

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

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

“Greater Cincinnati Holiday Market”

ADDITIONAL EQUIPMENT PRE-SHOW ORDER FORM

November 7th -9th, 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 Standard prices apply, and the equipment is limited as indicated below.

PRE-SHOW DISCOUNT DEADLINE – ORDER BY Tuesday, October 28th, 2025

2. Your booth includes Pipe & Drape & Exhibitor Booth Sign. Use this form to order additional equipment.

3. Complete the following area if you want to rent any ADDITIONAL equipment:

EQUIPMENT	Discounted		QTY	\$ TOTAL	After
	PRICES				Deadline
8’ x 30” Table, covered & skirted (choose color)	\$75.00	X			\$ 150.00
6’ x 30” Table, covered & skirted (choose color)	\$65.00	X			\$ 130.00
6’ or 8’ TALL Table (40”) cover/skirt (choose color)	\$85.00	X			N/A
30” Round TALL Table with White Linen	\$65.00	X			\$ 130.00
Any size, plain table (Indicate size:)	\$40.00	X			\$ 80.00
Folding Chair	\$15.00	X			\$ 30.00
Bar Stool – padded seat	\$25.00	X			\$ 50.00
Waste Basket w/ Liners	\$20.00	X			\$ 30.00
Easel	\$35.00	X			N/A
Labor per ½ hr. assist w/load in/load out	\$55.00	X			

(Show color skirting is BLACK, RED or GREEN with a WHITE Linen table cover. The show floor is fully carpeted.)

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

Name on Card _____

Credit Card Type _____

Card # _____

Card Expiration Date _____ CVV# _____

Card Billing Zip code _____

Subtotal \$ _____

Tax (7.8%) \$ _____

3.99% CC fee \$ _____

Total \$ _____

5. Complete information, sign & fax this form:

Your Company Name _____

Address _____

City/State/Zip _____

Phone # _____

Fax # _____

Contact Person _____

Email _____

YOUR BOOTH# _____

Signature _____ Date _____