

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

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

## **Original Sewing & Quilt Expo 2024**

### **ADDITIONAL EQUIPMENT ORDER FORM**

I-X Center – April 18<sup>th</sup>-20<sup>th</sup>, 2024

**1.** Complete & fax to (513) 322-4473 or to Cindy's email: [critchie@academyexpo.com](mailto: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 for equipment reserved between 4/5-4/9. **Orders at the show site are extremely limited.**

**PRE SHOW DISCOUNT DEADLINE to ORDER is THURSDAY, April 4<sup>th</sup>, 2024**

**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:

<b>EQUIPMENT</b>	<b>Discounted PRICES</b>	<b>QTY</b>	<b>\$ TOTAL</b>	<b>4/5-4/9 Deadline PRICES</b>
6' x 30" Table, covered & skirted (show colors)	\$60.00	X		\$ 120.00
6' or 8' TALL Table (40") cover/skirt (show colors)	\$75.00	X		\$ 150.00
8'x30" Table, covered & skirted (show color)	\$65.00	X		\$ 130.00
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		\$ 70.00
Any Banquet Table, linen cover only (Size: )	\$45.00	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		N/A
Carpet Padding, per Single booth space	\$50.00	X		N/A
Vendor Labor - PER Hour	\$60.00	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 \_\_\_\_\_

Credit Card Type \_\_\_\_\_

Card # \_\_\_\_\_

Card Expiration Date \_\_\_\_\_

CVV# \_\_\_\_\_

Card Billing Address, State & Zip \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Tax (7.8%) \$ \_\_\_\_\_

3.99% CC Fee \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_

**5.** Complete information, sign & fax this form:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

**YOUR BOOTH#** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **MATERIAL HANDLING AND 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 prescheduled with Academy. Drayage charges apply.
- \_\_\_\_\_ 2. Clearly address each container to: **Academy Expo**  
**2024 Original Sewing & Quilt Expo**  
**"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 \$50.00 for 1- 40 lbs.)  
Total weight of packages shipped to Academy (lbs.): \_\_\_\_\_  
7.8% Sales Tax \_\_\_\_\_  
3.99% Credit Card Convenience Fee \_\_\_\_\_  
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, April 9th, 2024.**  
**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 Wednesday, April 24th or Thursday, April 25th, 2024.
- \_\_\_\_\_ 10. Fax this completed, signed form to # (513) 322-4473 with your credit card information:  
CREDIT CARD TYPE \_\_\_\_\_ CREDIT CARD EXP DATE \_\_\_\_\_  
CREDIT CARD # \_\_\_\_\_ CVV# \_\_\_\_\_  
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](mailto: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:  
[critchie@academyexpo.com](mailto:critchie@academyexpo.com)

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