

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

Phone (513) 772-1898 Fax (513) 322-4473

Original Sewing & Quilt Expo 2023

ADDITIONAL EQUIPMENT ORDER FORM

John S. Knight Center – April 13th – April 15th, 2023

1. Complete & fax to (513) 322-4473 or to Cindy's email: 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 4/1-4/6. **Orders at show site are extremely limited.**

PRE-SHOW DISCOUNT DEADLINE to ORDER is Friday, March 31th, 2023.

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:

<u>EQUIPMENT</u>	<u>Discounted</u> <u>PRICES</u>	<u>QTY</u>	<u>\$ TOTAL</u>	<u>4/1-4/6</u> <u>Deadline</u> <u>PRICES</u>
8' x 30" Table, covered & skirted (show colors)	\$60.00	X		\$ 120.00
6' x 30" Table, covered & skirted (show colors)	\$50.00	X		\$ 100.00
6' or 8' TALL Table (40") cover/skirt (show colors)	\$70.00	X		\$ 140.00
30" Round Table with White Linen	\$40.00	X		N/A
30" Round TALL Table with White Linen	\$45.00	X		N/A
Any size, plain Table (Indicate size: _____)	\$30.00	X		\$ 60.00
Any Banquet Table, linen cover only (Size: _____)	\$40.00	X		\$ 80.00
Folding Chair, black	\$ 6.00	X		\$ 12.00
Deluxe Convention Chair Padded, Burgundy	\$10.00	X		N/A
6' x 18" Table, covered & skirted (show colors)	\$50.00	X		N/A
4' x 24" Table, covered & skirted (show colors)	\$45.00	X		N/A
Carpet, per Single booth space - (BLACK)	\$100.00	X		\$ 200.00
Carpet Padding, per Single booth space	\$45.00	X		\$ 90.00

(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% 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 / 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 pre-scheduled with Academy. Drayage charges apply.

_____ 2. Clearly address each container to: **Academy Expo**
Original Sewing & Quilt Expo 2023
"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 \$40.00 for 1- 25 lbs.)
Total weight of packages shipped to Academy (lbs) : _____
3% CC Fee _____
Total amount due (\$): _____

_____ 6. Your Company Name: _____
Company Address: _____
Company City / State / Zipcode: _____
Phone Number: _____
E-MAIL: _____
Fax Number: _____
Contact Person: _____
Your Booth #: _____

_____ 7. DEADLINE: All material must arrive on or before
Friday, March 31st, 2023
Shipments received after the deadline will incur a \$125.00 late fee.

_____ 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 Tuesday 4/18 or Wednesday, 4/19.

_____ 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

Questions? Contact Cindy Ritchie by phone# 513-772-1898 or email: 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:
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