



## Show Information

### Original Creative Festival

Sharonville Convention Center June 24-26, 2010

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#### Official Service Contractor

Academy Expo Phone: 513.772.1898  
116 Marion Road Direct Line: 513.824.8967  
Cincinnati, OH 45215 FAX: 513.322.4986  
Contact: Jennifer Hurdle Email: [jhurdle@academyexpo.com](mailto:jhurdle@academyexpo.com)

#### Show Colors

Vendor Exhibits - All White Drape  
Quilt Exhibits - All Black Drape  
Upstairs Exhibit Hall is not Carpeted  
Downstairs Ballroom is carpeted

#### Booth Packages:

Vendors can order 6ft and 8ft Tables, Chairs and Waste Cans thru show mgmt.  
Any additional equipment including carpet must be ordered through Academy Expo

#### Important Dates

*Be sure to check your order forms for equipment and freight deadlines*

<b>Fri</b>	<b>18-Jun</b>	Deadline for all additional equipment orders received with payment	
<b>Fri</b>	<b>18-Jun</b>	Last day for Advanced Shipments to arrive at Warehouse without surcharges	
<b>Wed</b>	<b>23-Jun</b>	Decorator Set-up	by 1pm
<b>Wed</b>	<b>23-Jun</b>	Exhibitor Check-in	1pm - 8pm
<b>Thur</b>	<b>24-Jun</b>	Show Hours:	10a-5pm
<b>Fri</b>	<b>25-Jun</b>		10a-5pm
<b>Sat</b>	<b>26-Jun</b>		10a-4pm
<b>Sat</b>	<b>26-Jun</b>	Exhibitor Teardown	4pm - 10pm

#### Show Management

Judy Patterson  
**Original Creative Festival**  
2724 2nd Avenue  
Des Moines, IA 50313

Phone: 515.282.9101  
Fax: 515.282.4483  
[jptrson@aol.com](mailto:jptrson@aol.com)

#### Sharonville Convention Center

Jennifer Hyle  
11355 Chester Road  
Sharonville, OH 45246

Phone: 513.771.7744  
Fax: 513.772.5745  
[jhyle@cityofsharonville.com](mailto:jhyle@cityofsharonville.com)

# Academy Expo

116 Marion Road  
Cincinnati, OH 45215  
Phone 513.772.1898  
Fax 513.322.4986

## Additional Equipment Order Form

Discount Deadline Date: **Friday June 18, 2010**

Please fax or email this form along with full payment to our office by deadline to qualify for Discount rate. Standard rates apply after discount deadline.  
**Prices Double if ordered Day of Show on site**

### Original Creative Festival Sharonville Convention Center - June 24-26, 2010

SKIRTED TABLES					ACCESSORIES				
Qty	Description	Discount	Standard	Amount	Qty	Description	Discount	Standard	Amount
	White Vinyl Top and Pleated Skirt - 3 sides					Waste Basket with plastic liner	order thru show mgmt.		
	Skirted 4' x 24" Table	order thru show mgmt.				8ft high Pipe & Drape booth sides	order thru show mgmt.		
	Skirted 6' x 30" Table	order thru show mgmt.				7" x 44" Exhibitor ID Sign	\$ 7.50	\$ 11.25	
	Skirted 8' x 30" Table	order thru show mgmt.				Literature Rack - 8 Shelve Floor Display	\$ 60.00	\$ 100.00	
	Show Skirting Color: Black					Literature Rack - 4 Shelve Counter Display	\$ 30.00	\$ 60.00	
						Aluminum Tripod Easel	\$ 15.00	\$ 22.50	
						Wire Grid Display Stands - 25"w x 74"h	\$ 20.00	\$ 40.00	
SKIRTED TALL TABLES					CHAIRS				
	White Vinyl Top and Pleated Skirt - 3 sides					Chairs: Burgundy & Gold Padded	\$15.00	\$25.00	
	Skirted 4' x 24" Tall Table	order thru show mgmt				Chairs: Samsonite, grey frame, Plastic	order thru show mgmt		
	Skirted 6' x 30" Tall Table	order thru show mgmt				Bar Stools	\$ 20.00	\$ 40.00	
	Skirted 8' x 30" Tall Table	order thru show mgmt				Swivel Desk Chair	\$ 30.00	\$ 60.00	
	Show Skirting Color: Black								
PLAIN TABLES					CARPET				
	4' x 24" Banquet Table	order thru show mgmt				10' x 10' Booth Carpet	\$75.00	\$ 100.00	
	6' x 30" Banquet Table	order thru show mgmt				10' x 20' Booth Carpet	\$150.00	\$ 200.00	
	8' x 30" Banquet Table	order thru show mgmt				10' x 30' Booth Carpet	\$225.00	\$ 300.00	
						Show Carpet Color: Gray			
ROUND TABLES					SPECIAL TABLE DRESSINGS				
	30" D x 30"h w/ floor length linen	\$50.00	\$65.00			Vinyl Table Covering	\$10.00	\$15.00	
	30" D x 42"h w/ floor length linen	\$65.00	\$75.00			White Linen Table Covering	\$20.00	\$25.00	
	48" D x 30"h w/ floor length linen	\$60.00	\$75.00			13'L x 30"h Table Skirt	\$25.00	\$35.00	
	60" D x 30"h w/ floor length linen	\$75.00	\$85.00			Drape 4th side of 30"h Table	\$20.00	\$40.00	
	Show Linen Color: White					Drape 4th side of 42"h Table	\$25.00	\$45.00	
No Credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the Academy Expositions Service Desk at the event prior to opening.					Charges listed above include delivery to your booth, rental during the event, and removal.				
							<b>Subtotal:</b>	\$	
							<b>6.5% Tax:</b>	\$	
							<b>TOTAL</b>	\$	
COMPANY NAME					BOOTH NUMBER				
ADDRESS			CITY		STATE			ZIP	
PHONE			FAX		EMAIL				
Credit Card Type					Exp Date				
Credit Card Number									
Authorized Signature X									
Authorized Signature - Please Print									

# Academy Expo

116 Marion Road

Cincinnati, OH 45215

Phone 513.772.1898

Fax 513.322.4986

## Shipping Information and Freight Service Order Form

Please fax, mail or email this form along with full payment to our office by deadline to qualify for Discount rate.

**Return Form Deadline Date: Friday June 18, 2010**

**Freight Deadline Date Friday June 18, 2010**

**Original Creative Festival  
Sharonville Convention Center**

**June 24-26, 2010**

### Shipping Information

1. You are responsible for contacting a carrier and scheduling your delivery to us.
2. Payments must be made in full by Credit Card.
3. Academy Expo will receive, store and deliver your containers to the meeting site
4. We are not responsible for any unpacking, repacking, or set-up of materials.
5. Academy Expo will pick up from show site and store containers in our warehouse for up to 7 days after the show

### Shipping Address

**Advanced Warehouse**

(To arrive on or before deadline)

TO: "Name of Exhibitor"

C/O: Academy Expositions, Inc.

116 Marion Road

Cincinnati, OH 45215

Sharonville Convention Center will not accept any advanced freight before show.

For: Original Creative Festival 2010

Booth Number \_\_\_\_\_

### Shipping Rates

1. Freight must be delivered between 9am-5pm Monday through Friday.
2. Rates include receipt of freight, delivery to booth, removal, storage, and return of empty crates. At the show's conclusion return of your crates and movement from booth to dock and loaded onto truck, returning to Academy's Warehouse
3. You must attach your carriers PREPAID shipping labels along with our "Return Drayage Form" to your returning packages and we will call for a pick-up of your containers from our warehouse.
4. **Any forms or shipments received after the deadline will incur a late charge of \$125.00.**

Freight Rate Category	Description	Received At	Rate - One Way
A	Crated or Skidded Shipments via FedEx, UPS, DHL	Advanced Warehouse	\$.50lb
B	Crated or Skidded Shipments via Freight Trucking Company	Advanced Warehouse	\$.60lb
C	Loose or Uncrated Shipments or Shipments requiring Special Handling	Advanced Warehouse	\$.72lb
D	Return freight to Academy's Warehouse for loading onto outbound carriers		\$.50lb

### Freight Payment

1. Inbound: All freight coming into Academy's Warehouse or Show Site
2. Outbound: All freight leaving Academy's Warehouse or shipping from Show Site

	In Bound	Out Bound	Carrier	Rate Category	# of Pieces	Total Weight	Rate	TOTAL
Shipment 1						X	/lb.	= \$
Shipment 2						X	/lb.	= \$
Shipment 3						X	/lb.	= \$
Shipment 4						X	/lb.	= \$

Company Name			Contact Person					
Address							Booth #	
City				State			Zip	
Phone						Fax		
Credit Card Type			Credit Card #				Exp Date	

# Academy Expositions Return Drayage Form

**Original Creative Festival 2010  
Sharonville Convention Center**

**Booth #** \_\_\_\_\_

## Packages are shipping back to:

Company Name

Contact Person

Address

City

State

Zip

Phone

## Shipping Information

# of Packages Returning:

Approx Total Weight:

Name of Carrier:

Please indicate how packages are being shipped out:

Next Day \_\_\_\_\_ 2nd Day \_\_\_\_\_ Ground \_\_\_\_\_ Freight \_\_\_\_\_ Other \_\_\_\_\_

Date of Scheduled Pick-up: \_\_\_\_\_

## Scheduling a Pick-up

1. You must attach pre-paid shipping labels to ALL your packages.
2. If you do not have labels available you or your office will need to fax them over to Academy's office where we will attach them to your packages once they arrive back in our warehouse.
3. You or your company must call and schedule a pick-up of your packages from Academy's Warehouse within 7 business days of the event.
4. Pick-ups can be scheduled beginning **Tuesday June 29th** and must be picked-up by **Friday July 9th, 2010**.
5. Please attach this form to your packages to ensure their return.
6. Academy will not pick-up any freight without the Return Drayage Form attached

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