

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**

Farm Bureau Expo Center – October 2<sup>nd</sup> – October 4<sup>th</sup>, 2025

**1.** Complete & fax to (513) 322-4473 or to Cindy's email: [critchie@academyexpo.com](mailto: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 9/15-9/19. **Orders at the show site are extremely limited.**

**PRE-SHOW DISCOUNT DEADLINE to ORDER is Sunday 9/14<sup>th</sup>, 2025.**

**2.** Your booth space includes Pipe & Drape and an Exhibitor Sign. Use this form to *order additional equipment*.

**3.** Complete the following area if you want to rent any ADDITIONAL equipment:

EQUIPMENT	Discounted		QTY	\$ TOTAL	9/15-9/19
	PRICES				Deadline
8' x 30" Table, covered & skirted (show colors)	\$60.00	X			<b>\$ 120.00</b>
6' x 30" Table, covered & skirted (show colors)	\$50.00	X			<b>\$ 100.00</b>
6' or 8' TALL Table (40") cover/skirt (show colors)	\$70.00	X			<b>\$ 140.00</b>
Any size, plain table (indicate size )	\$45.00	X			<b>\$ 90.00</b>
Deluxe Convention Chair Padded	\$10.00	X			<b>N/A</b>
6' x 18" Table, covered & skirted (show colors)	\$50.00	X			<b>N/A</b>
4' x 24" Table, covered & skirted (show colors)	\$45.00	X			<b>N/A</b>
Carpet, per Single booth space - (BLACK)	\$100.00	X			<b>\$ 200.00</b>
Carpet Padding, per Single booth space	\$50.00	X			<b>\$ 100.00</b>

(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:

Your 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 #: \_\_\_\_\_

<p>_____ 7. <b><u>DEADLINE:</u></b> <b><u>All material must arrive on or before Friday, Sept. 19th, 2025.</u></b> <b>Shipments received after the deadline but no later than September 24<sup>th</sup> will incur a \$125.00 late fee.</b></p>
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\_\_\_\_\_ 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, October 8<sup>th</sup> or Thursday, October 9<sup>th</sup>, 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
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Questions? Contact Cindy Ritchie by phone# 513-772-1898 or email: [critchie@academyexpo.com](mailto: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](mailto:critchier@academyexpo.com)

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