



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

FORK LIFT ORDER FORM

March 14th-16th, 2025

GREATER CINCINNATI HOME EXPO

Sharonville Convention Center

Fork Lift Deadline Date: Wednesday, March 5th, 2025

Please FAX completed form to 513-322-4473 or email to critchie@academyexpo.com by Wednesday, March 5th, 2025

COMPANY NAME	BOOTH NUMBER
ADDRESS	
CITY	STATE
PHONE	ZIP
EMAIL	

PRICE LIST

DESCRIPTION	Pre-Order PRICE	DESCRIPTION
Fork Lift Rental		Fork Lift Schedule
Academy Operator must be used when ordering Fork Lift		Pre-order forklift rental for service during these hours only
<u>1/2 Hour Minimum one-way</u>		<u>Set-up</u>
Fork Lift with Operator 1/2 Hour	\$ 85.00	Thursday, March 13th 8am-6pm
Fork Lift with Operator 1 Hour	\$ 170.00	Friday, March 14h 8am-11am
<u>1 Hour Minimum</u>		<u>Teardown</u>
Fork Lift with Operator- Sunday, March 16th	\$225.00	Sunday, March 16th 5pm-8:30pm
		Monday, March 17th 8am-1pm

PLACE ORDER HERE

DESCRIPTION	LENGTH OF TIME	DATE NEEDED	PRICE	TOTAL PRICE
Fork Lift Rental				\$
				\$
				\$
				\$
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	\$
			3.99% Credit Card Fee	\$
			Total Payment	\$

Credit Card Type	Exp Date	CVV#
Credit Card Number	Name on Card	
Billing Address on Credit Card		
Authorized Signature	X	

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215
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ADDITIONAL EQUIPMENT ORDER FORM

March 14th -16th, 2025 ~ 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 the last column apply and some equipment will not be available, shown as N/A.

PRE SHOW DISCOUNT DEADLINE – ORDER BY Wednesday, March 5th, 2025

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:

<u>EQUIPMENT</u>	<u>Discounted PRICES</u>	<u>QTY</u>	<u>\$ TOTAL</u>	<u>After Mar 5th Deadline PRICES</u>
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	\$65.00	X		N/A
30" Round TALL Table with White Linen	\$70.00	X		N/A
Any size, plain table (Indicate size: _____)	\$45.00	X		\$ 90.00
Folding Chair, black	\$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 # _____	3.99% CC Fee	\$ _____
Card Expiration Date _____ CVV# _____	Tax (7.8%)	\$ _____
Name on Card _____	Total Due	\$ _____
Card Billing Zip code _____		

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 prescheduled with Academy. Drayage charges apply.
- _____ 2. Clearly address each container to: **Academy Expo**
Greater Cincinnati Home Expo 2025
"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: \$ 1.25 per pound
(Minimum payment required \$50.00 for 1- 40 lbs.): _____
Total weight of packages shipped to Academy (lbs): _____
3.99% 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 5th, 2025

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 19th or THURSDAY, March 20th, 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

Questions? Contact Cindy Ritchie by phone# 513-772-1898 or email: [critchie@academyexpo.com](mailto:critchier@academyexpo.com)

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

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