



WWW.VALLEYEXPODISPLAYS.COM  
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**RECAP OF  
 COST &  
 PAYMENT**

ADVANCED PRICE DEADLINE:  
 October 16, 2009

# Wisconsin State Music Conference

Monona Terrace, October 29-30, 2009

One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received afterward, or at the show site will be subject to floor rates. We cannot accept phone orders, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services by your show site representative will be billed to your card. In any event, no services will be rendered until payment in full has been received.

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays. **50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!**

Please complete all the blanks below:

### SERVICES AND EQUIPMENT ORDERED

- \$ \_\_\_\_\_ Booth Furniture Order Form
- \$ \_\_\_\_\_ Booth Carpet Order Form
- \$ \_\_\_\_\_ Freight Handling Order Form
- \$ \_\_\_\_\_ Portable/Modular Display Rental Order Form
- \$ \_\_\_\_\_ Event Labor Order Form
- \$ \_\_\_\_\_ Forklift Service Order Form
- \$ \_\_\_\_\_ Booth & Exhibit Porter Service Order Form
- \$ \_\_\_\_\_ Sign & Banner Order Form
- \$ \_\_\_\_\_ *TO RECEIVE WRITTEN CONFIRMATION OF ORDER (add \$5.00)*

\$ \_\_\_\_\_ **Total Now Due**

Please provide the following information so we may credit your account properly.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_ Date \_\_\_\_\_

Billing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Check No. (if paying by check) \_\_\_\_\_

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex Card Number \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_ CVC2 \_\_\_\_\_  
3 digit or 4 digit code

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_ Cardholder's Name (please print) \_\_\_\_\_

**Please retain copies of all paperwork...no invoices or receipts will be mailed unless requested above.**



BOOTH NUMBER:

COMPANY NAME: