8020 Zionsville Road
Indianapolis, IN 46268

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

Event	2025 Fort Wayne Home & Garden Show
City/State	Allen County War Memorial Coliseum, Fort Wayne, IN
Dates	February 27- March 2, 2025

Dear Exhibitor,

A Classic Expo Design would like to welcome you to the 2025 Fort Wayne Home & Garden Show.
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
Office: 317-716-6981
Fax: 317-972-0374

SHOW INFORMATION AND ORDERING INSTRUCTIONS

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

Show Information

Exhibitor Move-in:	Refer to Exhibitor Manuel Rules provided by Ft. Wayne Home and Garden Show		
	Staggered Move-In times		
Exhibitor Move-out:	Sunday, March 2, 2025		5pm
	Monday, March 3, 2025		7am - 3pm

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

Exhibit Hall:
Show Colors: Charcoal & White
8' back drape with 3' side rails
Garden Gallery:
Show Colors: Hunter Green & White
8' back drape with 3' side rails

***Floor Covering IS required**

**** THE FACILITY REQUIRES THAT GAFFERS TAPE BE USED FOR ALL CARPET TAPING. A CLASSIC WILL PROVIDE A SMALL FEE, **SEE CARPET PAGE FOR CHARGE. IF CARPET IS ORDERED THROUGH A CLASSIC TAPE IS PROVIDED.**

Shipping Dates:

Advanced Warehouse Deadline: Wednesday, February 19, 2025
Direct to site: **No earlier** than: Monday, February 24, 2025
For specific shipping addresses, please refer to Page 5.

Deadline for advanced orders: **Monday, February 10, 2025**

Show Management Contact Information:
Fort Wayne Shows, INC

Becky Williamson
260-432-1705
Becky@home-gardenshow.com

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 availablity.**
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: 2025 Fort Wayne Home & Garden Show
Show Date(s): February 27- March 2, 2025

Deadline for advanced discounted orders: February 10, 2025

2025 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: Gold / Hunter Green / 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: 2025 Fort Wayne Home & Garden Show
Show Date(s): February 27 - March 2, 2025

Deadline for advanced discount orders: **February 10, 2025**

QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	UNIT PRICE FLOOR PRICE	SUBTOTAL
	SKIRTED DISPLAY TABLES Draped all four sides floor length linen **(ALL DISPLAY TABLES ARE 2' DEEP)**			
	4' x 30" (sit-down height)	$ 45.00	$ 55.00	
	6' x 30" (sit-down height)	$ 55.00	$ 65.00	
	8' x 30" (sit-down height)	$ 65.00	$ 75.00	
	COUNTER ROUND TABLES w/ LINEN			
	2' x 30" Round	$ 45.00	$ 55.00	
	3' x 30" Round	$ 55.00	$ 65.00	
	4' x 30" Round	$ 65.00	$ 75.00	
	2' x 42" Cocktail	$ 55.00	$ 65.00	
	3' x 42" Cocktail	$ 65.00	$ 75.00	
	SKIRTED COUNTER HIGH DISPLAY TABLES			
	4' x 40" (stand-up height)	$ 55.00	$ 65.00	
	6' x 40" (stand-up height)	$ 65.00	$ 75.00	
	8' x 40" (stand-up height)	$ 75.00	$ 85.00	
	EXTRA SKIRTING			
	Table Skirt w/ Vinyl Cover	$ 35.00	$ 45.00	
	Table Skirt	$ 20.00	$ 30.00	
	SKIRT COLOR CHOICES (PLEASE SELECT ONE)			
	BLACK ❑ WHITE ❑ GOLD ❑ HUNTER GREEN ❑			
	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/sett	$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	
	4' Table Risers	$ 30.00	$ 50.00	
	6' Table Risers	$ 40.00	$ 60.00	
	8' Table Risers	$ 50.00	$ 70.00	
			TOTAL	$

QTY.	DESCRIPTION	UNIT PRICE ADVANCED PRICE	UNIT PRICE FLOOR PRICE	SUBTOTAL
	UNSKIRTED DISPLAY TABLES **(ALL DISPLAY TABLES ARE 2' DEEP)**			
	4' x 30" (sit-down height)	$ 35.00	$ 45.00	
	6' x 30" (sit-down height)	$ 45.00	$ 55.00	
	8' x 30" (sit-down height)	$ 55.00	$ 65.00	
	COUNTER HIGH ROUND TABLES w/out LINEN			
	2' x 30" Round	$ 35.00	$ 45.00	
	3' x 30" Round	$ 45.00	$ 55.00	
	4' x 30" Round	$ 55.00	$ 65.00	
	2' x 42" Cocktail	$ 45.00	$ 55.00	
	3' x 42" Cocktail	$ 55.00	$ 65.00	
	UNSKIRTED COUNTER HIGH DISPLAY TABLES			
	4' x 40" (stand-up height)	$ 45.00	$ 55.00	
	6' x 40" (stand-up height)	$ 55.00	$ 65.00	
	8' x 40" (stand-up height)	$ 65.00	$ 75.00	
	BOOTH FURNISHINGS			
	Folding Chair	$8.00	$16.00	
	Side Chair	$20.00	$30.00	
	Bar Stool	$25.00	$35.00	
	Easel	$15.00	$25.00	
	Wastebasket	$10.00	$20.00	
	Garment Rack	$30.00	$40.00	
	Bag Holder	$40.00	$50.00	
	Retractable Stanchion	$30.00	$40.00	
			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 7) WHEN RETURNING THIS FORM.

CARPET ORDER FORM

Event: 2025 Fort Wayne Home & Garden Show
Show Date(s): February 27- March 2, 2025

Deadline for advance discount orders: **Monday, February 10, 2025**

****PLEASE NOTE FLOOR COVERING IS REQUIRED IN ALL BOOTHS**

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 #_____

TAPE FOR YOUR CARPET

*PLEASE NOTE GAFFERS TAPE MUST BE USED TO TAPE DOWN CARPET. IF YOU NEED TAPE FOR YOUR PERSONAL CARPET A CLASSIC WILL PROVIDE FOR A FEE. PLEASE DO NOT USE DUCT TAPE.

Gaffers Tape Per Roll $50.00 (TAPE IS INCLUDED IN CARPET RENTAL)

SHIPPING INSTRUCTIONS AND FREIGHT HANDLING

Event: 2025 Fort Wayne Home & Garden Show
Show Date(s): February 27- March 2, 2025

*********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: Fort Wayne Home & Garden Show C/O A-CLASSIC EXPO DESIGN 8020 Zionsville Road Indianapolis, IN 46268		TO: (EXHIBITOR / BOOTH NUMBER) FOR: Fort Wayne Home & Garden Show C/O A CLASSIC EXPO DESIGN Allen County War Memorial Coliseum 4000 Parnell Ave. Fort Wayne, IN 46805	DIRECT TO SHOW SITE SHIPPING ADDRESS ⇦

FREIGHT TO ARRIVE **NO LATER** THAN: **Wednesday, February 19, 2025**

FREIGHT TO ARRIVE **NO EARLIER** THAN: **Monday, February 24, 2025**

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. MIMIMUM 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. Addt'l ctn.		

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

FORKLIFT SERVICE

Event: 2025 Fort Wayne Home & Garden Show
Show Date(s): February 27- March 2, 2025

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 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: 2025 Fort Wayne Home & Garden Show
Show Date(s): February 27 - March 2, 2025
Deadline for advanced discount orders: **Monday, February 10, 2025**

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	$_____
15% FACILITY CHARGE	$_____
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 Exhibiters. 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.