

Academy Expo

116 Marion Rd, Cincinnati, OH 45215
Ph (513) 772-1898 Fax (513) 322-4473

Hello Exhibitors!

Academy Expo is pleased to be the Decorator for NALMS 2018, scheduled on October 31st – November 2nd, 2018 in the Duke Energy Convention Center, Grand Ballroom B, Cincinnati, Ohio!

Please find the following forms attached:

1. Additional Equipment Order Form

Your Pipe & Drape booth is furnished with (1) 8' covered/skirted table, (2) chairs, waste basket and Exhibitor Sign. Show colors for drape are Navy Blue, Silver & Black, for skirting is Navy Blue & room is fully carpeted. This form is only for ordering ADDITIONAL booth equipment. Deadline to order Pre-Show prices is Wednesday, October 24th, 2018

2. Material Handling / Drayage Instruction & Checklist

The deadline for shipping show materials to Academy Expo is Wednesday, October 24th, 2018. Shipments received after the deadline, will incur late fees. Shipments will NOT be accepted at the Duke Energy Convention Center.

3. Return Drayage Form

Complete & leave this form on the return packages in your booth, along with your carriers shipping labels.

Electrical or A/V needs are ordered online from the Duke Energy Convention Center's website:

Order online, directly through the Duke Energy Convention Center website:

www.duke-energycenter.com

Click on EXHIBITORS, then SERVICES AVAILABLE, then click on your event listed by month for pricing & forms.

NOTE there is a DISCOUNT DEADLINE DATE for ordering electrical or AV needs at discounted rates.

For Questions contact Melissa Hephner, Exhibitor Services: melissa_hephner@comcastspectacor.com

(Note there is an underscore between melissa & hephner in the email address)

Please let me know if you have any questions or need any additional information.

Thank you!

Jennifer Braun

Academy Expo

jbrown@academyexpo.com

(513) 772-1898

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

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

“NALMS 2018”

ADDITIONAL EQUIPMENT ORDER FORM

October 31st – November 2nd, 2018

1. Complete & fax to (513) 322-4473 or email to: jbrown@academyexpo.com by the DEADLINE for discounted prices. Academy will email or fax a contract & charge slip to confirm receipt of your order. After the deadline, the prices double and the equipment is limited as indicated below.

DISCOUNT DEADLINE Wednesday, October 24th, 2018

2. Your booth includes Pipe & Drape backdrop & sides, (1) 8' x 30" covered/skirted table, (2) chairs, a wastecan and a 7" x 44" Exhibitor Sign. Only 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>QTY</u>	<u>\$ TOTAL</u>	<u>After</u>
	<u>PRICES</u>			<u>Deadline</u>
				<u>PRICES</u>
8' x 30" Table, covered & skirted(show colors)	\$60.00	X		\$ 120.00
6' x 30" Table, covered & skirted(show colors)	\$50.00	X		\$ 100.00
6' or 8' TALL Table(40") cover/skirt(show colors)	\$70.00	X		\$ 140.00
30" Round Table with White Linen	\$40.00	X		N/A
30" Round TALL Table with White Linen	\$45.00	X		N/A
Any size, plain table (Indicate size: _____)	\$30.00	X		\$ 60.00
Folding Chair, black	\$ 6.00	X		\$ 12.00
Deluxe Convention Chair Padded, folding Grey	\$14.00	X		N/A
6' x 18" Table, covered & skirted (show colors)	\$50.00	X		N/A
4' x 24" Table, covered & skirted (show colors)	\$45.00	X		N/A

(Show color skirting is Navy Blue with a White linen table cover. The exhibit area is fully carpeted.)

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

Credit Card Type _____	Subtotal	\$ _____
Card # _____	Tax (7%)	\$ _____
Card Expiration Date _____	Total Due	\$ _____
Card Billing Address, State & Zip _____		

5. Complete information, sign & fax this form:

Your Company Name _____
Address _____
City/State/Zip _____
Phone # _____
Fax # _____
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**
"NALMS 2018"
"Your Name & Booth Number"
116 Marion Road, Cincinnati, OH 45215
Phone (513) 772-1898 Fax (513) 322-4473

_____ 3. Payment must be made by credit card. 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: _____
Fax Number: _____
Contact Person: _____
Your Booth #: _____

**_____ 7. DEADLINE: All material must arrive on or before
Wednesday, October 24th, 2018
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 Monday, November 5th or Tuesday, November 6th, 2018**

_____ 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

Questions? Contact Jennifer Braun by phone# 513-772-1898 or email: jbrown@academyexpo.com

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 Jennifer Braun by phone# 513-772-1898 or email:
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