



### Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.



### Need an invoice after the show?

E-mail us at [invoices@championexpo.com](mailto:invoices@championexpo.com).  
Please include name of show.

## Payment Options & Policy INFORMATION ONLY

## 1 Champion Payment Options

**We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, signs and other services provided by Champion Exposition Services in our role as the Official Contractor for your show. Please note, a completed credit card authorization form MUST BE ON FILE with Champion Exposition Services in order for us to process ANY orders, regardless of your preferred method of payment.**

### ■ Advance Payment by Company Check

When placing your orders, please mail in your check with your order forms. If you are faxing in your order forms, please fax a copy of your check along with the forms and then overnight your check to us. Your orders will be processed immediately upon receipt of your **original check**. Please make checks payable to: Champion Exposition Services. *Checks must include Exhibitor Company Name, Booth Number and Name of Show.* See our **How to Place Your Orders** information sheet for Champion's mailing address and additional instructions.

### ■ Advance Payment via Charge Card (complete Champion's Credit Card Authorization form)

For your convenience, we accept MasterCard, Visa and American Express. When placing your orders, please complete and submit Champion's **Credit Card Authorization form** along with your orders. Champion **MUST** receive this form with your orders by **March 16, 2009**, in order for you to receive the discount rate.

### ■ Advance Payment via Third Party

If Champion will be invoicing a third party for payment for our services, please complete and submit **Champion's Third Party Payment Authorization form**.

### ■ International Exhibitors

International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.

### ■ SAVE MONEY BY TAKING ADVANTAGE OF OUR PRE-SHOW DISCOUNTS!

Order as many of your materials and services as possible before the deadline dates. Orders received **AFTER** the deadline dates, or submitted on show site at Champion's Exhibitor Services Center, will automatically be billed at the "standard" prices (see discount and standard prices listed on the various order forms). Full payment must accompany all orders.

### ■ All accounts must be settled at our Service Desk prior to the close of the show.

In order for us to process your orders for the services and materials listed in your EXHIBITOR'S SERVICE MANUAL, we must have your signed charge card information or full payment **IN ADVANCE** of the show. Invoices for outstanding balances will be prepared at the Exhibitor Services Center for your review, at which time we will also process your payment.

### ■ Tax Exempt Status

If you claim tax exempt status, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

### ■ Overpayments

Overpayments for services will first be credited to any outstanding balances on remaining orders. Any remaining credit balance will be refunded within thirty (30) days after close of the show.

### ■ Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Champion Exposition Services within 30 days from the close of the show.

### ■ All materials are provided on a rental basis for the duration of the show and remain the property of Champion.


**IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS PAYMENT OPTIONS & POLICY FORM TO AVOID ANY MISUNDERSTANDING OR DELAY.**

**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**

Credit Card Authorization **MUST** be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

## 2 Show Site Orders

## 3 Payment Terms

 **Questions about this form?**  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.

## Credit Card Authorization

**In order to process ANY orders, this form MUST be on file regardless of your preferred method of payment.**

*(We accept MasterCard, Visa and American Express.)*

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

### 1 Champion Credit Card Payment Policy

- **This Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.**
- **All accounts must be settled at Champion's Service Desk on show site prior to the close of the show.**  
An itemized invoice will be prepared at the show for your signature, and we will process your payment for any outstanding balance at that time. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. Please notify your company representative who will be at the show site of our payment policy.  
**International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.**
- **The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.**  
If a third party is to be invoiced for certain items or services, please complete and submit Champion's **Third Party Payment Authorization Form**.
- **Discount Pricing**  
**IMPORTANT: To obtain advance order discount pricing, full payment MUST BE included with your order.**  
A purchase order is not considered payment. If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.
- **Tax Exempt Status**  
If you claim **tax exempt status**, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

### 2 Credit Card Charge Authorization

- **If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.**  
Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing automatically will be charged to your credit card account.

- **Incomplete and/or unsigned forms will not be accepted.**

Charge to:  MasterCard  Visa  American Express

**PLEASE PRINT OR TYPE:**

Account #:	Expiration Date:
Cardholder's Name:	
Cardholder's Signature:	
Cardholder's Billing Address:	
City/State/Zip:	
Telephone #:	Fax #:

- **Please note: No credits will be issued after close of show.**

**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

# champion

exposition services

139 Campanelli Drive, Middleboro, MA 02346  
 Phone 800-723-1123  
 Outside US 001-508-923-5200  
 Fax 508-946-1019  
[www.championexpo.com](http://www.championexpo.com)

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 Please include name of show.

## Third-Party Payment Authorization

**Deadline:**  
**March 16, 2009**

**Web 2.0 Expo San Francisco 2009**  
**April 1 - 3, 2009**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

### 1 Third-Party Payment Conditions

**Champion Exposition Services will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:**

- The payment record of third party is acceptable to Champion.
- This form is completed and signed by **both parties** and returned to Champion at least 14 days prior to show move-in; i.e., by March 16, 2009.
- Champion's prepayment policy is adhered to; i.e., orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

### 2 Services to be Invoiced to Third Party

**Please indicate which items/services are to be invoiced to the third party:**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> All Champion Services | <input type="checkbox"/> Sign Hanging       | <input type="checkbox"/> Furniture/Carpet       | <input type="checkbox"/> Other <u>specify</u> |
| <input type="checkbox"/> Freight Handling      | <input type="checkbox"/> Rigging & Forklift | <input type="checkbox"/> Exhibit Transportation |   |
| <input type="checkbox"/> Booth Labor           | <input type="checkbox"/> Booth Cleaning     | <input type="checkbox"/> Electrical Service     |   |

### 3 Acknowledgment & Credit Card Authorization of Exhibiting Firm

**We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Champion prior to the close of the show. (Signature required below.)**

Authorized Firm Representative Signature: \_\_\_\_\_

**Incomplete and/or unsigned forms will not be accepted.**

Charge to:  MasterCard  Visa  American Express

Cardholder's Signature: \_\_\_\_\_

PLEASE PRINT OR TYPE:

Account #:	Expiration Date:
Cardholder's Name:	
Company Name:	
Cardholder's Billing Address:	
City/State/Zip:	
Telephone #:	Fax #:

### 4 Third-Party Credit Card Charge Authorization

Charge to:  MasterCard  Visa  American Express

Cardholder's Signature: \_\_\_\_\_

PLEASE PRINT OR TYPE:

Account #:	Expiration Date:
Cardholder's Name:	
Company Name:	
Cardholder's Billing Address:	
City/State/Zip:	
Telephone #:	Fax #:

**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.