



DISCOUNT **DEADLINE DATE: NOVEMBER 17, 2017** 6575 Delilah Road PO Box 3000 Pleasantville, NJ 08232 WWW.VISTACS.COM

P: 609-485-2421 F: 609-485-2392 E: info@vistacs.com

PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA **CONVENTION SERVICES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

Standard Booth Furnishings & Accessories Order Form	\$
Carpet/Carpet Padding Order Form	\$
Perfboard & Grid Walls Order Form	\$
VCS Modular Rental Unit Order Form	\$
Estimated Labor Order Form	\$
Priority Empty Container Return Order Form	\$
Estimated Material Handling Order Form	\$
-	\$
*ADD 6.875% NJ SALES TAX	\$
NET AMOUNT DUE VISTA	\$

* Note: All Services are Taxable in the State of NJ.

INDICATE PAYMENT	r Method:				
Check #	Dated		Amount \$		
-	erCard 🛛 VISA 🗌 Am Credit Card 🗌 Company Credi	-			
Account #					
Expiration Date]			
PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER					
Cardholder's Name		(Print or Type)			
Cardholder's Address				State Zip_	
Signature	ALL ORDERS SUB.				
	ALL ORDERS SUBJ	IECT TO LIMITS OF I	LIABILITY.		
Company Name				Booth #	
Street Address				Phone #	·
City	State	Zip	Fax#		
Ordered by (Print or Typ	pe)	_	E-Mail		
Signature		T	itle		
SignatureTitle					





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PAYMENT & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY

- 1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- 2. Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- 3. Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- 4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- 5. Vista Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- 6. Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- 7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.





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PAYMENT POLICIES

- Orders received without full payment or credit card information will *NOT* be processed.
- A credit card on file is *required* when using Vista Convention Services
- All charges *must* be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
 - \Rightarrow Domestic incoming wire transfer fee: \$25.00
 - \Rightarrow International incoming wire transfer fee: \$35.00

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, *unless otherwise noted on Order Form*. *NO REFUNDS AFTER DEADLINE DATE*.
- *NO* adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate MUST accompany your order. This is NOT a resale certificate.
- NO adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

• The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- *NO* telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "Standard" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.





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THIRD PARY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. *Vista Convention Services* will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:	BOOTH#			
CONTACT PERSON:	SIGNATURE:			
CHECK ITEMS TO BE BILLED TO THIRD PARTY:				
	cesMaterial Handling/In and Out re & CarpetSigns Other (Please specify)			
THIRD PARTY'S CREDIT CARD CHARGE .	AUTHORIZATION **Information must be provided**			
	can Express Expiration Date Corporate Personal			
Account Number				
PURCHASING CARD: VISA & MAS	TERCARD REQUIRES YOUR CUSTOMER CODE NUMBER			
Cardholder's Signature	e Print Name			
Cardholder's Billing Address	CityStateZipCountry			
THIRD PARTY NAME:				
CONTACT PERSON:	SIGNATURE:			
SHOW SITE REPRESENTATIVE:				
PHONE NUMBER:	FAX NUMBER:			
Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD AUTHORIZATION form.				