



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

## FORK LIFT ORDER FORM

March 17th-19th, 2023

# GREATER CINCINNATI HOME EXPO

Sharonville Convention Center

Fork Lift Deadline Date: Wednesday, March 8th, 2023

Please FAX completed form to 513-322-4473 or email to [critchie@academyexpo.com](mailto:critchie@academyexpo.com) by Wednesday, March 8th, 2023

COMPANY NAME		BOOTH NUMBER
ADDRESS		
CITY	STATE	ZIP
PHONE	EMAIL	

### PRICE LIST

DESCRIPTION	Pre-Order PRICE	DESCRIPTION
<b>Fork Lift Rental</b>		<b>Fork Lift Schedule</b>
<b>Academy Operator must be used when ordering Fork Lift</b>		<b>Pre-order forklift rental for service during these hours only</b>
<u>1/2 Hour Minimum one-way</u>		<u>Set-up</u>
Fork Lift with Operator 1/2 Hour	\$ 75.00	Thursday, March 16th 8am-6pm
Fork Lift with Operator 1 Hour	\$ 150.00	Friday, March 17h 8am-11am
<u>1 Hour Minimum</u>		<u>Teardown</u>
Fork Lift with Operator- Sunday, March 19th	\$200.00	Sunday, March 19th 5pm-8:30pm
		Monday, March 20th 8am-1pm

### PLACE ORDER HERE

DESCRIPTION	LENGTH OF TIME	DATE NEEDED	PRICE	TOTAL PRICE
<b>Fork Lift Rental</b>				\$
				\$
				\$
				\$
I Agree in placing this order that I have accepted Academy's Payment Policy and Academy's Terms & Conditions of Contract.			All Items Ordered	\$
			7.8% Rental Tax	\$
			<b>Total Payment</b>	<b>\$</b>
Credit Card Type		Exp Date	CVV#	
Credit Card Number		Name on Card		
Billing Address on Credit Card				
Authorized Signature	<input checked="" type="checkbox"/>			

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

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## ADDITIONAL EQUIPMENT ORDER FORM

March 17<sup>th</sup> -19<sup>th</sup>, 2023 ~ Sharonville Convention Center

**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 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, shown as N/A.

**PRE SHOW DISCOUNT DEADLINE – ORDER BY Wednesday, March 8<sup>th</sup>, 2023**

**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:

**After  
Mar 8th  
Deadline  
PRICES**

<u>EQUIPMENT</u>	<u>Discounted PRICES</u>	<u>QTY</u>	<u>\$ TOTAL</u>	<u>After Mar 8th Deadline 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		N/A
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
Folding Chair, black	\$ 10.00	X		\$ 20.00
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- (show colors)	\$100.00	X		\$ 200.00
Carpet Padding, per Single booth space	\$45.00	X		N/A
Wastecan	\$15.00	X		N/A

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

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

Credit Card Type _____	Subtotal	\$ _____
Card # _____	3% CC Fee	\$ _____
Card Expiration Date _____ CVV# _____	Tax (7.8%)	\$ _____
Name on Card _____	<b>Total Due</b>	<b>\$ _____</b>
Card Billing Address, State & Zip _____		

**5.** Complete information, sign & fax this form:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Email \_\_\_\_\_  
**YOUR BOOTH#** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# GREATER CINCINNATI HOME EXPO

## 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**  
**Greater Cincinnati Home Expo 2023**  
**"Company Name & Booth Number"**  
116 Marion Road, Cincinnati, OH 45215  
Phone (513) 772-1898 Fax (513) 322-4473
- \_\_\_\_\_ 3. Payment by credit card only. All Credit cards accepted.
- \_\_\_\_\_ 4. Total number of containers (#): \_\_\_\_\_
- \_\_\_\_\_ 5. Rates: \$ 1.00 per pound  
(Minimum payment required \$25.00 for 1- 25 lbs.)  
Total weight of packages shipped to Academy (lbs): \_\_\_\_\_  
3% Credit Card Convenience Fee \_\_\_\_\_  
Total amount due (\$): \_\_\_\_\_
- \_\_\_\_\_ 6. Your Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company City / State / Zipcode: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Your Booth #: \_\_\_\_\_

\_\_\_\_\_ **7. DEADLINE: All material must arrive on or before**

**Wednesday, March 8<sup>th</sup>, 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 WEDNESDAY, March 22nd or THURSDAY, March 23rd, 2023.
- \_\_\_\_\_ 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

# GREATER CINCINNATI HOME EXPO

## 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:critchie@academyexpo.com)

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