

HOUSE & OUTDOOR LIVING SHOW

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

House & Outdoor Living Show 2026

"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: \$ 1.25 per pound

(Minimum payment required \$50.00 for 1- 40lbs.)

Total weight of packages shipped to Academy (lbs.): _____

Tax (7.8%) _____

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, August 12th, 2026

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 TUESDAY, August 25th or WEDNESDAY, August 26th, 2026.

_____ 10. Fax this completed, signed form to # (513) 322-4473 with your credit card information:

CREDIT CARD TYPE _____ CREDIT CARD EXP DATE _____ CVV# _____

CREDIT CARD # _____

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

HOUSE & OUTDOOR LIVING SHOW

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

Academy Expo, 116 Marion Road, Cincinnati, OH 45215
PH# (513) 772-1898, FAX# (513) 322-4473

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

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

HOUSE & OUTDOOR LIVING SHOW

ADDITIONAL EQUIPMENT ORDER FORM

August 21st -23rd, 2026 ~ 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 will apply and some equipment will not be available, shown as N/A.

PRE-SHOW DISCOUNT DEADLINE – ORDER BY Wednesday, August 12th, 2026

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:

EQUIPMENT	Discounted PRICES	QTY	\$ TOTAL	After Deadline PRICES
8' x 30" Table, covered & skirted (show colors)	\$90.00	X		\$ 120.00
6' x 30" Table, covered & skirted (show colors)	\$75.00	X		\$ 100.00
6' or 8' TALL table (40") cover/skirt (show colors)	\$90.00	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		\$ 60.00
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 _____

Card # _____

Card Expiration Date _____ CVV# _____

Name on Card _____

Card Billing Address, State & Zip _____

Subtotal \$ _____

Tax (7.8%) \$ _____

3.99% CC Fee \$ _____

Total Due \$ _____

5. Complete information, sign & fax this form:

Your Company Name _____

Address _____

City/State/Zip _____

Phone # _____

Contact Person _____

Email _____

YOUR BOOTH# _____

Signature _____ Date _____



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

FORK LIFT ORDER FORM

August 21st-23rd, 2026

Please FAX completed form to 513-322-4473 or email to critchie@academyexpo.com by Wednesday, August 12th, 2026

COMPANY NAME		BOOTH NUMBER	
ADDRESS			
CITY	STATE	ZIP	
PHONE	EMAIL		

PRICE LIST															
Fork Lift Rental Academy Operator must be used when ordering Fork Lift <u>1/2 Hour Minimum one-way</u> <table style="width: 100%;"> <tr> <td>Fork Lift with Operator 1/2 Hour</td> <td style="text-align: right;">\$ 85.00</td> </tr> <tr> <td>Fork Lift with Operator 1 Hour</td> <td style="text-align: right;">\$ 170.00</td> </tr> </table> <u>1 Hour Minimum</u> <table style="width: 100%;"> <tr> <td>Fork Lift with Operator- Sunday, August 23rd</td> <td style="text-align: right;">\$225.00</td> </tr> </table>	Fork Lift with Operator 1/2 Hour	\$ 85.00	Fork Lift with Operator 1 Hour	\$ 170.00	Fork Lift with Operator- Sunday, August 23rd	\$225.00	Fork Lift Schedule Pre-order forklift rental for service during these hours only <u>Set-up</u> <table style="width: 100%;"> <tr> <td>Thursday, August 20th</td> <td>8am-6pm</td> </tr> <tr> <td>Friday, August 21st</td> <td>9am-12am</td> </tr> </table> <u>Teardown</u> <table style="width: 100%;"> <tr> <td>Sunday, August 23rd</td> <td>5pm-8:00pm</td> </tr> <tr> <td>Monday, August 24th</td> <td>8am-1pm</td> </tr> </table>	Thursday, August 20th	8am-6pm	Friday, August 21st	9am-12am	Sunday, August 23rd	5pm-8:00pm	Monday, August 24th	8am-1pm
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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	