Authorization and Agreement

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: Orders@aexservices.com

Show Name: ATLANTIC BUILDERS CONVENTION 2019
Show Dates: APRIL 3-4, 2019
Deadline Date To Receive Discounted Rates: MARCH 20, 2019

FORM MUST BE COMPLETED IN ITS ENTIRETY TO PROCESS ANY ORDER

❑Personal Credit Card ❑Corporate Credit Card

PRINT Name on Card: _____

PRINT Card Billing Address: _____

_____

City: _____ State: _____ Zip Code: _____

Phone Number: ( )_____ Fax Number: ( )_____

Account Number: *Charge to:* ❑ AMEX ❑ VISA ❑ MASTERCARD ❑ DISCOVER

Exp. Month & Year:_____/_____

Advance charges may be paid by company check or credit card. A credit card guarantee is required regardless of the method of payment. No checks will be accepted at show site. You agree to allow us to charge the above credit card (including past due) if the full balance has not been paid. At the conclusion of the show, and upon your request, a complete invoice (subject to revisions for move-out labor, etc.) will be prepared and given to you reflecting all charges and payments. By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled before set-up will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact AEX for removal. Booth inventory is conducted daily and items not rented from AEX will either be removed or charged to the Exhibiting company with improper possession.

Confirm via:

E-mail: _____

Please total all forms, add tax as appropriate and supply an ***"estimated"*** total $_____

You must sign the Authorized Signature line below for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including AEX Convention Services Limits & Liabilities and Terms & Conditions.

Company Name: _____ **Booth#:** _____

Authorized Signature: _____