



“ORIGINAL SEWING & QUILT EXPO 2023”
October 12th-14th, 2023

EXHIBITOR SERVICES KIT

Dear Exhibitor,

Academy Expo is proud to be the Official Decorator for the Original Sewing & Quilt Expo 2023 scheduled for October 12th -14th, 2023 at the Sharonville Convention Center, Sharonville, Ohio.

Our solid commitment, to you and Show Management, is to make this a successful event!

YOUR STANDARD 10' x 10' VENDOR BOOTH INCLUDES:

- 8' high Pipe & Drape back
- 3' high Pipe & Drape sides
- 7' x 44" Exhibitor ID sign

FORMS ATTACHED INCLUDE:

- ADDITIONAL EQUIPMENT ORDER FORM to pre-order equipment for your booth
- MATERIAL HANDLING/DRAYAGE INSTRUCTIONS & CHECKLIST to ship product to your booth using our material handling service
- SERVICE ORDER FORM Sharonville Convention Center (SCC) to order electric or phone service. (SCC offers online ordering: www.sharonvilleconventioncenter.com, click on EXHIBITORS tab, choose SERVICE ORDER FORM to order & pay online.)

NOTE: Deadlines for discounts apply to all services and are indicated on each form.

Please do not hesitate to contact me with any questions.

We are ready to serve all your needs and together we will have a great show!

Sincerely,

Cindy Ritchie
[critchie@academyexpo.com](mailto:critchier@academyexpo.com)

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

Phone (513) 772-1898 Fax (513) 322-4473

Original Sewing & Quilt Expo 2022

ADDITIONAL EQUIPMENT ORDER FORM

Sharonville Convention Center – October 12th–14th, 2023

1. Complete & fax to (513) 322-4473 or to Cindy's email: critchie@academyexpo.com by the DEADLINE for discounted prices. Academy will email or fax a contract & charge slip to confirm receipt of your order. After the deadline, the higher Standard prices apply and the equipment is limited as indicated below.

PRE SHOW DISCOUNT DEADLINE to ORDER is TUESDAY, October 3rd, 2023

2. Your booth space includes Pipe & Drape & an Exhibitor Sign. Use this form to *order additional equipment*.

3. Complete the following area if you want to rent any ADDITIONAL equipment:

<u>EQUIPMENT</u>	<u>Discounted</u>			<u>After 10/3</u>
	<u>PRICES</u>	<u>QTY</u>	<u>\$ TOTAL</u>	<u>Deadline</u>
				<u>PRICES</u>
6' x 30" Table, covered & skirted (show colors)	\$55.00	X		\$ 110.00
6' TALL Table (40") cover/skirt (show colors)	\$70.00	X		\$ 140.00
8'x30" Table, covered & skirted(show color)	\$65.00	X		\$ 130.00
8' TALL Tables (40") cover/skirt (show color)	\$80.00	X		\$ 160.00
30" Round Table with White Linen	\$45.00	X		N/A
30" Round TALL Table with White Linen	\$50.00	X		N/A
Any size, plain Table (Indicate size: _____)	\$35.00	X		\$ 60.00
Any Banquet Table, linen cover only (Size: _____)	\$40.00	X		\$ 80.00
Folding Chair, black	\$ 7.00	X		\$ 14.00
6' x 18" Table, covered & skirted (show colors)	\$50.00	X		N/A
Carpet, per Single booth space - (BLACK)	\$100.00	X		\$ 200.00
Carpet Padding, per Single booth space	\$50.00	X		\$ 100.00
Vendor Labor - PER Hour	\$50.00	X		

(Show color skirting is BLACK with a White Linen table cover.)

4. Complete payment information, Credit Card Only, All Credit Cards Accepted:

Name on Card _____	Subtotal	\$ _____
Credit Card Type _____	Tax (7.8%)	\$ _____
Card # _____	3% CC Fee	\$ _____
Card Expiration Date _____	Total Due	\$ _____
CVV# _____		
Card Billing Address, State & Zip _____		

5. Complete information, sign & fax this form:

Company Name _____
Address _____
City/State/Zip _____
Phone # _____
Fax # _____
Contact Person _____
Email _____
YOUR BOOTH# _____

Signature _____ Date _____

MATERIAL HANDLING / DRAYAGE INSTRUCTIONS & CHECKLIST

_____ 1. You are responsible for contacting a carrier and scheduling your shipment to us. Shipments are NOT accepted at the show site, unless pre-scheduled with Academy. Drayage charges apply.

_____ 2. Clearly address each container to: **Academy Expo**
Original Sewing & Quilt Expo 2023
"Your Name & Booth Number"
116 Marion Road, Cincinnati, OH 45215
Phone (513) 772-1898 Fax (513) 322-4473

_____ 3. Payment must be made by credit card. All Credit cards accepted.

_____ 4. Total number of containers (#): _____

_____ 5. Rates: \$ 1.25 per pound
(Minimum payment required \$40.00 for 1- 25 lbs.)
Total weight of packages shipped to Academy (lbs) : _____
3% CC Convenience Fee _____
7.8% Sales Tax _____
Total amount due (\$): _____

_____ 6. Your Company Name: _____
Company Address: _____
Company City / State / Zipcode: _____
Phone Number: _____
E-MAIL: _____
Fax Number: _____
Contact Person: _____
Your Booth #: _____

_____ 7. DEADLINE: All material must arrive on or before
Tuesday, October 3rd, 2023
Shipments received after the deadline will incur a \$125.00 late fee.

_____ 8. Academy will store & deliver your container(s) to your booth at the meeting site.
We are not responsible for any unpacking, repackaging, setup or breakdown of materials.

_____ 9. *** **Affix your carriers PREPAID shipping return labels & our "Return Drayage Form" to your returning packages, then CALL your carrier to schedule a pickup from our warehouse on either Tuesday 10/17 or Wednesday, 10/18.**

_____ 10. Fax this completed, signed form to # (513) 322-4473 with your credit card information:
CREDIT CARD TYPE _____ CREDIT CARD EXP DATE _____
CREDIT CARD # _____
NAME as it appears ON CARD _____
BILLING ADDRESS _____
BILLING STATE / ZIP _____

Person responsible for this information and its execution:

Name Title Date

Questions? Contact Cindy Ritchie by phone# 513-772-1898 or email: critchie@academyexpo.com

RETURN DRAYAGE FORM

MY COMPANY NAME _____

MY BOOTH # _____

MY RETURN PACKAGES ARE SHIPPING TO:

COMPANY _____

ATTN: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

of boxes returned _____

Approximate total weight _____

Name of Carrier _____

PLEASE attach your completed, **pre-paid shipping labels** to each of the packages you are returning with **this form** and **call your carrier to schedule** pickup from Academy Expo.

****** Please be sure to complete this form and
attach it, with your pre-paid shipping labels,
to your boxes to ensure a prompt return.******

Questions? Contact Cindy Ritchie by phone# 513-772-1898 or email:
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