

THE SUMMIT RACING EQUIPMENT I-X PISTON POWERED AUTO-RAMA

Exhibitor Services Guide

March 13 - 15, 2020

I-X SERVICE CENTER EXHIBITOR ORDERING INFORMATION

The attached includes a description of available services, pricing, an I-X Services Order Form, and a self-addressed envelope. Please return your completed order with payment to:

**I-X Service Center
One I-X Center Drive
Cleveland, Ohio 44135**

**Phone: 216-265-2500
Toll-free: 800-IXCENTER
Facsimile: 216-265-7300
Email: services@ixcenter.com**

Payment Policy:

- **Service orders received with full payment by *MARCH 2, 2020* qualify for *ADVANCE RATES*.**
- Service orders will be processed upon receipt of full payment. Please note that the I-X Service Center is not responsible for lost or misdirected mail.
- A tax exemption certificate must accompany order if you qualify for exemption from Ohio state sales tax.
- Acceptable forms of payment are cash (on-site), checks, travelers checks, money orders and charge cards (Visa, MasterCard, American Express, Discover).
- Please make checks payable to the I-X Service Center.
- Payments must be made in U. S. funds payable on a U. S. bank.
- A \$30 fee will be assessed for returned checks and an alternative form of payment will be required.
- Unless indicated otherwise, supplied charge card authorization will be used for on-site service orders.
- Please contact the I-X Service Center regarding billing discrepancies. Adjustments will only be considered prior to the close of the show. Credit balances will be refunded via I-X Center corporate check or applied to your charge card on file prior to final invoicing. A 1% monthly interest charge will be added to any unpaid balance.

INSTRUCTIONS FOR COMPLETING I-X SERVICE ORDER FORM

1. List the event name, booth number, and company billing information.
 2. Record all pertinent information for non-taxable service(s) ordered in Section A.
 3. Sub-total all non-taxable services and enter the dollar amount on Line 1 and Line 4.
 4. Record all pertinent information for taxable service(s) ordered in Section B.
 5. Sub-total all taxable services and enter the dollar amount on Line 2.
 6. Multiply amount recorded on Line 2 by 8% and enter Ohio state sales tax on Line 3.
 7. Add Lines 2, 3, and 4, and enter total due on Line 5.
 8. Forward all forms and utility layouts with payment to the I-X Service Center.
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***LIMITATION OF LIABILITY AND RESPONSIBILITY
FOR I-X CENTER SERVICES***

1. I-X Center Corporation shall not be responsible for damage to materials and equipment, including uncrated items, items improperly packed or concealed damage.
2. I-X Center Corporation shall not be responsible for loss, theft or disappearance of exhibitor's property.
3. I-X Center Corporation shall not be responsible for loss or damage to exhibit property related to delivery of I-X Center Services unless damages are the direct result of I-X Center's gross negligence.
4. I-X Center Corporation shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.
5. **I-X Center Corporation's liability shall be limited to the physical loss or damage to the specific property which is lost or damaged, and in any event the I-X Center Corporation's maximum liability shall be limited to the following: Material Handling, \$0.30 per pound per article with a maximum liability of \$1,000.00 per shipment, whichever is less; for all I-X Center Services, actual damages or \$1,000.00, whichever is less.**
6. **I-X Center Corporation 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 an exhibitor's property.**
7. Claims for loss or damage must be submitted to I-X Center Corporation prior to the close of the show.
8. The consignment or delivery of property to I-X Center Corporation by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
9. **INSURANCE** – To protect yourself from unexpected losses every exhibitor's property should be insured from the time it leaves their possession until the time it is returned to their possession. It is suggested that exhibitors arrange all risk coverage.
10. Empty container labels will be available at I-X Center Corporation's Freight Desk. Affixing labels is the sole responsibility of the exhibitor or their representative. All previous labels need to be removed or completely concealed. I-X Center Corporation assumes no responsibility for:
 - Exhibitor's disregard of above procedures
 - Removal of containers with old empty labels and without I-X Center Corporation labels
 - Improper information on empty labels
 - Materials stored in containers labeled "empty"

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ELECTRICAL SERVICES

- ✎ Electrical lines are placed at the most convenient location to source, usually in center rear of booth. Electrical lines installed and not used are non-refundable. Standard rates apply to all lines ordered after the advance rate deadline.
- ✎ Electrical orders must be specified in terms of amps, volts and watts. To determine electrical requirements, multiply the number of amps by volts per piece of equipment and add these numbers together for total wattage. For example, if total exceeds 2400 watts/120 volts, multiple 120 volt lines are required; 3500 watts requires one 2400 watt service and one 1200 watt service.
- ✎ Power is turned on one hour before show and turned off one hour after show.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>SHOW SPECIAL</i>	<i>STANDARD RATE</i>
Electrical Service 120 Volt – Taxable			
10 amp / 120 volt / 1200 watt / 1 phase	EA	\$60.00	\$70.00
20 amp / 120 volt / 2400 watt / 1 phase	EA	\$70.00	\$80.00

DECORATING SERVICES

<i>DESCRIPTION</i>	<i>U / M</i>	<i>SHOW SPECIAL</i>	<i>STANDARD RATE</i>
Decorating Service – Taxable			
___ 4', ___ 6', ___ 8' black skirted table (choose size)	EA	\$60.00	\$70.00
Side Chair	EA	\$20.00	\$30.00
10' x 20' Standard Carpet, black	EA	\$120.00	\$150.00

CREDENTIALS, TICKETS, BURGER BASH MEAL SERVICE

<i>DESCRIPTION</i>	<i>U / M</i>	<i>RATE</i>
Credentials, Tickets, Burger Bash Meal Service – Taxable		
3-Day Participant / Exhibitor Badge	EA	\$54.00
Adult General Admission Ticket	EA	\$20.00
Burger Bash Meal (1 Burger, 2 Drink Tickets)	EA	\$10.00

PARKING PRIVILEGES

- ☞ Exhibitors and attendees are charged parking fees on show days only.
- ☞ Event parking permits provide in and out privileges, easily identify "Exhibitor Vehicles" and provide admittance to designated exhibitor parking areas.
- ☞ Event parking permits may be purchased through the Exhibitor Service Kit or from the I-X Service Center.
- ☞ **Parking permits are not mailed.** Exhibitors may pick up parking permits during move-in prior.
- ☞ Event parking permits for **standard** and **oversize** vehicles are valid all show days. Standard size vehicles are standard size pick-up trucks, automobiles and vans. Oversize vehicles are recreational vehicles, vehicles pulling trailers and vehicles larger than standard size vehicles that require more than one parking space.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>RATE</i>
Parking Permit – Nontaxable		
Event Parking Permit - Standard Vehicle	EA	\$30.00
Event Parking Permit - Oversize Vehicle	EA	\$60.00