500 WATTS, INSTALLED COMPLETE		\$93.25	\$110.25	
2000 WATTS, INSTALLED COMPLETE		\$94.50	\$112.25	
OUTLETS - 220 VOLT, GROUNDED:				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$149.75	\$188.75	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$225.00	\$282.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$169.75	\$208.75	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$179.75	\$218.75	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$297.00	\$377.00	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$307.00	\$387.00	
100 AMP, 1 PHASE		\$445.00	\$495.00	
100 AMP, 3 WIRE AND LARGER		BY QUOTE	BY QUOTE	
FLOODLIGHTS & SPOTLIGHTS:				
1500 WATT, QUARTZ FLOODLIGHT		\$89.25	\$109.50	
OTHER - \$420.00 MINIMUM PER SHOW				
FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD		\$37.95	\$47.60	
SUBTOTAL				
7% SALES TAX				
TOTAL				

Materials used will remain the property of ERMCO, Inc. Exhibitor agrees to pay for material not returned.

For any telephone and internet needs, please use Telephone/IT Order Form or contact events@indianastatefair.com.

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)	
8:00 AM to 4:30 PM, Monday through Friday	\$ 102.80
4:30 PM to 12:00 PM, Monday through Friday	\$ 154.20
All other times	\$ 205.60

NOTE: *Electricity is A/C - 60 cycles, 1 phase, 120 or 208 volt/3 phase, 208 volt.
 *24 HOUR SERVICE MUST BE REQUESTED IN ADVANCE.
***ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT.**
***BILLS MUST BE PAID BEFORE THE START OF THE SHOW.**

We accept All Major Credit Cards. Payment made out to ERMCO.

Credit Card Number: _____ Expiration Date: _____
 Card Billing Zip Code: _____ CVV2 Code: _____
 Printed Name: _____ Amount: _____
 Customer Signature: _____ Date Signed: _____