

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:

Standard Rentals/ Labor/ Freight	~	November 20, 2006
Rental Exhibits/ Signs	~	November 13, 2006
- Orders received, with payment in full, AFTER deadline dates, will be invoiced at "Standard-Floor" pricing.

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, Master Card 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 the 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" 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

TABLE AND DRAPE ORDER.....	\$_____
BOOTH FURNISHINGS ORDER.....	\$_____
CARPET ORDER.....	\$_____
ESTIMATED MATERIAL HANDLING ORDER.....	\$_____
LABOR ORDER.....	\$_____
BREDE RENTAL EXHIBITS/RADIUS.....	\$_____
BOOTH CLEANING ORDER.....	\$_____
SIGN ORDER.....	\$_____
 TOTAL CURRENT CHARGES.....	 \$_____

Please check here if you are tax exempt and include a copy of your exemption certificate.

No adjustments will be made after the close of the show.

☐ 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" pricing prevails and a \$25.00 service charge will be added.

Cardholder's Name_____ Cardholder's Signature_____

Visa MC AmEx

[illegible]

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 \$25.00.

Please include show name and booth number on all payments.

Purchase Orders are not considered payment, therefore, a check or credit card is required. Your P.O. # will be listed on your final invoice as a reference only. Please attach a copy of your Purchase Order.

ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.

Please be aware of our payment policies.

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

Company Name_____ Booth No._____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
(301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com

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 _____

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 () _____

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