



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

FORK LIFT ORDER FORM

Jan 21st -23rd & Jan 28th-30th, 2022



Sharonville Convention Center

Fork Lift Deadline Date: Tuesday, January 11th

Please FAX completed form to 513-322-4473 or email to critchie@academyexpo.com by Tuesday, January 11th

COMPANY NAME	BOOTH NUMBER
ADDRESS	
CITY	STATE ZIP
PHONE	EMAIL

PRICE LIST	
DESCRIPTION	DESCRIPTION
Fork Lift Rental Academy Operator must be used when ordering Fork Lift <u>1/2 Hour Minimum</u> Fork Lift with Operator 1/2 Hour \$ 50.00 Fork Lift with Operator 1 Hour \$ 100.00 <u>1 Hour Minimum</u> Fork Lift with Operator Sunday 1/30th \$200.00	Fork Lift Schedule Pre - order forklift rental for service during these hours only <u>Set-up</u> Thursday, Jan 20th 8am-6pm Friday, Jan 21st 8am-12pm <u>Teardown</u> Monday, Jan 31st 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% Sales Tax	\$
			Total Payment	\$
Credit Card Type			Exp Date	
Credit Card Number			CVV#	
Name on Card				
Billing Address on Credit Card				
Authorized Signature		X		



ADDITIONAL EQUIPMENT ORDER FORM

January 21-23 & January 28-30, 2022 ~ 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, shown as N/A.

PRE SHOW DISCOUNT DEADLINE – ORDER BY Tuesday, January 11th, 2022

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 Jan 11th 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	\$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, black	\$ 9.00	X		\$ 18.00
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
Carpet, per Single booth space- (show colors)	\$150.00	X		\$ 300.00
Carpet Padding, per Single booth space	\$65.00	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 _____ CVV# _____	Subtotal	\$ _____
Credit Card # _____		
Name on Card _____	Tax (7.8%)	\$ _____
Card Expiration Date _____	Total Due	\$ _____
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 _____

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 Remodeling Expo 2022
“Your 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): _____
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
Tuesday, January 11th, 2022
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, February 2nd or THURSDAY, February 3rd, 2022.
- _____ 10. Fax this completed, signed form to # (513) 322-4473 with your credit card information:
CREDIT CARD TYPE _____ CREDIT CARD EXP DATE _____
CREDIT CARD # _____
NAME as it appears ON CARD _____
BILLING ADDRESS _____
BILLING STATE / ZIP _____

Person responsible for this information and its execution:

Name Title Date



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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