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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Payment Options and Policy

**Discount Deadline:**  
**January 27, 2020**  
 (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 go online to cyberservices and input your credit card information under Billing Info.

- **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 Credit Card information 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**

NOTE: Some services require a longer cancellation notice for full refund. Please see individual service pages for further details.

**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** - Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

**Custom Furniture** - Cancellations received after February 13, 2020 will be billed at 50%. Cancellations after February 20, 2020 will be billed at 100%.

**Custom Exhibits and Accessories** - Orders cancelled prior to February 10, 2020 will be charged 50% of the original price. No refunds will be made thereafter.

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

## Credit Card Payment

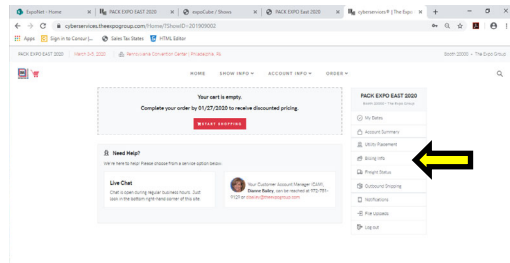
- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with PACK EXPO Services before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at a PACK EXPO Services Desk on show site prior to the close of the 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.
- All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.

## Credit Card Authorization

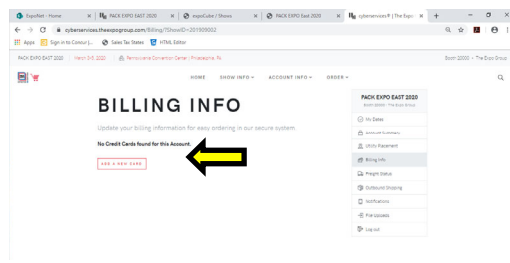
- Please go online to cyberservices and input your credit card information under Billing Info.

### To enter your information:

- Go to your [cyberservices account](#).
- Enter your password to log into your account.
- Once you are in your account, look to the right on the main page and click on the “Billing Info” tab.



- Input your name, or the name who authorizes the credit card charges for the card being entered, and hit agree.
- Click on “Add New Card.”



- Input the credit card information and click “Add This Card.”

**Your credit card is now on file and you can proceed online to place your orders or you can now fax or email your order to PACK EXPO Services to be processed.**