



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpo.com

October 14-17, 2018  
 McCormick Place  
 Chicago, Illinois USA



## Payment Options and Policy

**Discount Deadline:**  
**August 27, 2018**  
 (excludes labor)

### Payment Options

*Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.*

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit PACK EXPO Services's Credit Card Authorization form along with your orders when you are mailing or faxing them in.

- **Payment by Company Check**

Please mail your check along with your order forms to PACK EXPO Services. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact PACK EXPO Services directly for wire payment details.

- **Payment by Third Party**

If PACK EXPO Services will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to PACK EXPO Services for all amounts due in USD funds prior to show closing. If payment has not been received or arranged, your material handling form will be withheld from you causing your carrier not to be able to pick up your freight. Your freight will be shipped back to the advance warehouse and held there until payment has been made. All shipping costs and storage fees will be at exhibitors expense.

### Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at the PACK EXPO Services Service Desk for your review at show site. No order will be processed without a credit card on file and this will cause a delay in processing your order which may cause you to miss the advanced rates on your orders.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Billing Discrepancies**

**All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.**

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance deadline date will be processed at standard prices.

- **Cancellation of Items or Services**

**All Labor Types** - Two days notice is required for cancellation of all labor services. If such notice is not provided, a (1/2) half-hour minimum per laborer ordered will be charged the applicable rate.

**Standard Furniture and Carpet** - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

**Custom Furniture** - Items ordered and cancelled one week prior to the scheduled move-in dates will be charged 100% of the applicable price.

**Custom Exhibits and Accessories** - Orders cancelled 14-days prior to the show move-in will be charged 50% of the original price. Orders cancelled within 14 days of the show move-in will be charged 100% of the original price.

**Exhibitor Graphics** - Orders cancelled after production will be charged 100% of the original price.



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CO-LOCATED



Healthcare+  
 PACKAGING  
 EXPO

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# Credit Card Authorization

Discount Deadline:  
**August 27, 2018**  
 (excludes labor)

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM REGARDLESS IF NOTHING IS ORDERED.**

**REQUIRED FORM**

### Company Information

Exhibiting Company: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Credit Card Payment

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with PACK EXPO Services before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at a PACK EXPO Services Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- PACK EXPO Services will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.

### Credit Card Authorization

- Please complete the information below and submit with your initial order. Incomplete and/or unsigned forms cannot be accepted.

A check is being sent to cover all expenses, use card only for show-site services  
 Use credit card for all services ordered

### Card Type

Visa®     MasterCard®     American Express     Discover®     Debit Card

### Credit Card Number

### Expiration Date

\_\_\_\_\_  
 \_\_\_\_\_

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

\_\_\_\_\_  
 CITY STATE ZIP COUNTRY

\_\_\_\_\_  
 TELEPHONE EMAIL

**PLEASE SIGN**

X \_\_\_\_\_