

## **PAYMENT & PRICING POLICIES**

Please make your Show Site Representative aware of the following policies:

### **DISCOUNT & STANDARD PRICING**

- To take advantage of discount pricing orders must be received, with payment in full, no later than the following dates:  

<b>Rentals</b>	<b>MARCH 10, 2010</b>
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- Orders received with payment in full AFTER deadline dates will be invoiced at "Standard-Floor" pricing.  

<b>Advance to Warehouse Deadline</b>	<b>MARCH 15, 2010</b>
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### **PAYMENT SCHEDULE**

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### **METHOD OF PAYMENT**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

### **CANCELLATION & ADJUSTMENTS**

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- No adjustments will be made after close of the show.

### **TAX EXEMPTION**

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

### **THIRD PARTY PAYMENT BILLING**

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- See Third Party Payment Policy form.

### **MISCELLANEOUS**

- Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



**RECAP OF SERVICES ORDERED / BILLING AUTHORIZATION**

This form must be returned to Brede with your completed order forms and payment in full.

**BOOTH #**

- TABLE & DRAPE ORDER..... \$ \_\_\_\_\_
- BOOTH FURNISHINGS ORDER..... \$ \_\_\_\_\_
- CARPET ORDER..... \$ \_\_\_\_\_
- BULK CARPET ORDER..... \$ \_\_\_\_\_
- CUSTOM CARPET ORDER..... \$ \_\_\_\_\_
- SIGN ORDER..... \$ \_\_\_\_\_
- ESTIMATED MATERIAL HANDLING ORDER..... \$ \_\_\_\_\_
- LABOR ORDER..... \$ \_\_\_\_\_

TOTAL ESTIMATED CHARGES..... \$ \_\_\_\_\_

Please check here if you are tax exempt and include a copy of your exemption certificate. No adjustments for tax exempt status will be made after close of the show.

**PAYMENT METHOD**

Our Federal ID # is 41-0163660

**CREDIT CARD INFORMATION • CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard - Floor pricing prevails and a \$30.00 service charge will be added.

**ZIP CODE IS REQUIRED FOR ALL CREDIT CARD PURCHASES**

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa  MC  AmEx 
 

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Exp. Date 

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**ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES :**

Check Number \_\_\_\_\_ Dated \_\_\_\_\_ In the Amount of \$ \_\_\_\_\_

**Note:** International checks must be drawn on a U.S. bank, U.S. funds account only - processing fee \$30.00.

Please include **Northwest Sportshow** & booth number on all payments.

Purchase Orders are not considered payment, therefore, a check or credit card is required.

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.**  
**ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.**  
 Orders received without full payment or credit card information will not be processed.  
**A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.**

**PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.**

**JOB # 100303**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_