

# TradeShow Express



We Make it Happen!!

## Payment Authorization Form

### **Payment Policy**

All payments are due before services are rendered. This will include all services performed by TradeShow Express. Payments to outside service providers are to be paid directly to each provider. To take advantage of our discount rates, all orders and payments must be received and paid *in full* prior to arriving at a show site. Standard pricing will be in effect at show site. All services ordered at the show site service desk will be paid *in full* at the time the order is made. \*(No checks will be accepted within 1 week of the event date.)

Fax order forms and this payment authorization form to TradeShow Express at (512) 933-1205 or email to reggie@tradeshowexpress.biz.

Mail check or money order and all other correspondence to:  
or call (512) 587-3821 for additional information.

**TradeShow Express**  
**Attn: Reggie Washington**  
**P.O. Box 140854**  
**Austin, Texas 78714**

**Credit Card Type and Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**3 Digit Verification Number** (*see back of credit card*): \_\_\_\_\_

**Printed Name** (*as it appears on card*) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Total: \$** \_\_\_\_\_ *Booth Cleaning Order Form*

**Total: \$** \_\_\_\_\_ *Booth Furnishing Order Form*

**Total: \$** \_\_\_\_\_ *Special Equipment & Storage Order Form*

**Total: \$** \_\_\_\_\_ *Other (Pipe and Drape, Materials, etc.)*

**(Tax Rate = 8.25% X Subtotal) Subtotal: \$** \_\_\_\_\_

**Total: \$** \_\_\_\_\_ *Freight Drayage & Labor Order Form (No Tax)*

**Total: \$** \_\_\_\_\_ *Pick-up and Delivery (No Tax)*

**Total Due: \$** \_\_\_\_\_

**Exhibitor Name** \_\_\_\_\_ **Ph#** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**Exhibitor Address** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

( A pre-authorization transaction equal to the estimated charges for services, may be applied to this card before services are rendered. Additional charges will be applied as a separate transaction.)