

Payment Authorization Form



201.994.1300 (main) 201.994.1350 (fax)



201.355.4109 (main) 201.355.4145 (fax)



201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	18th Annual America's Claims Event
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Booth Package & Accessories		Other (specify) _____	
<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>			
Please initial for estimates for Metropolitan Exposition Services, Inc.			
Audio Visual / In-Show Network Orders		<i>Total Estimate with tax to MetroMultiMedia, Inc.</i>	
Please initial for estimates for MetroMultiMedia, Inc.			
Metro-Trans Estimated Charges		<i>Total Estimate to Metropolitan Exposition Transportation, Inc.</i>	
Please initial for estimates for Metropolitan Exposition Transportation, Inc.			

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.

#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.

Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **18th Annual America's Claims Event**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.

*** Please Note** - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a \$25.00 surcharge for bank fees. **Please call for wire transfer details.**

Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	EXP. DATE
Account Number				
Security Code				Visa/MasterCard (3 Digits), Amex (4 Digits)

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____ DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. **NO CREDITS WILL BE MADE AFTER SHOW CLOSING.** Payments in check form **must** be in US Dollars from a US Bank.

TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)

EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.