

## THIRD PARTY PAYMENT POLICY

Brede Exposition Services will present invoices to Third Parties at show site for payment of all services rendered to exhibitors provided that the following conditions are met.

1. **This form must be completed (including the credit card information), signed and returned to Brede Exposition Services.**
2. The credit card information below **MUST** be completed and submitted to Brede Exposition Services. If payment arrangements are not made prior to the last day of the show, Brede Exposition Services reserves the right to charge the Invoice(s) to the credit card number provided.
3. 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 and must be paid prior to the close of the show.
4. If the Third Party requires that Brede Exposition Services fax an invoice from the Convention Facility, a \$15.00 service fee will be added.

**All invoices must be settled by the exhibiting firm by the close of the show.**

Display House Name:	_____
Complete Address:	_____ _____ _____
Authorized By:	_____
Signature:	_____
Phone Number:	_____ Fax Number: _____

**CREDIT CARD INFORMATION PROVIDED FOR SERVICES RENDERED:**

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my representative at show site, including material handling and labor charges. If credit card is declined, "Standard" pricing prevails and a \$25.00 service charge will be added.

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

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

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

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_