2027 GCNKAA TRADE SHOW EXHIBITOR INFORMATION KIT

Main Booth Rate $850
through February 24



Greater Cincinnati Northern Kentucky Apartment Association
7265 Kenwood Road, Ste. 100, Cincinnati, OH 45236
P: 513 407-8612 | F: 513 407-7868 | E: michele@gcnkaa.org | www.gcnkaa.org

2027 GCNKAA Trade Show

Sharonville Convention Center

Wednesday, March 24, 2027 | 4 pm - 6:30 pm



Booth Information
Size: 8' x 10'

Cost Per Booth
- $800 Before September 1;
  $850 Before February 24
  $950 After February 25
- VIP Sponsor Only

Booth Includes
Pipe and Drape
1 - 6' Table and Skirt
2 - Chairs
1 - Booth Marker
Wifi Access

You May Order Additional Items Directly Through Our Contacts at Your Cost
Carpet - $125*
Electric - $79*
Additional 6' Table - $50*
Additional Chair - $6*

See inside for ordering information.
*Deadlines to order do apply. Prices after deadline will increase as noted on individual order forms. Prices subject to change.

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GREATER CINCINNATI NORTHERN KENTUCKY APARTMENT ASSOCIATION
CONTRACT AND SPACE RESERVATION FORM

WEDNESDAY, MARCH 24, 2027 | 4 pm to 6:30 pm
Sharonville Convention Center – Sharonville, Ohio

PLEASE PRINT BELOW YOUR COMPANY NAME AND INFORMATION EXACTLY AS IT SHOULD APPEAR ON SIGNAGE AND EXHIBITOR LISTINGS

Company: _____

Representative: _____

Address: _____

City: _____State: _____Zip: _____

Phone: _____

E-mail: _____

ADDRESS CORRESPONDENCE AND MAKE CHECKS PAYABLE TO:

Greater Cincinnati Northern Kentucky
Apartment Association
7265 Kenwood Road, Ste. 100
Cincinnati, OH 45236
Phone: (513) 407-8612
E-mail: michele@gcnkaa.org

PAYMENT INFORMATION:

- Booths will NOT be held without a full, signed contract.
- Invoice will be sent upon receipt of contract
- Payment is due in full by February 24, 2027

Booth Information

- All booths are 8' x 10'
- Booths are $800 from July 1, 2026, through August 31, 2026. Price increases to $850 from September 1, 2026, through February 24, 2017. After February 24, 2027, booths increase to $950.
- Non-member booths are $1700 or $1900 after February 24, 2027. Non-members must pay in advance and cannot be invoiced.
- Specially marked booths are only eligible for purchase with VIP sponsorship ONLY
- Booth price includes: Pipes, drapes, one 6' table with skirt, two chairs, booth marker, wifi access. Electric not included in booth price. You may order electric through Academy Rentals form included in Exhibitor Kit and found online.
- Electric is available for $99* per booth through separate order through Sharonville Convention Center
  *electric is $99 per booth if ordered prior to March 16; after March 16, electric is $199 per booth
- Carpet, additional table and/or chair is available for a separate charge through Academy Rental
- Set up is 11 am to 3:30 pm on date of event ONLY! Tear down is from 6:30 pm to 9 pm date of event.

Booth Number Request

1st Choice_____ 2nd Choice_____3rd Choice_____

Payment ☐ Check Enclosed ☐ Invoice Me ☐ Visa/MC/AmEx

Name:_____ Card#_____

Exp. Date_____ Code _____Zip Code:_____

Email Address for Receipt:_____

This offer incorporates the terms and conditions on the subsequent attached pages. Exhibitor understands that this application becomes a contract and is binding on both parties on the date last written below when accepted and signed by the Greater Cincinnati Northern Kentucky Apartment Association (GCNKAA). All space is selected by the exhibitor on a first-come, first-served basis, and with GCNKAA's space confirmation. All pre-planning correspondence from GCNKAA will be sent to the person listed above unless noted below. This document contains the entire Agreement between the parties and supersedes any prior agreements. The terms of this document may not be changed except in writing and signed by the parties.

By signing below, you confirm that you have read, understand, and agree to the Code of Conduct and Event Policies on behalf of yourself and all members of your company/organization.

Name: _____ Title:_____

Authorized Signature: _____ Date: _____

PRE-PLANNING CONTACT:_____ Phone: _____

EMAIL: _____

☐ **Notice of Video/Audio and Photography :** By registering for and/or attending the event, I acknowledge and agree that video, photographs, and or other recording of the event may be taken by the Greater Cincinnati Northern Kentucky Apartment Association (GCNKAA) or Partners acting on behalf of GCNKAA, and these photographs, videos or other recordings of my image, likeness and/or voice may be used by GCNKAA in any media now or later invented for any purpose related to the GCNKAA mission including educational, promotional, and awareness related use without compensation. By registering for and/or attending the event I give to GCNKAA unlimited permission to use my name, likeness, image, statements and other information I may give to GCNKAA, whether through registration, at the event, or otherwise, that may be necessary for GCNKAA to make use of its rights in the photographs, video, and other recordings. This authorization is continuous and may only be withdrawn by specific rescission of this authorization.

☐ Most event facilities hold a liquor license that does not allow for outside alcohol to be brought into the facility or onto the grounds of the event venue. Outside alcohol brought in by members, guests, and event attendees is a direct violation of State liquor law and is cause for immediate expulsion from the event with no refund and could jeopardize your association membership as it would be a violation of the ethics clause.

☐ I have read and understand all event policies including the use of GCNKAA name at events found online at: https://www.gcnkaa.org/event-policy

FOR OFFICE USE ONLY:
Booth Number(s): _____ Accepted By:_____ Date:_____ Floorplan:_____ Website:_____
Amount Due:_____ Amount Paid: _____ Check #/CC App: _____ Confirmation: _____

GREATER CINCINNATI NORTHERN KENTUCKY APARTMENT ASSOCIATION
EXHIBIT RULES & REGULATIONS

1. AGREEMENT

By signing the Exhibit Space Application and Contract, the Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto and the decisions of Show Management. For purposes of this Agreement, the terms "GCNKAA" shall mean the Greater Cincinnati Northern Kentucky Apartment Association, "exhibit hall" shall mean the Sharonville Convention Center, and "Exhibitor" shall mean any company, firm or person who has applied for or been allocated any space at the Exhibit Hall.

2. UNDESIRABLE ACTIVITIES

The Exhibitor agrees that his exhibit shall be admitted into the Show and shall remain solely on strict compliance with all the rules herein described. GCNKAA reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor with or without giving cause. GCNKAA's liability for rejection without giving cause shall be limited to a refund to the Exhibitor of the amount of rental unearned at the time of ejection. However, if an exhibit or Exhibitor is ejected for violation of these rules or any other stated reason (with cause), no return of rental shall be made. Exhibitor shall not exhibit any merchandise other than that specified in the application.

3. BOOTH ASSIGNMENTS

Booth selection by Exhibitor is available on a first-come, first serve basis. GCNKAA's confirmation of requested booth space is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Confirmation will be made only after receipt of the Exhibitor Agreement and the appropriate booth fees. After confirmation, space location may not be changed, transferred, or canceled except upon written request and with the subsequent written approval of GCNKAA. Not withstanding the above, GCNKAA reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.

4. SPACE RENTAL

Exhibitor fee includes a 8'x 10' exhibit space, materials to define exhibit space (pipe & drape), a two-line sign showing Exhibitor's company name and booth number, one 6' table with skirting, two chairs and wifi access. No signs or advertising devices shall be displayed outside the exhibit space other than those furnished by GCNKAA. Booth displays not to exceed nine (9) feet in height across the back. No backdrops or booths higher than five (5) feet in height are permitted along the sides of the booth. Booth displays cannot block neighboring booths. Electric, carpet, additional table and chairs, and landlines are available at Exhibitor cost through separate contracted vendor.

5. USE OF DISPLAY SPACE

A. Restrictions on Space Rental: Exhibitor may not sub-let, sub-divide or assign his space nor any part thereof, nor purchase multiple booths for the purpose of subletting or assigning to third parties, nor permit in his booth non-exhibiting companies' representatives without the express written permission of GCNKAA. Only companies or individuals that have contracted directly with GCNKAA shall be allowed on the show floor as an Exhibitor. Failure to comply with this provision shall be sufficient cause for GCNKAA to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor. Failure to comply may also result in forfeiture of all further rights to exhibit at future shows sponsored by GCNKAA together with all fees paid. GCNKAA may lease any space so forfeited to another Exhibitor and retain all revenues collected.

B. Exhibitor shall design and maintain the general theme and tenor of show.

6. INSTALLATION AND REMOVAL

GCNKAA reserves the right to fix the time for the installation of the booth prior to the show opening and for its removal after the conclusion of the show. Installation of all exhibits must be fully completed at least 30 minutes prior to the opening of the Show. Failure to adhere to this requirement could restrict Exhibitor's entry into any future shows produced by GCNKAA. Any space not claimed by 3:30 p.m. on Wednesday, March 24, 2027, may be resold or reassigned without refund. All exhibits and booth materials must be removed by 9 p.m. on Wednesday, March 24, 2027.

7. EARLY REMOVAL OF EXHIBITS NOT ALLOWED

No exhibit shall be packed, removed or dismantled prior to the closing of the Show without written permission from GCNKAA. If the Exhibitor acts in breach of this provision, it shall pay as compensation for the distraction to the Exhibition's appearance, an amount equal to one-half of the total space charge for the Exhibitor's allocated area, in addition to all sums otherwise due under this Agreement.

8. EXHIBITOR APPOINTED CONTRACTORS (EAC)

Any exhibitor using an EAC agrees to notify GCNKAA of such appointment and agrees to indemnify and hold harmless GCNKAA, the exhibit facility, and their respective officers, directors, staffs, employees, and agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other Exhibitor, the exhibit hall, the property of any contractor or any consequential damages arising out of any such act of loss from the time the independent EAC first arrives at the hall until the final move-out is complete. The Exhibitor further agrees that GCNKAA may prohibit the EAC from working in the hall if the EAC does not fully comply with all rules and regulations set forth for them at this event. Any Exhibitor using an EAC agrees to advise its EAC of all rules and regulations.

9. PROHIBITED ACTIVITIES

A. All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to limits of the Exhibitor's booth.

B. Exchange of money or consummating the sales of goods or services on the exhibit floor is prohibited. Orders may be taken for future delivery only.

C. Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noise-making machines must be operated so that the noise resulting from there will not annoy or disturb adjacent Exhibitors or their patrons. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced or, otherwise, performed via either "live" or "mechanical" means, or by or on behalf of Exhibitor, unless Exhibitor has previously obtained written permission from the copyright owner's designee (e.g., ASCAP, BMI, or SESAC) for such use.

D. Exhibitors are prohibited from displaying any devises or objects in the booth that exceed the height of the back wall (9 ft.) without prior written approval from GCNKAA and the exhibit hall. No backdrops or booths higher than five (5) feet in height are permitted along the sides of the booth. Booth displays cannot block neighboring booths.

E. The use of inflatables (or 'bounce houses') is restricted without approval from GCNKAA, Sharonville Convention Center, and/or neighboring exhibitors.

F. Exhibitors are not allowed to conduct any activities that could be considered an illegal lottery under Ohio law.

G. Electrical equipment that is not UL approved may not be used in the exhibit hall. No wiring, installation or spotlights or other electrical work shall be done except by the electrical contractor authorized by GCNKAA or exhibit hall.

H. Approval for distribution of food items must be obtained by the Sharonville Convention Center prior to the event.

I. Sharonville Convention Center prohibits the use of glitter, confetti guns, fireworks and helium balloons inside their facility.

J. Live animals (except service animals) and firearms are prohibited inside SCC.

10. CANCELLATION BY EXHIBITOR

The Exhibitor specifically recognizes and acknowledges that GCNKAA will sustain losses if the Exhibitor cancels its exhibit space after it has been assigned and confirmed by the GCNKAA. Due to the difficulty of determining said losses, the Exhibitor agrees to pay the following amounts as liquidated damages, and not as a penalty, all cancellations must be received in writing. Booth cancellations received after October 1, 2026, and prior to February 9, 2027, will be issued a refund minus a $100 administrative fee. Booth cancellations after February 9, 2027, will forfeit all booth fees and will be responsible for full booth payment. Upon cancellation by the Exhibitor, GCNKAA has the right to resell the space and retain all revenue collected.

11. CANCELLATION OR POSTPONEMENT OF SHOW

In the event that any unforeseen occurrence shall render the fulfillment of this Agreement impossible by GCNKAA, the parties shall mutually amend or terminate the agreement at GCNKAA's option. The Exhibitor hereby waives any claim against GCNKAA for damages or compensation. GCNKAA may return a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred in connection with the show. Such expenses include, but are not limited to all expenses incurred by GCNKAA as a result of contracts with third parties for services or products incidental to the show, and all overhead expenses attributable to the production of the show. No monies will be returned should the dates or location of the show be changed by GCNKAA, but Exhibitor will be assigned space that the Exhibitor agrees to use under these same rules and regulations. GCNKAA shall not be liable in the event the show is interrupted, canceled, moved or dates changed except as provided herein.

12. ERRORS AND OMISSIONS

GCNKAA assumes no responsibility or liability for any of the services performed or materials delivered by official show contractors or other suppliers to the show, their personnel, or their agents.

13. LIABILITY AND INSURANCE

A. All property of the Exhibitor remains under its custody and control in transit to and from exhibit facility, during installation and removal, and while it is within the confines of the exhibit facility. Neither GCNKAA, the service contractors, the management of the Sharonville Convention Center nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes. The Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor.

B. Exhibitor understands that neither GCNKAA nor any sponsor carries business interruption and property damage insurance coverage for loss or damage of Exhibitor's property. The Exhibitor agrees to obtain adequate insurance during the dates of the trade show, including move-in and move-out days, and shall be prepared to furnish a certificate of insurance to GCNKAA.

15. ENFORCEMENT OF REGULATIONS

GCNKAA has full power to interpret and enforce all regulations of the show and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the show. Such decisions shall be binding on Exhibitors. All Exhibitors agree to be bound by terms of GCNKAA's agreement with the facility in which the show is held.

16. CONFLICTING MEETING AND SOCIAL EVENTS

In the interest of the entire Show, the Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members, Exhibitors, or invited guests from the educational sessions or exhibit hall during the official hours of the sessions or show. Hospitality suites may not be reserved without prior approval of Show Management.

17. USE OF GCNKAA AND EVENT NAMES; ANCILLARY EVENTS

Sponsor/Exhibitor acknowledges and agrees that it may not use the name "GCNKAA," "Greater Cincinnati Northern Kentucky Apartment Association," the official name of the Event, or any variation, abbreviation, or logo of the foregoing in any promotional materials, invitations, signage, social media posts, emails, or other communications for any pre-Event, post-Event, hospitality suite, party, reception, dinner, networking gathering, or any other ancillary event or activity (collectively, "Ancillary Events"). Sponsor/Exhibitor further agrees that it shall not imply, suggest, or create the appearance that any Ancillary Event is endorsed, sponsored, affiliated with, or officially connected to GCNKAA or the Event. All Ancillary Events must be clearly and conspicuously identified as independent activities organized solely by the Sponsor/Exhibitor and not affiliated with GCNKAA. Any violation of this provision shall constitute a material breach of this Agreement and a violation of the Code of Conduct. In addition to any other remedies available to GCNKAA, the Association may immediately revoke the Sponsor/Exhibitor's participation in the Event, remove the Sponsor/Exhibitor and its representatives from the premises, and retain all payments made with no refund.

17. WAIVER

Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this agreement. The rights of GCNKAA shall not be deemed waived as specifically stated in writing and signed by an authorized representative of GCNKAA.

18. SEVERABILITY

In the event any provision of this Agreement is held invalid or unenforceable then neither the remaining provisions of this Agreement nor other applications of the provisions involved shall be affected thereby.

Sharonville CONVENTION CENTER

11355 Chester Road | Sharonville, OH 45246-4002
ph: 513-326-6466
sccinfo@cityofsharonville.com
www.sharonvilleconventioncenter.com

SERVICE ORDER FORM

Print

Please fill in and return form via email or mail

Event Information

Full Name of Event _____ Event Date(s)_____ Booth # _____

Firm Name _____ Phone #_____ Fax#_____

Address _____ City _____ State _____ Zip _____

Email Address _____

Authorized By (Print) _____ Signature _____ Date _____

Electric Connections

Rates quoted for electrical connections cover only the bringing of service to the booth in the most convenient manner and do not include any special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase cycle, horsepower, etc. It is the exhibitor's responsibility to avoid overloading circuits. All connections will conform to the National Electrical Code, City Code and Building Regulations. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing. If power is required before or after these times, special arrangements must be made with the SCC Maintenance Engineer.

All requests received less than 7 days prior to show move in will be charged at floor order rates

Electrical Connections (Lights, VCR, Etc.) 120 Volt, Single Phase, 60 Hz Ac (Labor Included)

Quantity	Requirements	List Equipment – Lights, CPU, VCR's, Etc. – 120v.	Advance Order	Floor Order	Total
	Outlets to 1000 watts (10 amp) (1 plug-in)		$99	$199	
	Outlets to 2000 watts (20 amp) (2 plug-ins)		$149	$299	

Motor & Special Electrical Service Connections Indicate Voltage Required for All Electrical Service

Quantity	Requirements			Nameplate Information				Advance Order	Floor Order	Overnight Add 50%	Total
	Voltage	Amps	Watts Per Leg	Voltage	Amps	Phase	Neutral				
	208v 1ph	30	3500					$125	$250		
		100	11000					$190	$380		
	208v 3ph	30	3500					$150	$300		
		60	7000					$225	$450		
		100	11000					$285	$570		
	460v 3ph	30	13000					$285	$570		
	Extension Cord (Rental Only)							$25	$50		
	Power Strip (Rental Only)							$25	$50		

(All prices include labor rates. Standard labor will be charged for cord cap changes.)

Electric Connections Total $ _____

Labor Rates Labor will be charged in 1-hour increments. (Minimun charge– 1 hour)

Description	Laborer	Electrician Maint Engineer
Business Hours (Mon-Fri, 8am-5pm)	$35 per hour	$50 per hour
Weekends, Holidays, Outside Business Hours	$50 per hour	$75 per hour
Booth Vacuuming	$35 per day	
Banner Hanging	Contact Convention Center (513-771-7744) for Quote	

(Advanced payment required for all services.)

Labor Total $ _____

Telephone Service

Request must be received at least one week prior to event.

Hard Wired Internet Connection: $125 per line (Advance Order) $250 per line (Floor Order)

Dedicated Telephone Line Installation: $125 Charge for Outside Line Private

Hard Wired SSID/Network: $250 *Requires advance notice of 5 business days

Number of Lines Requested_____To Be Used As: ☐ Modem ☐ Direct Call Line

Booth or Room Number_____ **Phone Connections** _____

Compressed Air (Portable Compressor Available On West Wall Only) 90-100 lbs. PSI (Prices Based On 1/4" Line)

Request must be received at least one week prior to event.
NOTE: If pressure is critical, exhibitor should contact the Sharonville Convention Center Maintenance Engineer.

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for 1st connection	$100	$200	
	Each additional connection	$100	$200	

24 Hour Service Required? ☐ No ☐ Yes (If yes, add 50% to Compressed Air Total)

Compressed Air Connections Total $_____

Water and Drainage (Available on West and North Wall Only)

NOTE: Pressure may vary. No guarantee can be made of minimum and maximum pressures.
If pressure is critical, exhibitor should contact Sharonville Convention Center Maintenance Engineer.

Water (Cold) Minimum pressure, 45 PSI; maximum pressure, 60 PSI (Prices based on 1/4" to 1/2" line)

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for 1st connection (Drain Not Included)	$105	$210	
	Each additional connection	$105	$210	

Size of Water Line Required:_____

Drainage 3/4" Drain Line Available

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for 1st connection	$85	$170	
	Each additional connection	$85	$170	

One-Time Water Fill, Including Drain

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for one-time fill and drain (up to 500 gallons maximum)	$100	$200	
	Each additional 500 gallons	$100	$200	

Water and Drainage Connections Total $ _____

Payment Information

Order form and advanced payment must be received 7 days prior to show move-in to qualify for advanced order rates. For floor orders – payment in full must be made prior to services being rendered. Payment accepted in the form of check, money order or credit card.

SERVICE ORDER CHARGES DETAIL:

Electric $_____

Labor $_____

Telephone $_____

Compressed Air $_____

Water/Drainage $_____

Total **$**_____

Please Check One: ☐ Check/Money Order Enclosed
☐ Charge Total Amount to Credit Card

Credit Card Information: ☐ Master Card ☐ Visa ☐ American Express ☐ Discover

Card Number _____

Exp. Date _____ Security Code _____

Cardholder's Name _____

Cardholder's Signature _____

ADDITIONAL EQUIPMENT PRE-SHOW ORDER FORM

ACADEMY EXPO, 116 MARION ROAD, CINCINNATI, OH 45215
P: (513) 772-1898 | F: (513) 322-4473
Greater Cincinnati Northern Kentucky Apartment Association Trade Show
March 24, 2027, at the Sharonville Convention Center

1. Complete form below and fax to (513) 322-4473 or email to Cindy at critchie@academyexpo.com by the DEADLINE for discounted prices. Academy will email or fax a contract and 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 WEDNESDAY, MARCH 17, 2027

2. Your booth includes a 10'w x 8'd pipe and drape, 1- 6'x30" covered and skirted table, 2-folding chairs, waste can, and 1-7"x44" exhibitor sign. Use this form to order additional equipment.

3. Complete the following area if you want to rent any **ADDITIONAL** equipment:

EQUIPMENT	Discounted PRICES		QTY	$ TOTAL	After Deadline PRICES
8' x 30" Table, covered & skirted (show colors)	$75.00	X			$150.00
6' x 30" Table, covered & skirted (show colors)	$65.00	X			$130.00
6' or 8' TALL Table (40") cover/skirt (show colors)	$85.00	X			$170.00
30" Round Standard Table with White Linen	$55.00	X			$110.00
30" Round TALL Table with White Linen	$65.00	X			$130.00
Any size, plain table (Indicate size:)	$40.00	X			$80.00
Bar Stool	$30.00	X			$60.00
Deluxe Convention Chair Padded	$25.00	X			$50.00

4. Complete payment information: credit card only. All credit cards accepted:

Name on Card _____
Credit Card Type _____ CVV# _____
Card# _____
Card Expiration Date _____
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 # _____
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**
   2027 Greater Cinti & NKY Apartment Assn.
   "Company 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: $ 1.25 per pound
   (Minimum payment required $50.00 for 1-40 lbs.)
   Total weight of packages shipped to Academy (lbs) : _____
   7.8% Sales Tax _____
   3.99% Credit Card Convenience Fee _____
   Total amount due ($): _____

6. Your Contact Information
   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, March 17, 2027
   Shipments received after the deadline will incur a $125.00 late fee.

8. Academy will store and deliver your container(s) to your booth at the meeting site. We are not responsible for any un-packing, 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 Friday, March 26 or Monday, March 29, 2027.**

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 _____ CVV# _____
    BILLING ADDRESS _____
    BILLING STATE/ ZIP _____

Person responsible for this information and its execution:

_____

Name Title Date

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

TRADE SHOW SPONSORSHIP OPPORTUNITIES YOU NEED TO SECURE TODAY!



VIP SPONSORSHIP:

$1000 Each; Limit of 18

- Premier Booth in VIP Row
- Promotional signage at your booth signaling you as a VIP
- Different color pipe and drape for your booth space
- Admittance to the VIP Cocktail Reception including attendees from leadership forums and other key decision makers
- Attendee List after the event
- 10 drink tickets
- Company logo on event invitations
- Company logo on floorplan
- Signage throughout facility
- Company logo on bag
- Inclusion as a Grand Prize Sponsor

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Additional Sponsorship Opportunities

GEOFENCE SPONSOR: $1000
Send your targeted advertisement across multiple digital channels to all your customers as they enter the area surrounding the facility the day of the event. For exhibitors only. *Deadline: February 24, 2027.*

WI-FI SPONSOR: $350
NEW THIS YEAR! As the Wi-Fi Sponsor, your company's name and logo will be prominently displayed on signage and login instructions throughout the trade show, ensuring attendees see your brand every time they connect. For exhibitors only. *Deadline: February 24, 2027.*

FORUM SPONSOR: $500
Limit of 3. Forum sponsor will receive logo inclusion on forum invites, signage, and pre-event marketing. Sponsor will also have the opportunity to introduce themselves to attendees as well as introduce the moderator. Primary or associate members. *Deadline: February 10, 2027.*

ATTENDEE LANYARD SPONSOR: $1000
Limit of 1. Your logo on the lanyard with your company colors. This lanyard is given to all attendees of educational seminars and trade show. For exhibitors only. *Deadline: February 24, 2027.*

WINDOW DECAL SPONSOR: $250
NEW THIS YEAR! Get your name out in front of all attendees as they enter and exit the facility for the trade show and education seminars. Ad is 24" x 30" and will be placed on up to 2 exterior doors. For exhibitors only. *Deadline: February 24, 2027.*

BEVERAGE SPONSOR: $500
Beverage Sponsors will receive inclusion on promotional pieces and signage at the 2026 trade show. For primary and associate members. *Deadline: February 24, 2027.*

PHONE CHARGING STATION SPONSOR: $300
Limit of 1. Your company name and logo on signage at Phone Charging Station located at the Concierge Area near entrance/exit of trade show floor. For exhibitors only. *Deadline: February 24, 2027.*

WEBSITE POP-UP AD: $500
Get a pop-up banner ad displayed on www.gcnkaa.org for the three weeks leading up to the trade show. This is a one-time pop up for all visitors to the website. For exhibitors only. *Deadline: February 10, 2027.*

EDUCATIONAL SEMINAR SPONSOR: $350.
Limit of 2. Sponsor will have opportunity to speak prior to educational seminars and introduce speaker. May also distribute promotional material to seminar attendees. Also includes signage and pre-event marketing. *Deadline: February 10, 2027.*



FOOD SPONSOR: $300
Returning to the 2026 trade show are free food vouchers for attendees. Food Sponsors will receive inclusion on promotional pieces and signage at the 2026 trade show. For primary and associate members. *Deadline: February 24, 2027.*

LOGO SPONSOR: $300
Due to its success, we will once again be distributing the GCNKAA Tote Bag to the first 500 attendees. Logo sponsors receive inclusion on promotional pieces and company logo on this bag. For associate members only. *Deadline: February 10, 2027.*

BAG SPONSOR: $500
Bag sponsors will receive inclusion on promotional pieces and your company logo on the event 'swag bag.' For primary members only. *Deadline: February 10, 2027.*

Yes! I want to be a sponsor for the 2027 GCNKAA Trade Show!

Company Name | Contact Name

Address

Please select your type of sponsorship and payment information below

VIP | GEO | PopUp | Forum | Lanyard | Decal | Beverage | Food | Logo | Bag | Phone | Seminar

Bill Me | Credit Card | Name on Card | Billing Address

Card Number | Expiration Date | Security Code | Billing Zip Code



A STEP-BY-STEP GUIDE TO RESERVING YOUR GCNKAA TRADE SHOW BOOTH AND GETTING THE BEST RETURN ON YOUR INVESTMENT

STEP 1:

Reserve your booth and submit your complete booth contract to the Greater Cincinnati Northern Kentucky Apartment Association. You can email directly to michele@gcnkaa.org. Upon receipt at the GCNKAA offices, a confirmation email will be sent to the trade show representative listed upon contract. Booth price of $850 includes one table, two chairs, pipe and drapes and booth sign ONLY. The Early Bird price of $800 per booth is applicable through October 1.

STEP 2:

Order electric and other services from Sharonville Convention Center. Upon receiving your booth confirmation email from the GCNKAA, contact the Sharonville Convention Center at 513-326-6466 or use the Service Order Form found inside this booklet to order your electric and/or other additional hook-ups for your booth. This must be ordered and paid for separately through Sharonville Convention Center. Please note their pricing deadlines. GCNKAA does not supply electric and is not responsible for your ordering and payment.

STEP 3:

Order additonal tables, chairs and carpet for your booth. Sharonville Convention Center is not carpeted and the exhibit hall has a concrete floor. Upon receiving your booth confirmation email from the GCNKAA, contact Academy Rentals at 513-772-1898, email critchie@academyexpo.com or complete the order form inside this trade show exhibitor information kit. This must be ordered and paid for separately through Academy Rentals. Please note their pricing deadlines. GCNKAA does not supply additional tables, chairs or carpeting and is not responsible for your ordering and payment.

STEP 4:

Do you have to ship your booth to the GCNKAA trade show? Sharonville Convention Center does not accept any shipments, however, shipments can be sent to Academy Rentals. Upon receiving your booth confirmation email from the GCNKAA, contact Academy Rentals at 513-772-1898, email critchie@academyexpo.com or complete the order form inside this trade show exhibitor information kit. Fees do apply and this must be paid for separately through Academy Rentals. Please note their pricing deadlines. A Return Drayage Form can also be found inside this kit. GCNKAA is not responsible for your ordering, payment or any materials shipped.

For More Information:

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P: 513 407-8612 | www.gcnkaa.org