

ORIGINAL
Sewing & Quilt
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EXHIBITOR KIT

CINCINNATI, OH (SHARONVILLE)

Sharonville Convention Center - 2024

Exhibitor Kit & Decorator Forms available at:
sewingexpo.com/Exhibit

Move-In:

Wednesday, October 9 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 10 10am – 5:30pm

Friday, October 11 10am – 5:30pm

Saturday, October 12 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

Academy Expo

16 Marion Rd. Cincinnati, OH 45215

Phone: 513-772-1898

Fax: 513-322-4473

Email: critchie@academyexpo.com

Discounts on Furnishings:

October 1 is the final day for discounts.

Electric, Telephone and Wired Internet:

Services are available from the Center at: sharonvilleconventioncenter.com/service-order-form
The last day for the advance order rate is October 1

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 1. 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 9, 2024

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 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 September 17.

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

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.

Food & Beverage: All vending and concessions onsite are cashless.

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/>

Vendors with a base of operations outside Hamilton County, Ohio may need to add Hamilton County in their Ohio Business Gateway account for tax filing purposes.

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 17, 2024

- Submit names for your badges via the online form:
sewingexpo.com/exhibit/name-badge-request

October 1, 2024

- Last day for discounted rate on furnishings
- Last day for shipments to arrive
- Electric, wired internet, and phone orders due to Sharonville Convention Center

Questions?

hshaw@hoffmanmedia.com
440-901-8235

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: \$155 King; \$165 Two Queens

Special Rate Expires 9-1-24

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 9-8-24

Reservations: Call 513-772-7877, ask for Original Sewing & Quilt
Expo rate (group code SEW24)

Adjacent to the Sharonville Convention Center

Delta Hotels by Marriott Cincinnati Sharonville

11320 Chester Rd. | Sharonville, OH 45246

Room Rate: \$139

Special Rate Expires 9-17-24

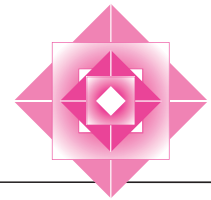
Reservations: Call 513-771-2080, ask for Original Sewing & Quilt Expo rate
Across from the Sharonville Convention Center

For more details and reservation links:

sewingexpo.com/Events/Cincinnati,OH/LocationHotels

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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**PARKING for VENDORS
(trucks, trailers, etc.)**



Parking and Entrances May

