PAYMENT POLICY FORM

Rileighs CONVENTION SERVICES, LLC SINCE 1921
25 South Tenth Street Harrisburg, PA 17101
(717) 236-5075 (800) 421-5075
FAX (717) 236-9082

Show Name	**Empire Education**	Booth #
Show Site	**Hershey Lodge & Convention Center**	
Show Date	**5/16-17/10**	

PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

****NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCED****

1. ADVANCE ORDERS: **To receive the advance price; FULL PAYMENT OF CASH, CHECK OR CREDIT CARD MUST ACCOMPANY YOUR ORDER.** (USE CREDIT CARD AUTHORIZATION FORM BELOW). Purchase orders do not qualify for Advance Prices - Payment must accompany the order.

2. SHOW SITE ORDERS: Services ordered at the show site will not be processed without full payment at the time the order is placed.

3. THIRD PARTY ORDERS: If you contract work to a display or exhibit house and require services from Rileighs, the payment policy stated above applies. Please pass this information on to them

4. SHIPPING FREIGHT TO WAREHOUSE OR SHOW SITE AND/OR ORDERING RIGGING OR INSTALLATION/DISMANTLING LABOR: If you will be shipping to our warehouse or show site, and/or ordering installation /dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. SERVICES WILL NOT BE PERFORMED UNLESS WE HAVE THIS FORM COMPLETED AND RETURNED TO US. Statements will be available at the close of the show.

5. ALL CHARGES, NO MATTER WHAT THE AMOUNT, MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY EITHER CASH, CHECK OR CREDIT CARD. If credit card method is used, be sure that the card limits are high enough to handle your expected charges.

6. If rigging labor is needed on move-out or you will be using dismantle labor, these charges will be applied to your credit card and a receipt will be mailed to you within (10) days of the close of show.

7. International exhibitors must pay for all services in U.S. Funds prior to show closing. A $20.00 surcharge will be added for processing checks drawn on foreign banks.

8. **ANY DISPUTES MUST BE MADE BY THE END OF THE SHOW.**

I authorize Rileighs Convention Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges.

Please Complete and Return to: Rileighs Convention Services, LLC

****PLEASE INDICATE THE LAST 3 NUMBERS FROM THE SIGNATURE STRIP ON THE BACK OF YOUR CARD:** ☐

Check One: Q **Master Card*** Q **Visa (Bank Americard)** Q **American Express**

Account No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiration Date:_____

Signature:_____

Cardholder's Name: _____

Cardholder's Billing Address:_____

Company: _____ Date: _____

Address:_____

Street City State Zip

Auth Sig. _____Phone_____

Booth No. _____ FAX No. _____

Email Address:

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