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# EXHIBITOR KIT

## CINCINNATI, OH (SHARONVILLE)

### Sharonville Convention Center - 2023

***Exhibitor Kit & Decorator Forms*** available at:  
[sewingexpo.com/Exhibit](http://sewingexpo.com/Exhibit)

**Move-In:**

Wednesday, October 11      8:00am – 5:00pm

All services end at 5:00pm. All vehicles must be unloaded by 5:00pm.

You may continue to work in your booth until 6:00pm.

**Exhibit Hall:** Thursday, October 12 10am – 5:30pm

Friday, October 13 10am – 5:30pm

Saturday, October 14 10am – 5:00pm

### Your Booth Package Includes:

- 8' high black draped back walls and 3' high divider 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 available online at [sewingexpo.com/Exhibit](http://sewingexpo.com/Exhibit)

#### Academy Expo

16 Marion Rd. Cincinnati, OH 45215

Phone: 513-772-1898

Fax: 513-322-4473

Email: [critchie@academyexpo.com](mailto:critchie@academyexpo.com)

### Discounts on Furnishings:

**October 3** is the final day for discounts.

### Electric, Telephone and Wired Internet:

Services are available from the Center at: [sharonvilleconventioncenter.com/service-order-form](http://sharonvilleconventioncenter.com/service-order-form)  
The Advance Payment deadline is **October 4**.

### Wireless Internet:

Alt fiber Wi-Fi is free to all in the building.

A free secure line for vendors is also available. For vendor equipment only, not personal devices.

Wifi network: SCC-Vendor

Password: V3nDOR\$tSCC989

### If you are shipping to the EXPO:

Advance Freight Warehouse shipments must be received by **October 3**. Use the shipping address on the shipping information 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

**October 11, 2023**

**8:00am – 5:00pm**

*All services end at 5pm, but you may continue to work in your booth until approximately 6pm.*

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, 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 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. *If you miss the deadline of **September 11** for emailing names for Name Badges to Liz ([liz.fredrick@hoffmanmedia.com](mailto:liz.fredrick@hoffmanmedia.com)), you may request them on Wednesday at Exhibitor Check-in on the clipboard provided.*

### Exhibit Hall Hours

Thursday, Friday • 10am – 5:30pm

Saturday • 10am – 5pm

Exhibitors may enter the Hall at 7:45am on Thursday and 8am on Friday and Saturday to refresh displays and visit.

**Unloading a Vehicle:** Unload at or near the loading docks. All move-in/move-out is through the loading area. No loading through the main or glass doors. You are requested to remove your vehicle immediately after unloading. Don't forget to bring a rolling cart. Your Vehicle ID card (received at check-in) must be displayed in window.

**Free Parking:** Vendors park in the North Parking Lot. Trailers and oversized trucks park in the Northwest Parking Lot. See map on page 6.

### **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.

### **Tax Information:**

Sales tax for Sharonville, OH is 7.8%

#### **All vendors are required to file electronically.**

Sales tax filings can be made using the two methods outlined at <https://tax.ohio.gov/business/ohio-business-taxes/online-services/business-taxes-sales-filing>

**Vendors with a base of operations outside Hamilton County, Ohio:** You must complete an Ohio ST1 tax form before you sell at the event. The Required Vendor's license applications can be obtained at <https://tax.ohio.gov/home/forms/landing-page-area/st1>

### **Booth Space Requirements:**

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

- Objects should be placed within the confines of booth space, not in 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 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.

### **Move Out: Saturday 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.

**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.

# Deadlines

## Cincinnati, OH

**September 11, 2023**

- Name Badge info due to Liz  
liz.fredrick@hoffmanmedia.com

**October 3, 2023**

- Last day for discounted  
rate on furnishings

**October 3, 2023**

- Last day for shipments to  
arrive

**October 4, 2023**

- Electric, wired internet,  
and phone orders due to  
Sharonville Convention  
Center

## Questions?

liz.fredrick@hoffmanmedia.com  
440-655-0174

## Last Minute Questions?

*Expo cell phone:*  
440-263-6869

## Sharonville Convention Center

11355 Chester Rd. | Sharonville, OH 45246  
sharonvilleconventioncenter.com | 513-771-7744

## Travel Information

**Air Travel** – Cincinnati /Northern Kentucky International Airport is 30 miles from the Sharonville Convention Center and the Dayton International Airport is 50 miles from the Sharonville Convention Center.

**Ground Travel** – Parking is FREE at the Sharonville Convention Center. Vendors park in the North Parking Lot. Trailers and oversized trucks park in the Northwest Parking Lot. See map on page 6.

## Hotel Information

### Hyatt Place Sharonville Convention Center

11345 Chester Rd. | Sharonville, OH 45246

Room Rate: \$145 King; \$155 Two Queens

Special Rate Expires 9-15-23

Reservations: Call 800-341-3207 or 513-771-1718 and ask for  
Original Sewing & Quilt Expo rate

Connected to the Sharonville Convention Center

### LivINN Hotel

11385 Chester Rd. | Sharonville, OH 45246

Room Rate: \$99 King or Two Queens

Special Rate Expires 9-10-23

Reservations: Call 513-772-7877, ask for Original Sewing & Quilt  
Expo rate (group code SEW23)

Adjacent to the Sharonville Convention Center

### Delta Hotels by Marriott Cincinnati Sharonville

11320 Chester Rd. | Sharonville, OH 45246

Room Rate: \$129

Special Rate Expires 9-19-23

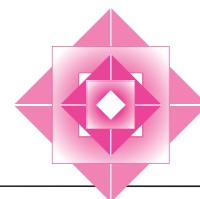
Reservations: Call 513-771-2080, ask for Original Sewing & Quilt Expo rate  
Across from the Sharonville Convention Center

### For more details and reservation links:

[sewingexpo.com/Events/Cincinnati,OH/LocationHotels](http://sewingexpo.com/Events/Cincinnati,OH/LocationHotels)

Participate in the daily

# Super Prize Drawing



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## 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!





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**Vendors  
Park  
HERE**

**Trailers and  
oversized truck  
parking**

