

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 8th -10th, 2024 – 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 29th, 2024

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:

<u>EQUIPMENT</u>	<u>Discounted</u> <u>PRICES</u>	<u>QTY</u>	<u>\$ TOTAL</u>	<u>After</u> <u>Deadline</u> <u>PRICES</u>
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, black	\$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 _____	Subtotal	\$ _____
Credit Card Type _____	Tax (7.8%)	\$ _____
Card # _____	3.99% CC fee	\$ _____
Card Expiration Date _____ CVV# _____	Total	\$ _____
Card Billing Zip code _____		

5. Complete information, sign & fax this form:

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

Signature _____ Date _____