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# EXHIBITOR KIT

## Cleveland, OH

I-X Center - 2025

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

**Move-In:**

Wednesday, April 2

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 6pm.

**Exhibit Hall:** Thursday, April 3

10am – 5:30pm

Friday, April 4

10am – 5:30pm

Saturday, April 5

10am – 5pm

### Your Booth Package Includes:

- 8' high black draped back walls and 3' high divider drape
- 7" x 44" exhibitor ID sign
- Exhibitor credentials
- 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)

**Furnishing Discounts:** March 20 is the final day for discounts on orders from Academy Expo.

**Electric:** Order directly through the electrical services provider by **March 13** at: [ordering.edlen.com/login](http://ordering.edlen.com/login)

**Internet:** Smart City Networks offers on-site wireless services. Complimentary wireless internet is available in the lobby and meeting rooms. To purchase wireless internet for the Exhibit Hall, you may do so by **March 20**: <https://orders.smartcitynetworks.com/login>

### If you are shipping to the EXPO:

Advance Freight Warehouse shipments must be received by **March 25**. Use the shipping address on the 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 2, 2025**

**8:00am – 5:00pm**

*All services end at 5pm. All vehicles must be unloaded by 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 March 20.**

[sewingexpo.com/exhibit/name-badge-request](http://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.

## LOAD IN and OUT:

All Vendors will move in and out through Door 4 on the southeast corner of the I-X Center. Use the loading zone outside the building OR purchase a Drive-In Pass.

**For Drive-In Pass details and I-X Center Order Form:**  
[sewingexpo.com/Exhibit/Cleveland-OH](http://sewingexpo.com/Exhibit/Cleveland-OH)

Your Vehicle ID (received at Vendor check-in desk in lobby) must be displayed in the vehicle window while parked in the loading zones. Please move your vehicle after unloading so others may have an opportunity.

Remember to bring a rolling cart if needed (2-wheel carts and 4-wheel carts are permitted). If you require a loading dock, you may be asked to move your truck if you are not actively loading/unloading. Large vehicle parking is available.

**Parking:** The I-X Center charges \$12/day for parking on event days. Purchase an Event Parking Permit in advance that will allow in and out privileges and provide admittance to designated exhibitor parking areas for \$10/day.

**For Parking Permit details and I-X Center Order Form:**  
[sewingexpo.com/Exhibit/Cleveland-OH](http://sewingexpo.com/Exhibit/Cleveland-OH)

**Booth Staffing:** Please be sure to request your name badge using the online webform at [sewingexpo.com/Exhibit/Name-Badge-Request](http://sewingexpo.com/Exhibit/Name-Badge-Request) 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:

**The sales tax rate is 8%**

All vendors are required to file and submit sales tax electronically using the Ohio Business Gateway at: [tax.ohio.gov/business](http://tax.ohio.gov/business)

Vendors with a base of operations outside Cuyahoga County, Ohio, must complete an Ohio ST1 tax form before they sell goods or services at the I-X Center. Register and get more information at:

[tax.ohio.gov/business](http://tax.ohio.gov/business)

**Links are also at [sewingexpo.com/Exhibit/Cleveland-OH](http://sewingexpo.com/Exhibit/Cleveland-OH)**

## Booth Space Requirements:

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

- Objects should be placed within confines of the booth space, not in aisles or adjacent booths.
- Exhibitor may display 8' high  $\frac{1}{2}$  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, etc.
- 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.

## Moving 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. Vehicle drive-in will be delayed until a portion of the quilt exhibit and drape are removed.

**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

## Cleveland, OH

### March 20, 2025

- Last day for discounted rate on furnishings from decorator.

### March 13, 2025

- Electric orders due to Edlen

### March 20, 2025

- Internet orders due to Smart City

### March 20, 2025

- Submit names for your badges via the online form:  
[sewingexpo.com/exhibit/name-badge-request](http://sewingexpo.com/exhibit/name-badge-request)

### March 25, 2025

- Last day for advance shipments to decorator

## Questions?

[hshaw@hoffmanmedia.com](mailto:hshaw@hoffmanmedia.com)  
800-699-6309  
M-F 10 am - 3 pm EST

## Last Minute Questions?

*Expo cell phone:*  
440-263-6869

## I-X Center

6200 Riverside Dr. | Cleveland, OH 44135  
[ixcenter.com](http://ixcenter.com) | 216-676-6000

## Travel Information

**Air Travel** – Airport is 2 miles from the I-X Center.

**Ground Travel** – The I-X Center charges \$10/day for parking on event days. Purchase an Event Parking Permit that will allow in and out privileges and provide admittance to designated exhibitor parking areas. **For Parking Permit details and I-X Center Order Form:** [sewingexpo.com/Exhibit/Cleveland-OH](http://sewingexpo.com/Exhibit/Cleveland-OH)

## Hotel Information

### To make a reservation:

- **Via the reservation links found on our website:**  
[sewingexpo.com/Events/Cleveland-OH/Location-Hotels](http://sewingexpo.com/Events/Cleveland-OH/Location-Hotels)
- **Or call the hotel at the number listed below and ask for Original Sewing & Quilt Expo group rate**

### Hampton Inn North Olmsted Cleveland Airport

24601 Country Club Blvd. | North Olmsted, OH 44070  
Room Rate: \$124  
Special Rate Expires 3-15-25  
Reservations: 440-617-6306  
4 miles from I-X Center

### Hilton Garden Inn Cleveland Airport

4900 Emerald Court S.W. | Cleveland, OH 44135  
Room Rate: \$179  
Special Rate Expires 3-18-25  
Reservations: 216-898-1898  
4 miles from I-X Center

### Hampton Inn & Suites Middleburg Heights Cleveland Airport

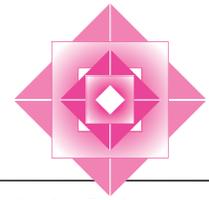
7074 Engle Rd. | Middleburg Heights, OH 44130  
Room Rate: \$159  
Special Rate Expires 3-1-25  
Reservations: 440-234-0206  
4 miles from I-X Center

### Fairfield Inn & Suites Cleveland Tiedeman Road

5110 Tiedeman Rd. | Brooklyn, OH 44144  
Room Rate: \$160 Single | \$164 Double  
Special Rate Expires 3-15-25  
Reservations: 216-259-7650  
7 miles from I-X Center

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!

