ORIGINAL
Sewing & Quilt
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Exhibitor Kit

Akron, OH

John S. Knight Center - 2026

Exhibitor Kit & Decorator Forms available at:

sewingexpo.com/Exhibit

Move-In:
Wednesday, April 22 8:00am – 5:00pm
All services end at 5pm. All vehicles must be unloaded by 5pm.
You may continue to work in your booth until 6:00pm.

Exhibit Hall:	Thursday, April 23	10am – 5:30pm
	Friday, April 24	10am – 5:30pm
	Saturday, April 25	10am – 5pm

Original Sewing & Quilt Expo • 909 Canterbury Rd, Suite F • Westlake, OH 44145
Phone: 440.899.4730 • sewingexpo.com/Exhibit • hshaw@hoffmanmedia.com

Your Booth Package Includes:

- 8' high black draped back walls
- 3' high black siderail drape
- 7" x 44" exhibitor ID sign
- Exhibitor credentials
- Complete Expo Guide listing

Additional Furnishings and services are available from the official Expo decorator, whose forms are now linked at sewingexpo.com/Exhibit

Academy Expo
116 Marion Rd, Cincinnati, OH 45215
Phone: 513-772-1898 | Fax: 513-322-4473
Email: critchie@academyexpo.com

Furnishing Discounts: All furniture and decor orders must be made in advance by April 7. Onsite rentals are extremely limited.

Electric: Services are available through the John S. Knight Center via the form linked at sewingexpo.com/Exhibit/Cleveland-OH by April 10

Internet: A free public WiFi network is available. To purchase dedicated Broadband Internet Service, order through the John S. Knight Center via the form linked at sewingexpo.com/Exhibit/Cleveland-OH by April 9

If you are shipping to the EXPO:

Merchandise must arrive at the Advance Warehouse by April 10. Use the shipping address on the shipping information/material handling sheet and your packages will be delivered directly to your booth. Please read all shipping information carefully to avoid additional charges or missing items.

Please Note: Shipments are NOT accepted at the Center unless pre-scheduled with Academy.

Moving Into the Expo

Wednesday April 22, 2026
8:00am –5:00pm
All services end at 5:00pm, but you may continue to work in your booth until approximately 6:00pm.

Please make all travel arrangements with these times – and move-out times – in mind. Due to increased security and insurance measures, there will be no late-night exceptions to these check-in times. If you have a specific situation or problem regarding the schedule (not including airline bookings), call us as soon as possible.

Questions on set-up day? Call 440-263-6869.

Don't forget to Check-In:

Upon arrival, check in with Expo staff at Exhibitor Check-In at the Registration Desk.

- Receive your Shopping Bag, Expo Guide, Vehicle ID sign and Name Badge.
- New name badges will be issued for each event, and must be worn in the hall at all times on Thursday – Saturday.
Submit names for your badges via the online form by April 13
sewingexpo.com/exhibit/name-badge-request
If you miss the deadline, please request them on Wednesday at Exhibitor Check-in.

Exhibit Hall Hours

Thursday, Friday: 10am – 5:30pm
Saturday: 10am – 5pm

MORNING VENDOR ENTRANCE:

The people door next to the loading dock in the rear of the building (northeast side) will be open vendors with name badges to enter each day of the Expo between 8:00 AM - 11:00 AM on Thursday, Friday and Saturday. Vendors may find easy parking in the open air lots behind the building.

Unloading a Vehicle:

The main unloading area and truck dock are located on the north side of the center off South Broadway St (which is one-way heading North). If you go past the load in and vehicle staging area, it's easy to circle around the block and approach again. Keep turning left until you reach the loading area on the north side of the building. See page 6 for photos of area.

Vendors should only move-in and out through the north-east loading area. No front entrance move-in or move out is permitted at the John S Knight Center.

Vendors are required to use the complimentary Porter to assist them with provided four-wheel carts on move-in and move-out to assure it's a safe move-in for everyone.

Vendors do NOT need Porters when loading with 2-wheel carts, luggage, large quilt frames and other display units on casters. Vendors may always hand-carry goods without the Porter assistance.

For vendors who use the loading dock, complimentary Porter service is available as well.

Booth Staffing:

Please be sure you have requested a name badge via email for everyone you plan to have working in your booth (VIPs, regular staff, spouses, etc.). Your booth must be staffed at all times, and you may want to take special note of the 11:30am – 1:00pm class break, when increased attendee traffic in the Exhibit Hall may boost your need for help.

Parking Information:

Vendors may park in the Art Museum open-air parking lot on S Broadway and E Market St. Enter the Art Museum lot from S Broadway just east of the loading area. They have a new payment system – scan the posted code and pay online.

Alternate parking is in the City Center Parking Deck on South High St and East Mill St. or the Market Parking Deck next to the Library on South High St. Please reserve the Broadway Parking Garage for attendees only. See page 7 for a map.

Parking is generally $2.50 to $10.00 per day max, depending on the location.

On event days, the people door next to the loading area nearest the Art Museum parking lot will be staffed and vendors with name badges can enter between 8-11am Thursday, Friday and Saturday.

Tax Information: Sales tax is 6.75%.

Sales tax collected at the Expo must be remitted electronically using the Ohio Business Gateway by May 23, 2026. Log in or create an account at: https://ohid.ohio.gov/wps/portal/gov/ohid/login

Exhibitors selling goods (with a business not registered in Ohio) need a Transient Vendor License. If you have never registered for a Transient Vendor License in the State of Ohio, obtain one prior to vending in Akron (cost $50) by filling out the OH ST 1T tax form on at: https://tax.ohio.gov/static/webview/view1/UIExtension/1/pdf-view.html?filename=forms/sales_and_use/Applications2019/st_st1t_fi.pdf

Above links are also at sewingexpo.com/Exhibit

Moving Out: Saturday, April 25, 2026 • 5:01pm – 10:00pm

Move-out begins after 5:00pm. No exceptions! This means your booth should be open, fully decorated and ready to do business until 5:00pm. Expo staff will be on the floor to assure all booths are open until the end of the show as published in all consumer promotion.

Loading a Vehicle

You will be able to drive up to loading area with your vehicle once your booth is packed and ready to go. Your Vehicle ID card will be required when parked in the loading area. Vendors are required to use the complimentary Porter to assist them with provided four-wheel carts. Vendors do NOT need Porters when loading with 2-wheel carts, luggage, large quilt frames and other display units on casters.

If You Need Outbound Shipping: the official Expo Decorator will be on-site to facilitate your outbound shipping needs. If you have questions about these services, please call them directly.

Booth Space Requirements:
Exhibitors should plan their displays with the following guidelines in mind:

- Objects should be placed within the confines of the booth space, not in the aisles or adjacent booths.
- Exhibitor may display 8' high ½ the distance to the front of the booth at any time. 8' high displays or walls that extend from the back drape to the aisle must be pre-approved by Show Management. If you have a corner booth, the aisle "wall" is yours to do with as you please up to the 8' height.
- If you plan to run perimeter pipe at the 8' height beyond limits as stated above, you must cover the pipe with fabric or some other display material. Please, "no naked pipe."
- Pinning or taping directly to drape or walls is expressly forbidden. You may use fishing line, chain, "s"-hooks, hangers, hula-hoops . . . these are all good ways to hang display items from the 8' pipe.
- All tables must be draped on three sides to the floor. The Fire Marshall requires flame-retardant materials for table drape, which you may order along with other furnishings from the official Expo Decorator. In any case, if you have questions about your booth design/décor, please do not hesitate to call us.

Deadlines

Akron, OH

April 7, 2026
- Last day for discounted rate on furnishings from Academy

April 10, 2026
- Last day for advance discount on electrical orders.

April 10, 2026
- Last day for advance shipments to decorator

April 13, 2026
- Name Badge info due

Questions?

hshaw@hoffmanmedia.com
440-899-4730

Last Minute Questions?
Mark: 440-263-6869
Heather: 440-901-8235

John S. Knight Center
77 E. Mill St. | Akron, OH 44308
johnsknightcenter.org | 330.374.8900

Travel Information

Air Travel – The John S. Knight Center is 11 miles from Akron/Canton Airport and 30 miles from Cleveland Hopkins International Airport.

Ground Travel – See parking information on page 3 and 7.

Hotel Information

BLU-Tique, Akron, a Tribute Portfolio Hotel
1 S. Main St | Akron, OH 44308 | Room Rate: $179
Call 330-983-4905 and ask for Original Sewing & Quilt Expo room block

Sheraton Suites Cuyahoga Falls
1989 Front St | Cuyahoga Falls, OH 44221| Room Rate: $169
Call 330-929-3000 and ask for Original Sewing & Quilt Expo room block

Courtyard by Mariott Akron Downtown
41 Furnace St | Akron, OH 44308| Room Rate: $119
Call (330) 252-9228 and ask for Original Sewing & Quilt Expo room block

Holiday Inn Express Akron South
898 Arlington Rdg E | Akron, OH 44312 | Room Rate: $139
Call 888-HOLIDAY or 330-644-5600 and ask for Original Sewing & Quilt Expo room block

Participate in the daily

Super Prize Drawing

ORIGINAL Sewing & Quilt E◆X◆P◆O℠

Another way to gain exposure at the Expo!

Your prizes will be displayed with your booth name and number near the entrance to the Expo. This is great visibility for your products!

Every attendee has a chance to win these fabulous prize packages worth hundreds of dollars! Sewing machines are the super grand prize for each day. The drawing is held at 5:15 Thursday and Friday, and 4:30 on Saturday. Watch for those late afternoon crowds.

Several prizes and sewing machines will be awarded at every Expo! Attendees don't miss this event – it's the climax of their day!

WHAT TO DO AS AN EXHIBITOR:

Bring up to three prize items (one for each day), which represents the style of your booth, along to the Expo. Just drop them off at Exhibitor check-in any time on set-up day, or with the Prize Patrol coming by your booth between 3:00 - 4:00 on set-up day. We can accept prizes any time at the Registration Desk in the lobby. Don't miss this unique opportunity, since a little goodwill goes a long way with customers. The prize table is the busiest kiosk at the entrance, and customers will look for your booth. It really works!

Approaching the Load-In Area

Load in Area

VENDOR PARKING
Rubber City Hair
Akron-Summit County Public Library
John S. Knight Center Parking Lot
VENDOR PARKING
VENDOR PARKING
LOAD IN / OUT
Art Museum
Summit Choral Society
Haven of Rest
Parking lot
The Botanist
Ohio Notary Services
Akron Legal News
Community Action Akron Summit
John S. Knight Center
Parking lot
El Patrón Tequileria & Cuisine
Takeout
Sweet Mary's Bakery
Takeout
State and Federal Communications
Ferdinand's Fudge Restaurants
Takeout
123-161 E Mill St Parking
ATTENDEE PARKING
Hamads On Main
Takeout
High Street Christian Church
ATTENDEE PARKING
Quaker Square
River Valley Paper
124-162 E Mill St Parking
Broadway Parking Deck
Quaker Station Catering
Akron Roundtable
Koch & Regal
Zion Lutheran Church
Quaker Square Residence Hall
Google
Lot 45
E Mill St
E Bowery St
S Main St
S High St
Wheeler Ln
Maiden Ln
S Summit St
Broadway
261