

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215
Phone (513) 772-1898 Fax (513) 322-4473



ADDITIONAL EQUIPMENT ORDER FORM

January 16-18 & January 23-25, 2026, ~ Sharonville Convention Center

1. Complete & fax to (513) 322-4473 or to Cindy's email: critchie@academyexpo.com by the DEADLINE for discounted prices. Academy will email a contract & charge slip to confirm receipt of your order. After the deadline, the higher prices in last column apply and some equipment will not be available, as shown by N/A.

PRE SHOW DISCOUNT DEADLINE – ORDER BY Tuesday, January 6th, 2026

2. Your booth includes PIPE & DRAPE ONLY. Use this form to order equipment for your booth.

3. Complete the following area if you want to rent any equipment to be ADDED to your booth:

EQUIPMENT	Discounted PRICES	QTY	\$ TOTAL	After Jan 6th Deadline PRICES
8' x 30" Table, covered & skirted(show colors)	\$90.00	X		\$ 180.00
6' x 30" Table, covered & skirted(show colors)	\$75.00	X		\$ 150.00
6' or 8' TALL Table(40") cover/skirt(show colors)	\$105.00	X		N/A
30" Round Table with White Linen	\$60.00	X		N/A
30" Round TALL Table with White Linen	\$65.00	X		N/A
Any size, plain table (Indicate size:)	\$45.00	X		\$ 90.00
Folding Chair	\$10.00	X		\$ 20.00
6' x 18" Table, covered & skirted (show colors)	\$75.00	X		N/A
4' x 24" Table, covered & skirted (show colors)	\$65.00	X		N/A
Waste can	\$15.00	X		N/A

(Show color skirting is BLACK with a WHITE table cover.)

4. Complete payment information, Credit Card Only, All Credit Cards Accepted:

Credit Card Type_____	Subtotal	\$_____
Card #_____	Tax (7.8%)	\$_____
CVV#_____	3.99% CC Fee	\$_____
Card Expiration Date _____		
Name on Card_____	Total Due	\$_____
Cards Billing Zip Code_____		

5. Complete information, sign & fax this form:

Your Company Name _____
Address _____
City/State/Zip _____
Phone # _____
Contact Person _____
Email _____
YOUR BOOTH# _____

Signature _____ Date _____



116 Marion Road, Cincinnati, OH 45215
Ph (513) 772-1898 Fax (513) 322-4473
www.academyexpo.com

FORK LIFT ORDER FORM

Jan 16th -18th & Jan 23th-25th, 2026



Sharonville Convention Center

Fork Lift Deadline Date: Tuesday, January 6th

Please FAX completed form to 513-322-4473 or email to critchie@academyexpo.com by Tuesday, January 6th

COMPANY NAME		BOOTH NUMBER		
ADDRESS				
CITY	STATE	ZIP		
PHONE	EMAIL			
PRICE LIST				
DESCRIPTION		Pre-Order PRICE	DESCRIPTION	
Fork Lift Rental Academy Operator must be used when ordering Fork Lift			Fork Lift Schedule Pre - order forklift rental for service during these hours only	
<u>1/2 Hour Minimum</u>			<u>Set-up</u>	
Fork Lift with Operator 1/2 Hour	\$ 85.00	Wednesday, Jan 14th	1pm-5pm	
Fork Lift with Operator 1 Hour	\$ 170.00	Thursday, Jan 15th	8am-6pm	
		Friday, Jan 16th	8am-12pm	
<u>1 Hour Minimum</u>		<u>Teardown</u>		
Fork Lift w/ Operator Sunday 1/25th	\$225.00	Monday, Jan 26th	8am-1pm	
PLACE ORDER HERE				
DESCRIPTION	LENGTH OF TIME	DATE NEEDED	PRICE	TOTAL PRICE
Fork Lift Rental				\$
				\$
				\$
			All Items Ordered	\$
I Agree in placing this order that I have accepted Academy's Payment Policy and Academy's Terms & Conditions of Contract.			7.8% Rental Tax	\$
			3.99% credit card fee	\$
			Total Payment	\$
Credit Card Type		Exp Date		
Credit Card Number		CVV#		
Name on Card				
Billing Zipcode for Credit Card				
Authorized Signature	X			