



A-Classic Expo Design

1625 Southeastern Ave.
Indianapolis, IN 46201

Office: (317) 557-3811

Fax: (317) 972-0374

Date January 19, 2008

Event Indiana Assn. For Home & Hospice Care, Inc.

City/State Indianapolis, IN

Dates April 29-30 & May 1, 2008

PLEASE READ THIS INFORMATION CAREFULLY

Dear Exhibitor:

A-Classic Expo Design would like to be one of the first to welcome you to this show.

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.

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- Page 1 - Ordering Instructions and Basic Show Information
 - Page 2 - Payment Summary Form
 - Page 3 - Furnishings Rental Order Form
 - Page 4 - Shipping Information, Handling Rates and Deadlines
 - Page 5 - Shipping and Handling Policies
 - Page 6 - Display Install/Dismantle Labor and Forklift Service

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

A-Classic Expo Design
1625 Southeastern Ave
Indianapolis, IN 46201
Office: 317-635-EXPO
Fax: 317-972-0374

Print form and fax to (317) 317-972-0374

SHOW INFORMATION AND ORDERING INSTRUCTIONS

Show Information

Exhibitor Move-in: Tuesday, April 29, 2008 1:30pm - 4pm

Exhibitor Move-out: Wednesday, April 30, 2008 1:30pm

Thursday, May 01, 2008 **OPTIONAL DAY** 2:00pm **SEE IAHC FOR DETAILS**

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

Show Colors: BLUE / WHITE

Booths

8' back drape

3' side rail drape

(1) 7" x 44" identification sign

6' skirted table (white)

(2) folding chairs

(1) wastebasket

A-Classic Expo Design
Show Managers
Sandy Campbell
Cell: (317) 557-3811

Aisle Carpet Color: **Room is already carpeted**

Shipping Dates:

Advanced: No later than:

Monday, April 28, 2008

Direct to site: No earlier than:

NO ADVANCE FREIGHT EXCEPTED AT THE FACILITY

For specific shipping addresses please refer to page 6.

Deadline for advanced orders:

Monday, April 21, 2008

Show Management Contact Information:

Indiana Assn. for Home & Hospice Cre
(317) 844-6630

Ordering Instructions

1. Please make sure your company's name and booth number(s) are on EACH completed for and return to A-Classic Expo Design along with payment.

2. Payment must be received in our office prior to advanced deadline noted above. Any orders received after the deadline will be filled to the best of our ability and charged full floor order price. We cannot guarantee to have every color or every item for orders placed after the deadline.

3. Exhibitor must advise A-Classic Expo Design of any services or products not delivered on site prior to end of show. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.

4. Please include overtime charges when calculating labor and/or freight handling charges if either set-up or tear-down occurs on overtime and you have used either of these services. Overtime includes the hours of 4:30 PM to 8AM weekdays, all day Saturday and Sunday and all Holidays.

5. All materials ordered in advance will be in your booth prior to your arrival.

6. Discount prices apply to orders received in our office prior to deadline date noted on each form along with pages 1 and 2. Faxed orders without credit card information are considered void until such information is received.

*****IMPORTANT*****

Payment Summary Form (Page 2) must accompany all orders including Freight Handling.

*****IMPORTANT*****

For questions or specific information please call Sandy Campbell @ (317) 557-3811
We look forward to serving your trade show needs.

Regards,
Sandy Campbell

PAYMENT SUMMARY FORM

Event: Indiana Assn. For Home & Hospice Care, Inc.
Show Date(s): April 29-30 & May 1, 2008

DEADLINE for advanced discounted orders: April 21, 2008

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 6% 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		\$ _____
CUSTOM LABOR/FORKLIFT SERVICE (tax exempt)		\$ _____
FREIGHT HANDLING (tax exempt)		\$ _____
CUSTOM SIGN/SIGN HANGING LABOR		\$ _____
SUBTOTAL		\$ _____
SALES TAX	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 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
1625 Southeastern Ave - Indianapolis, IN 46201
Office: 317-557-3811 Fax: 317-972-0374

FURNISHINGS RENTAL ORDER FROM

Event: Indiana Assn. For Home & Hospice Care, Inc.
Show Date(s): April 29-30 & May 1, 2008

Deadline for advanced discount orders: April 21, 2008

QTY.	DESCRIPTION	UNIT PRICE	ADVANCE	FLOOR	SUBTOTAL	QTY.	DESCRIPTION	UNIT PRICE	ADVANCE	FLOOR	SUBTOTAL
SKIRTED DISPLAY TABLES						UNSKIRTED DISPLAY TABLES					
skirted three sides with white vinyl top						no skirting-white vinyl top only					
(ALL DISPLAY TABES ARE 2' DEEP)						(ALL DISPLAY TABES ARE 2' DEEP)					
	4' x 30" tall	\$54.00	\$64.00				4' x 30" tall	\$30.00	\$42.00		
	6' x 30" tall	\$59.00	\$74.00				6' x 30" tall	\$35.00	\$69.00		
	8' x 30" tall	\$69.00	\$82.00				8 x 30" tall	\$64.00	\$78.00		
SKIRTED COUNTER HIGH ROUI 48						UNSKIRTED COUNTER HIGH ROUNDTABLES					
	3' x 30" Round	\$48.00	\$64.00				3' x 30" Round	\$43.00	\$59.00		
	5' x 30" Round	\$58.00	\$82.00				5' x 30" Round	\$53.00	\$77.00		
	2' x 30" Cocktail	\$45.00	\$64.00				2' x 30" Cocktail	\$67.00	\$72.00		
SKIRTED COUNTER HIGH DISPLAY TABLES						UNSKIRTED COUNTER HIGH DISPLAY TABLES					
	4' x 40" tall	\$65.00	\$81.00				4' x 40" tall	\$61.00	\$66.00		
	6' x 40" tall	\$73.00	\$88.00				6' x 40" tall	\$68.00	\$83.00		
	8' x 40" tall	\$82.00	\$98.00				8' x 40" tall	\$77.00	\$93.00		
SKIRTED COUNTER HIGH ROUND TABLES						UNSKIRTED COUNTER HIGH ROUND TABLES					
	3' x 40" Round	\$63.00	\$81.00				3' x 40" Round	\$58.00	\$76.00		
	5' x 40" Round	\$72.00	\$99.00				5' x 40" Round	\$67.00	\$94.00		
	2' x 40" Cocktail	\$59.00	\$81.00				2' x 40" Cocktail	\$54.00	\$76.00		
EXTRA SKIRTING						BOOTH FURNISHINGS					
	Skirt for your table	\$35.00	\$40.00				Folding Chair	\$10.00	\$14.00		
	Skirt 4th side	\$5.00	\$19.00		24.5		Side Chair	\$12.00	\$16.00		
SKIRT COLOR CHOICES (PLEASE SELECT ONE)											
White <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/>											
MISCELLANEOUS ITEMS AND HARDWARE						BOOTH ENHANCEMENT ACCESSORIES					
Use color choices above for drape. Drape is priced per lineal foot											
	ft. 8' tall booth drape	\$6.00	\$9.00								
	ft. 3' tall booth drape	\$4.00	\$6.00				Plastic Stanchion	\$5.00	\$ 8.00		
	3' uprights with base	\$6.00/set	\$8.00/set			ft.	Plastic Chain	\$3.00/ft.	\$5.00/ft.		
	8' uprights with base	\$6.00/set	\$8.00/set				Bag Holder	\$30.00	\$ 40.00		
	Horizontal Bar	\$6.00	\$8.00			TOTAL					\$
	9'-16' up w/base	\$ 40.00	\$ 60.00								
	4' Table Risers skirted	\$25.00	\$35.00								
	6' Table Risers skirted	\$35.00	\$45.00								
	8' Table Risers skirted	\$45.00	\$55.00								
TOTAL					\$						

Payment must be included with all orders whether via fax, mail or at show-site. 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 AT FLOOR PRICES. NO EXCEPTIONS.

EXHIBITOR _____ BOOTH # _____

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

SHIPPING INSTRUCTIONS AND ORDER FOR FREIGHT HANDLING

Event: Indiana Assn. For Home & Hospice Care, Inc.
Show Date(s): April 29-30 & May 1, 2008

*****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.

ADVANCE SHIPPING ADDRESS →	TO: (EXHIBITOR/BOOTH NUMBER) FOR: Indiana Assn. For Home & Hospice C/O A-CLASSIC EXPO DESIGN 1625 Southeastern Ave Indianapolis, IN 46201	TO: (EXHIBITOR/BOOTH NUMBER) FOR: Indiana Assn. For Home & Hospice C/O A-CLASSIC EXPO DESIGN <p align="center">NO FREIGHT WILL BE EXCEPTED AT THE FACILITY</p>	DIRECT TO SHOW SITE SHIPPING ADDRESS ←
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FREIGHT TO ARRIVE NO **LATER** THAN: April 28, 2008 FREIGHT TO ARRIVE NO **SOONER** THAN: NO ADVANCE FREIGHT EXCEPTED AT THE FACILITY

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

1. FREIGHT HANDLING RATES ARE CHARGED PER HUNDRED WEIGHT. 1CWT = 100 lbs (i.e. 365 lbs. = 4CWT rounded up)
2. THERE IS A 100 POUND MINIMUM PER SHIPMENT.
3. OVERTIME RATES APPLY TO HANDLING BETWEEN 4:30PM-8AM M-F, WEEKENDS AND HOLIDAYS.
4. INBOUND/OUTBOUND RATES ARE AS FOLLOWS: ADVANCED- \$58/CWT (\$70/CWT O.T.) DIRECT-\$54/CWT (\$65/CWT O.T.)
5. ANY PACKAGE OR DELIVERY THAT ARRIVES TO ADVANCED WAREHOUSE OR DIRECT TO SITE THAT HAS NO BILL OF LADING (I.E. FEDERAL EXPRESS AND UPS PACKAGES) WILL BE CHARGED A SURCHARGE OF \$10 PER PACKAGE.
6. A-CLASSIC EXPO DESIGN CHARGES A FLAT RATE OF \$20 FOR UNDER 20 LB SHIPMENTS TO SHOW SITE **PLUS** \$10 CHARGE FOR PACKAGES WITH NO BILL OF LADING

TOTAL WEIGHT	RATE (STRAIGHT OR O.T.)	TOTAL AMOUNT DUE

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. If no weights are provided, A-Classic Expo Design estimates will prevail.
2. Freight Handling rates include freight received via common carrier, placement of freight and/or materials in booth, removal and return of MARKED empty containers.
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 be charged an OVERTIME rate automatically.
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. 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 floor after tear-down, all freight will be sent back to their warehouse will be 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 Assn. For Home & Hospice Care, Inc.
Show Date(s): April 29-30 & May 1, 2008

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 \$48 per man per hour. Overtime rate is \$72. A 30% Custom Fee will be applied to both the set-up and dismantle of the exhibit. (\$25.00 minimum custom fee). 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 \$48 per man per hour. Overtime rate is \$72. 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: \$48.00 per man per hour
 Plan A Overtime: \$72.00 per man per hour

Straight time is between the hours of 8:00AM and 4:30PM Monday through Friday. All other hours and days including 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 1/2 hour
 Overtime : \$75.00 per 1/2 hour

Straight time is between the hours of 8:00AM and 4:30PM 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 20% 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.