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The Power Behind The Scenes

PAYMENT POLICY	
Event:	
Location:	
Date:	

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION), MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

Payment Policy: Payment in full of all rental, service and labor charges must accompany your orders to qualify for advance order rates. All orders must be received at least ONE WEEK prior to move-in, with payment, to qualify for advance order rates. All orders received without payment will be collected at the show and will be charged at floor order rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check, or credit card.

Please total your order here:	
Furniture	\$
Electrical	\$
Freight	\$
AV/Computer Rental	\$
Plants & Floral	\$
Display Labor	\$
Booth Cleaning	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL DUE	\$

If paying by credit card, please complete the following:																	
Payment Method:	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express <i>(Please provide four-digit card ID number: _____)</i>																
Enter account number below:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																
Expiration Date:	/																
Cardholder's Name:																	
Address:																	
City:																	
State / Zip:	/																
Phone Number:	()																
Cardholder's Signature:																	
Date:																	

For your convenience, we will be using this authorization form to bill your account for additional services incurred during this show, unless otherwise advised. No credits will be issued after close of show. Exhibitor must advise service desk of any discrepancies.

- Please check only one of the following boxes:
- No additional people are allowed to sign on this card.
 - No additional charges are to be billed to this account.
 - The CARDHOLDER hereby authorizes the following individuals to sign on the above credit card for any additional charges incurred at show site.

Exhibitor Company		Booth #	
Print Name		Phone	
Signature		Email	