

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215

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

## 2024 Ohio Bridal & Wedding Expo

### ADDITIONAL EQUIPMENT ORDER FORM

Dayton Convention Center

**1.** Complete & fax to (513) 322-4473 or to Tommy's email: [tommy@academyrents.com](mailto:tommy@academyrents.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 higher Standard prices will apply, and the equipment is limited as indicated below.

***PRE-SHOW DISCOUNT DEADLINE – ORDER BY Friday, September 6th, 2024.***

**2.** Your 10'x10' Pipe & Drape booth includes Ivory/White Drape.

**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 (show colors)	\$70.00	X		\$ 120.00
6' x 30" Table, covered & skirted (show colors)	\$60.00	X		\$ 100.00
6' TALL Table (40") cover/skirt (show colors)	\$80.00	X		\$ 140.00
8' TALL Table (40") cover/skirt (show colors)	\$90.00	X		\$ 140.00
30" Round Table with White Linen	\$55.00	X		N/A
30" Round TALL Table with White Linen	\$65.00	X		N/A
Any size, plain table (Indicate size: _____)	\$30.00	X		\$ 60.00
Folding Chair, Black	\$ 6.00	X		\$ 12.00
Booth Carpet, Black	\$120.00	X		N/A
Deluxe Convention Chair Padded, Grey	\$12.00	X		N/A

(Show color – Ivory White Booths, Black Skirting)

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

Name on Card _____	Subtotal	\$ _____
Credit Card Type _____ CVV# _____	Tax (7.8%)	\$ _____
Card # _____	3.99% CC Fee	\$ _____
Card Expiration Date _____	<b>Total Due</b>	\$ _____

Card Billing Address, State & Zip \_\_\_\_\_

**5.** Complete information, sign & fax this form:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Email \_\_\_\_\_  
**YOUR BOOTH#** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



22 E Fifth Street, Dayton, OH 45402 Phone:  
937.535.5300  
Email: exhibitorservices@daytonconvention.com

## Utility Order Form

Name of Exhibition or Show:

Booth #:

Firm/Booth Name:

Show Date:

Address:

Phone:

City:

State:

Zip:

Email:

Contact Name:

Signature:

*Please submit orders as early as possible to facilitate prompt service.*

*Signature of requesting party on order form indicates understanding of the following:*

**Onsite rate applies to all orders received with 5 business days of event.**

**Please type or write legibly.**

110 Volt Electric Services				
QTY	Single Outlet	Pre-Order Rate	Onsite Rate	TOTAL
	Outlet up to 2000 watts (20 AMPS)	\$150	\$170	

Special 208 Volt Electric Services				
QTY	Amps	Pre-Order Rate	Onsite Rate	TOTAL
	Up to 30 AMP	\$175	\$195	
	Up to 60 AMP	\$225	\$245	
	Up to 100 AMP	\$350	\$370	

Special 220 Volt Electric Services				
	Up to 30 AMP	\$225	\$245	
	Up to 60 AMP	\$275	\$295	
	Up to 100 AMP	\$400	\$420	

QTY	Item	Rate	TOTAL
	Extension Cord	\$25	
	Power Strip	\$35	
<b>GRAND TOTAL (excluding tax)</b>			

<p><b>PAYMENT INFORMATION:</b> CHECK HERE IF YOU ARE PAYING CREDIT/DEBIT CARD TOTAL AMT \$ _____ You will receive an Invoice by email with a link to make the payment on a secure website.</p>	<p><b>CHECK HERE IF PAYING BY CHECK</b> Check # _____ AMT \$ _____</p>
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DCC Staff Only: Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# INTERNET ACCESS ORDER FORM

**EVENT NAME:**

**BOOTH #:**

**EVENT DATE:**

**# DAYS EXHIBITING:**

**BOOTH/COMPANY NAME:**

**CONTACT NAME:**

**PHONE:**

**EMAIL:**

SERVICE DESCRIPTION	RATE	QTY	# DAYS	TOTAL
<b>Single User Private Wireless Network</b> (One device, per event day) <i>Encrypted and secure wireless internet access at up to 50 Mbps for a single device.</i>	\$125/DAY			
<b>Multi User (2+) Private Wireless Network</b> (Per event day) <i>Encrypted and secure wireless internet access for an unlimited number of connections at up to 250 Mbps.</i>	\$500/DAY			
<b>Hard Wired Internet</b> (Per drop, per event day) <i>Physical ethernet connection to the network/internet at up to 250 Mbps                      Static IP is available for an additional fee.</i>	\$500/DAY			

<b>ARE YOU UTILIZING WIFI FOR PAYMENT PROCESSING?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>TOTAL: \$</b>
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**Electronic invoices will be emailed to address listed above 10-14 days after receipt of order form. Invoices are paid online - Visa, Mastercard & American Express are accepted.**

**TERMS & CONDITIONS**

1. PAYMENT FOR SERVICES MUST BE RECEIVED 14 DAYS PRIOR TO THE START OF THE EVENT. ORDERS RECEIVED WITHIN 14 DAYS OF EVENT ARE SUBJECT TO A 15% EXPEDITING FEE.
2. SERVICE RATES ARE PER EVENT DAY, BETWEEN THE HOURS OF OPERATION OUTLINED ON THE DAYTON CONVENTION CENTER CONTRACT.
3. REFUND WILL NOT BE GIVEN FOR SERVICE ORDERED AND NOT USED.
4. ONLY HARBORLINK NETWORK OR DCC PERSONNEL ARE AUTHORIZED TO MODIFY SYSTEM.
5. HARBORLINK NETWORK AND DCC ARE NOT RESPONSIBLE FOR ANY LEVEL FLUCTUATIONS OR CIRCUIT FAILURE DUE TO VENUE OR LOCAL ISP CONDITIONS.
6. ALL WIRELESS EQUIPMENT USED MUST COMPLY WITH THE 802.11A/B/G/N STANDARDS.
7. PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.
8. ALL NECESSARY CREDENTIALS, IP SETTINGS OR OTHER INFORMATION WILL BE SENT VIA EMAIL PRIOR TO THE SCHEDULED EVENT.

**SIGNATURE:**

**DATE:**