



8020 Zionsville Road.
Indianapolis, IN 46268

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

Event: Indiana Optometry's Meeting
Location: Embassy Suites Noblesville
City/State: Noblesville, IN
Dates: April 17-18, 2020

Dear Exhibitor,

A Classic Expo Design would like to welcome you to Indiana Optometry's Meeting, the 123rd annual meeting of the Indiana Optometric Association. There are two exhibiting locations: the Waters Ballroom A and B and the Waters Ballroom Foyer. **This information is for the Premium Exhibit Spaces in the Waters Ballroom Foyer of The Embassy Suites Noblesville, Noblesville, IN.** As the official service contractor for this event we will do our part to make your experience a successful one. You will find important information in this packet for your ordering and service needs. Please feel free to call or email anytime if you have questions; my contact information is located below. We look forward to serving your needs.

Thank you,
Angel Egan
angel@aclassicexpo.com

A Classic Expo Design
Cell: 317-716-6981 Fax: 317-972-0374

Please review the following information carefully and place orders early to save time and money!

- Page 1 - Show Information and Ordering Instructions
- Page 2 - Payment Summary Form
- Page 3 - Furnishings Rental Order Form
- Page 4 - Shipping Information and Freight Handling
- Page 5 - Shipping and Handling Regulations
- Page 6 - Display Install / Dismantle Labor
- Page 7 - Electric order form - to place order, email form to bross@markeys.com.

Wi-Fi is complimentary. If a hard wire is needed please contact bross@markeys.com.

Email, mail, or fax all necessary and completed forms to the address above along with payment information.

SHOW INFORMATION AND ORDERING INSTRUCTIONS

LOCATION: **Waters Ballroom Foyer**
Show Information

Exhibitor Move-in:	Friday, April 17, 2020	7 am - 7:30 am
Exhibit Hours:	Friday, April 17, 2020	8:00 am - 7:00 pm
	Saturday, April 18, 2020	7:30 am - 5 pm
Exhibitor Move-out:	Saturday, April 18, 2020	5 pm - 7 pm

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

6'x30" table with full-length linen
2 - folding chairs
1 - small wastebasket
7" x 44" identification sign (one per exhibitor)

A Classic Expo
Design
Show Manager
Angel Egan
Cell: (317) 716-6981
Fax: (317) 972-0374
angel@aclassicexpo.com

Shipping Dates:

Advanced Warehouse Deadline: Thursday, April 16, 2020
Additional charges will apply to freight arriving after 4/16/20
All Shipments must be sent to the advance warehouse.
For specific shipping addresses please refer to page 6.

****PLEASE BE SURE TO MAKE NOTE WHEN SHIPPING, BALLROOM DOORWAYS ARE ROUGHLY 6.5ft x 6.5ft in height and width.**

Deadline for advanced orders:**Friday, April 3, 2020**

*after 4/3/20 floor pricing will apply to all orders

Show Management Contact Information:

Lisa Sheridan

Indiana OPTOMETRY

317-237-3560

[Lisa.Sheridan <lsheridan@ioa.org>](mailto:Lisa.Sheridan@ioa.org)**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 2.****

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.
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

PAYMENT SUMMARY FORM

Event: Indiana Optometry's Meeting
Show Date(s): April 17-18, 2020
Deadline for advanced discounted orders: **April 3, 2020**

INSTRUCTIONS:

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

FURNISHINGS RENTAL TOTAL FROM PAGE 3	\$ _____
SUBTOTAL	\$ _____
SALES TAX 7%	\$ _____
SHIPPING AND FREIGHT (tax exempt) TOTAL FROM PAGE 4	\$ _____
LABOR (tax exempt) TOTAL FROM PAGE 6	\$ _____
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 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.

A CLASSIC EXPO DESIGN
8020 Zionsville Road - Indianapolis, IN 46268
Office: 317-716-6981 Email: angel@aclassicexpo.com
Fax: 317-972-0394

FURNISHINGS RENTAL ORDER FORM

Event: Indiana Optometry's Meeting
 Show Date(s): April 17-18, 2020

Deadline for advanced discount orders: April 3, 2020

QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	FLOOR PRICE	SUBTOTAL	QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	FLOOR PRICE	SUBTOTAL
SKIRTED DISPLAY TABLES					UNSKIRTED DISPLAY TABLES				
skirted three sides with white vinyl top (ALL DISPLAY TABLES ARE 30" DEEP)					(ALL DISPLAY TABLES ARE 30" DEEP)				
	4' x 30" (sit-down height)	\$ 39.00	\$ 49.00			4' x 30" (sit-down height)	\$ 29.00	\$ 49.00	
	6' x 30" (sit-down height)	\$ 49.00	\$ 59.00			6' x 30" (sit-down height)	\$ 39.00	\$ 59.00	
	8' x 30" (sit-down height)	\$ 59.00	\$ 69.00			8' x 30" (sit-down height)	\$ 49.00	\$ 69.00	
COUNTER ROUND TABLES w/ LINEN					COUNTER HIGH ROUND TABLES w/out LINEN				
	2' x 30" Round	\$ 39.00	\$ 49.00			2' x 30" Round	\$ 29.00	\$ 39.00	
	3' x 30" Round	\$ 49.00	\$ 59.00			3' x 30" Round	\$ 39.00	\$ 49.00	
	4' x 30" Round	\$ 59.00	\$ 69.00			4' x 30" Round	\$ 49.00	\$ 59.00	
	2' x 42" Cocktail	\$ 49.00	\$ 59.00			2' x 42" Cocktail	\$ 39.00	\$ 49.00	
	3' x 42" Cocktail	\$ 59.00	\$ 69.00			3' x 42" Cocktail	\$ 49.00	\$ 59.00	
SKIRTED COUNTER HIGH DISPLAY TABLES					UNSKIRTED COUNTER HIGH DISPLAY TABLES				
	4' x 40" (stand-up height)	\$ 49.00	\$ 59.00			4' x 40" (stand-up height)	\$ 39.00	\$ 49.00	
	6' x 40" (stand-up height)	\$ 59.00	\$ 69.00			6' x 40" (stand-up height)	\$ 49.00	\$ 59.00	
	8' x 40" (stand-up height)	\$ 69.00	\$ 79.00			8' x 40" (stand-up height)	\$ 59.00	\$ 69.00	
EXTRA SKIRTING					BOOTH FURNISHINGS				
	Table Skirt w/ Vinyl Cover	\$ 29.00	\$ 39.00			Folding Chair	\$5.00	\$12.00	
	Table Skirt	\$ 15.00	\$ 25.00			Side Chair	\$15.00	\$20.00	
SKIRT COLOR CHOICES (PLEASE SELECT ONE)						Bar Stool	\$20.00	\$25.00	
BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> HUNTER GREEN <input type="checkbox"/>						Easel	\$15.00	\$20.00	
MISCELLANEOUS ITEMS AND HARDWARE						Wastebasket	\$8.00	\$10.00	
Use color choices above for drape.						Garment Rack	\$25.00	\$35.00	
	8' side drape *** **	\$ 30.00	\$ 35.00			Bag Holder	\$30.00	\$40.00	
	3' side drape	\$ 20.00	\$ 25.00			Retractable Stanchion	\$20.00	\$30.00	
	3' uprights with base	\$5.00/set	\$8.00/set		TOTAL				
	8' uprights with base	\$8.00/set	\$12.00/set		\$				
	Adjustable Crossbar	\$ 8.00	\$ 12.00						
	9'-16' up w/base	\$ 30.00	\$ 40.00						
	4' Table Risers	\$ 25.00	\$ 45.00						
	6' Table Risers	\$ 35.00	\$ 55.00						
	8' Table Risers	\$ 45.00	\$ 65.00						
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 2) WHEN RETURNING THIS FORM.

SHIPPING INSTRUCTIONS AND FREIGHT HANDLING

Event: Indiana Optometry's Meeting
 Show Date(s): April 17-18, 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. 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: Indiana Optometry's Meeting C/O A-CLASSIC EXPO DESIGN 8020 Zionsville Road Indianapolis, IN 46268	NO SHOW SITE SHIPPING AVAILABLE PLEASE SEND ALL ITEMS TO ADVANCE WAREHOUSE
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FREIGHT TO ARRIVE NO LATER THAN: April 16 2020

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 - 4:30PM

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	\$0.68 / lb
		\$0.61 / lb
Small Package Shipments Not Exceeding 70lbs. Per Shipment via FedEx, UPS, DHL or US Mail	Advance Warehouse	\$35.00 1st ctn. \$15.00 ea. Add'l ctn.

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

SHIPPING AND HANDLING REGULATIONS

1. All weights are based on inbound shipments' bill of lading. Shipment weight must be provided.
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 outbound freight will be charged at same rate as inbound freight.
4. Collect shipments will NOT be accepted.
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.
11. A Classic Expo Design does not handle Customs Shipments.
12. 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. Exhibitors 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 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.
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.

DISPLAY INSTALL / DISMANTLE LABOR AND FORKLIFT SERVICE

Event: Indiana Optometry's Meeting
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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 services under the supervision of A Classic Expo Design's Floor Supervisor. Standard labor rate is \$48.00 per man per hour. Overtime rate is \$72.00. Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during standard time, but is not guaranteed. **BLUEPRINTS, INSTRUCTIONS, AND A CONTACT PHONE NUMBER MUST BE MADE AVAILABLE.**

PLAN B - Exhibitor Supervised Service - Standard labor rate is \$38.00 per man per hour. Overtime rate is \$57.00. Labor will be dispatched in accordance with your requested schedule. Under this plan it is the exhibitor's responsibility to check in at A-Classic Expo Design's service desk upon arrival.

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 Standard Time:	\$48.00 per man hour
Plan A Overtime:	\$72.00 per man hour
Plan B Standard Time:	\$38.00 per man hour
Plan B Overtime:	\$57.00 per man hour

Standard time is between the hours of 8:00AM and 4:30PM Monday through Friday. All other hours and days including Weekends and Holidays are considered 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

FORKLIFTING SERVICE IS NOT AVAILABLE
***ALL SKIDS AND LARGE ITEMS WILL NEED TO BE MOVED WITH PALLET JACK**

PLEASE NOTE **BALLROOM DOORS ARE APPROXIMATELY 6.5'X6.5' HEIGHT AND WIDTH.

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 2) WHEN RETURNING THIS FORM.

Welcome Exhibitors!

- **LOADING IN / OUT:** The hotel has (1) dock to receive all shipments needed for hotel operation and at times it can be quite busy. Companies needing to unload using the dock must have a truck with a lift gate. The driveway leading to the dock slopes for semi deliveries. As you are un-loading/loading your equipment, please be mindful that others might be waiting for access to the dock. We ask that you be quick and not leave your vehicle parked at the dock for extended times. The hotel does not have equipment such as dollies or pallet jacks to loan vendors. Please make certain you bring the necessary equipment needed to move in / out of the exhibit space.

If you do not need access to the dock, you can unload/load into the Waters Ballroom on the north side of the building. Upon your arrival, please notify staff, which doors you'll be needing access to as there is no way to open the doors from the outside of the building. Once your materials are in the hotel, we ask vendors park in the northern most parking lot. This will free up the closer parking spots for the attendees.

- **POWER / AV EQUIPMENT NEEDS:** Attached is the Exhibitor Order Form. Equipment orders received in advance of the scheduled move in date will be set & ready in your assigned exhibit space. Orders received day of move in are subject to 20% "Day of Event Order Fee". Your credit card will be charged the day of the event and a receipt will be emailed to the address noted on the form.

EXHIBITOR ORDER FORM

Embassy Suites By Hilton Noblesville

AUDIOVISUAL EQUIPMENT

Conference Center

ORDER INFORMATION

Show Name & Booth # _____
 COMPANY NAME _____
 Ordered By: _____
 Address _____
 City _____
 State _____ Zip _____
 Phone: _____
 Fax #: _____
 Email: _____

DELIVERY INFORMATION

Contact On-Site: _____
 Contact Phone #: _____
 Delivery Date: _____
 Delivery Time: **8am-12pm** **1pm-5pm** **8am-5pm**
 Pickup Date: _____ Time: _____
*Someone must be present at your booth to accept delivery.
 Delivery may be delayed if no one is present.*

PAYMENT OPTIONS

COMPANY CHECK (no personal checks)
 *Make check payable to Embassy Suites Noblesville
 CREDIT CARD (please circle card type)
 AmEx Visa MasterCard Discover
 Name on Card _____
 Card Number _____
 Security Code _____ Expiration Date _____
 Billing Address (if different from above)
 Address _____
 City _____
 State _____ Zip: _____
 Phone: _____ Email: _____
 Signature of Cardholder (please sign on line below)

Mail Form To: Markey's Rental & Staging
 attn: Babs Ross
 13700 Conference Center Dr S
 Noblesville, IN 46060
 Email Form To: bross@markeys.com

TERMS OF RENTAL AGREEMENT

Payment is due when equipment is ordered - Orders without payment will be returned.
 Credit Cards will be processed and invoiced within 21 days of show's conclusion
 All cancellations must be made through Babs Ross.
 100% cancellation fee for less than 24 hours notice from delivery.
 20% Fee charged for orders received day of event.
 All equipment subject to availability
 Electrical must be ordered through the Embassy Suites Noblesville prior to delivery.
 An order confirmation will be sent back to you with a reservation number.

PLEASE SIGN AND DATE ON LINE BELOW

We understand and agree to the terms listed above.

EQUIPMENT

Show Rate Qty x # Days Total

VIDEO

65" Monitor with Stand	\$500.00	_____	x	_____	=	_____
55" Monitor with Stand	\$400.00	_____	x	_____	=	_____
32" Monitor with Skirted Cart	\$200.00	_____	x	_____	=	_____
43" Monitor with Skirted Cart	\$325.00	_____	x	_____	=	_____
23" Monitor	\$150.00	_____	x	_____	=	_____
3,000 Lumen Projector w/Skirted Cart	\$375.00	_____	x	_____	=	_____
HP Laptop w/Office 2013	\$200.00	_____	x	_____	=	_____
USB Laserjet Printer - B & W	\$235.00	_____	x	_____	=	_____

*Some monitors have USB inputs, however not all file types will play through USB.
 Markey's is not responsible for attaching monitors to client booths.*

AUDIO

Powered Speaker w/Stand	\$75.00	_____	x	_____	=	_____
Wireless Lavalier or Handheld Mic*	\$135.00	_____	x	_____	=	_____
Microphone with Floor Stand*	\$60.00	_____	x	_____	=	_____
Computer Audio Patch*	\$50.00	_____	x	_____	=	_____
Audio/Microphone Mixer	\$60.00	_____	x	_____	=	_____

**speaker required for these items*

MISCELLANEOUS

LED Slim par upLight	\$45.00	_____	x	_____	=	_____
Flipchart	\$35.00	_____	x	_____	=	_____
Tripod Screen - 70" to 8' wide	\$50.00	_____	x	_____	=	_____
48" Skirted Monitor Cart	\$40.00	_____	x	_____	=	_____
25' VGA Computer Extension Cable	\$30.00	_____	x	_____	=	_____
25' HDMI Cable	\$30.00	_____	x	_____	=	_____
Mini-Display Port Adapters	\$30.00	_____	x	_____	=	_____

Other items available upon request, including:

Touchscreen monitors Truss, Rigging, & Motors
 Dual Pole Monitor Stands Lighting
 Laptops with Office 2010 & 2013 Desktop Computers

Power Drop and Internet

* Fees noted below are a (1) time charge & inclusive of tax & gratuity. For "Day of Orders" add 20%

Power Drop (110 Volt 3 prong eddison plug)	\$40.00	_____	=	_____
Hard line Internet	\$130.00	_____	=	_____
3 Phase Power - Contact Hotel for pricing	_____	_____	=	_____

ORDER TOTAL

VIDEO & AUDIO SECTION SUBTOTAL _____
20% Day of event order FEE (if applicable) _____
23% SERVICE CHARGE _____
7% SALES TAX _____

Total from "Power Drop & Internet" Section (if applicable) _____
GRAND TOTAL _____

THANK YOU FOR YOUR ORDER. - PLEASE REMEMBER TO SIGN THE FORM.

MARKEY'S
 RENTAL & STAGING

QUESTIONS - PLEASE CALL BABS ROSS (317) 420-1918