

## PAYMENT POLICY

Exhibitor Name:		Booth/Room #:	
Address:			
City:	State:	ZIP:	
Print Name:			
Authorized Signature:			
E-Mail Address:		Phone:	

Convention & Show Services, Inc. requires pre-payments from all exhibitors. You will receive a deposit schedule prior to the installation. If you have not received a deposit schedule within 2 weeks of your scheduled installation date, please contact CSS to obtain one. Orders for labor and services will not be honored if the required deposit payments are not made timely and in whole unless prior arrangements have been requested and approved by CSS. Otherwise, this may result in a delay of your move-in. We require your complete credit card information even if you are paying by check or bank transfer.

Exhibitors requesting third parties to pay their invoice must complete and submit the Authorization for Third Party Billing form enclosed in this section. Payment for all labor and services ordered by the exhibitor, its display house, or other third parties are the responsibility of the exhibitor.

Final invoices will be completed approximately three weeks after the move-out of this event. Payment is due fourteen (14) days after receipt of invoice. Monthly finance charges of 1.5% will be applied to all accounts that are delinquent thirty (30) days or more.

**METHOD OF PAYMENT:** Please indicate your preferred method of payment:

**COMPANY CHECK**

Please make checks payable to Convention & Show Services, Inc. and reference your company name, exhibit and/or meeting room/press conference. Checks must be made payable in U.S. Funds and received 2 weeks in advance of scheduled installation day.

**BANK TRANSFER**

Please reference your company name, exhibit and/or meeting room/press conference. Any wire processing or transaction fees incurred will be the responsibility of the exhibitor.

*Bank transfer to:* Comerica Bank, Detroit, MI 48226 | ABA#: 072000096  
 Account # / Name: 1840263857 | Convention & Show Services, Inc.

*For International Wire Transfer:* Swift Code: MNBDUS33  
 Account # / Name: 1840263857 | Convention & Show Services, Inc.

**CREDIT CARD**

For your convenience we accept Visa, MasterCard and American Express. **Charges in excess of \$30,000.00 must be approved by CSS in advance.** By completing the information below you are authorizing Convention & Show Services, Inc. to charge the amount of your advance orders, deposit amount, and any additional charges that may be incurred on show-site by you or a representative acting on your behalf. Convention & Show Services, Inc. requires this form to be completed and returned to our office prior to installation. Any balance that remains unpaid after 14 days will be applied to the credit card account below where applicable.

Your signature below indicates acceptance of all terms and conditions outlined in the Service Manual.

Account Number:		Expiration Date:	
Cardholder Name (Print):			
Signature:			
Cardholder Billing Address:		City/State/Zip:	

THIS FORM MUST BE RETURNED TO CONVENTION & SHOW SERVICES FOR YOUR ORDERS TO BE PROCESSED