

Seating

Qty.	Item	Advance	Standard	Amount
	Folding Chair	30.65	34.00	
	Upholstered Side Chair	52.50	57.15	
	Padded Counter Stool	85.75	94.25	

Your booth comes with 3 - 8' tables and 1 - 6' table. Use this form for additional tables only.

Additional Undraped Tables

Qty.	Item	Advance	Standard	Amount
	4' - Tables	55.40	62.00	
	6' - Tables	67.00	73.40	
	8' - Tables	79.00	85.00	

Black Skirt & Plastic Top ONLY (for the Undraped Tables)

Qty.	Item	Advance	Standard	Amount
	4' - Tables	41.75	47.60	
	6' - Tables	53.00	59.50	
	8' - Tables	64.60	71.00	

4th Sided Black Skirt ONLY (Must order Black Skirt & Plastic Top)

Qty.	Item	Advance	Standard	Amount
	4th Sided Skirt	30.15	36.00	

Reminder:

Standard Booth Package....

3 - 8' undraped tables - You Must complete the Table

1 - 6' undraped table Order form to receive tables.

2 - chairs

Sub Total \$ 0.00

Jewelry Booth Package....

1 - 6' undraped table - Automatically placed in Booth

2 - chairs

7% Sales Tax \$ 0.00

Grand Total \$ 0.00

Use this form for additional tables only.

Company Name: _____ Booth #: _____

Contact Name: _____ Phone: _____

email: _____ Fax: _____

Return to EXPO with Payment Policy form via Fax **305.751.1298** or email **info@expoacci.com**

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO

ADVANCE AND/OR FLOOR ORDERS:

All Orders require ADVANCE PAYMENT for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to EXPO. You may prepay with a check written on your company, but a credit card is required by EXPO to ensure any unexpected charges, such as additional freight, clean up costs, etc, are paid at the time the Show closes.

THIRD PARTY ORDERS:

If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's Third Party Payment Policy prior to placing order.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:

EXPO's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. EXPO is not responsible for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

ALL CHARGES:

All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to EXPO.

ADJUSTMENTS:

Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

SALES TAX:

Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

CANCELLATION POLICY:

In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit .

COLLECTION POLICY:

In the event this contract is turned over to an attorney for collection or dispute, EXPO will be entitled to reasonable attorney fees.

Return via fax 305-751-1298 or email info@expocci.com

We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.

No checks will be accepted at show site.

Exhibitor:		Contact Name:		Booth:	
Address:					
City:		State:		Country:	
Phone:		Email:			
Credit Card Used For Payment: No.:				Expires:	
Security Code:		(The 3 numbers on back of card or for Amex the 4 numbers on the front)			
Billing Address for credit card:					
City:		State:		Zip Code:	
Credit Card Holder (Print Name as it appears on card):					
Card Holder Signature:					

****Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.