

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

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

Original Sewing & Quilt Expo 2025

ADDITIONAL EQUIPMENT ORDER FORM

I-X Center – April 3rd-5th, 2025

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 for equipment reserved between 3/21-3/25. **Orders at the show site are extremely limited.**

PRE SHOW DISCOUNT DEADLINE to ORDER is THURSDAY, March 20th, 2025

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>PRICES</u> | <u>QTY</u> | <u>\$ TOTAL</u> | <u>3/21-3/25</u> <u>Deadline</u> <u>PRICES</u> |
|---|------------------------------------|------------|-----------------|--|
| 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 ½ 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 _____
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**
2025 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 Tues., March 25th, 2025.
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 9th or Thursday, April 10th, 2025.**

_____ 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

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

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