



5931 Campus Circle Drive West
Irving, Texas 75063
Phone: (972) 751-9400
Email: pack.east@packexpo.com
www.packexpo.com



March 21-23, 2022
Pennsylvania Convention Center
Philadelphia, PA USA

Payment Options and Policy

Discount Deadline:
February 7, 2022
(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.com 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 one (1) hour minimum per laborer ordered will be charged the applicable rate.

Furniture and Standard 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 Carpet—Cancellations received after September 7, 2021, will be billed at 50%. Cancellations received onsite will be billed at 100%.

Modular Rental Exhibits and Accessories—Orders cancelled between August 1 – August 31, 2021, 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.



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Credit Card Payment

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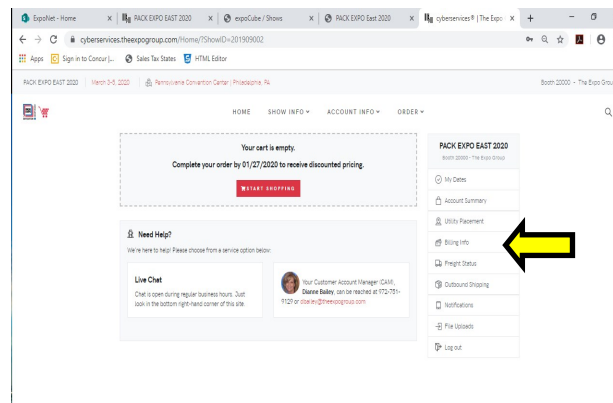
- This Credit Card Authorization **MUST** be on file with PACK EXPO Services before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at a PACK EXPO Services Desk on show site prior to the close of the show. Your credit card will be processed 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

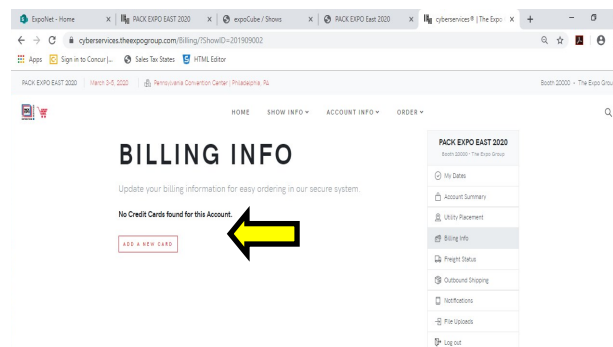
Please go online to cyberservices and input your credit card information under Billing Info.

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.



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**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 _____