

CREDIT CARD AUTHORIZATION FORM

WE ACCEPT: American Express VISA MasterCard

Exhibitor _____ **Booth #** _____

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address _____

City _____ **State** _____ **Zip Code** _____

Contact Person _____ **Email** _____

Phone () _____ **Fax ()** _____

Credit Card Number _____ **Expiration** _____ **CVV*** _____

*(3 digit MC/Visa 4 digit Amex)

Card Holder Name (please print) _____ **Signature** _____

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.

CREDIT CARD PAYMENT POLICY

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor **MUST be PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO:
 Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

FURNITURE & BOOTH ACCESSORIES ORDER FORM

Complete order form and return to Capital via email, mail or fax with your form of payment.

ALL ORDERS AND PAYMENTS MUST BE RECEIVED BY February 1, 2020 to qualify for Advance Price.

TABLES-UNSKIRTED 30" HIGH

QTY		Advance Price	Floor Price	Subtotal
	4' X 2'	\$37.00	\$51.00	
	6' X 2'	\$45.00	\$62.00	
	8' X 2'	\$55.00	\$75.00	
	40" EXTENSION LEGS SET	\$13.00	\$16.00	
	LN FT OF WHITE VINYL COVERING	\$1.80	\$2.55	

SKIRTED TABLES 30" HIGH - VINYL TOP - SKIRT 3 SIDES

QTY		Advance Price	Floor Price	Subtotal
	4' X 2'	\$75.00	\$96.00	
	6' X 2'	\$98.00	\$124.00	
	8' X 2'	\$110.00	\$141.00	

SKIRTED TABLES 40" HIGH - VINYL TOP - SKIRT 3 SIDES

QTY		Advance Price	Floor Price	Subtotal
	4' X 2'	\$84.00	\$109.00	
	6' X 2'	\$101.00	\$131.00	
	8' X 2'	\$111.00	\$145.00	

COCKTAIL TABLES- FINISHED TOPS

QTY		Advance Price	Floor Price	Subtotal
	30" ROUND COCKTAIL - 30" HIGH	\$42.00	\$55.00	
	30" ROUND COCKTAIL - 40" HIGH	\$47.00	\$60.00	

SPECIAL DRAPERY/SKIRTING

QTY		Advance Price	Floor Price	Subtotal
	8' HIGH PER LINEAR FT	\$10.00	\$13.00	
	3' HIGH PER LINEAR FT	\$8.00	\$11.00	
	TABLE SKIRT ONLY	\$26.00	\$36.00	
	4 TH SIDE SKIRTING	\$26.00	\$36.00	

CIRCLE SKIRT/DRAPERY COLOR CHOICE: BLUE SILVER BURGUNDY
 HUNTER GREEN WHITE RED BLACK GOLD PLUM

TABLE TOP RISERS

QTY		Advance Price	Floor Price	Subtotal
	10" X 4' RISER	\$62.00	\$79.00	
	10" X 6' RISER	\$73.00	\$84.00	

FURNITURE & ACCESSORIES

QTY		Advance Price	Floor Price	Subtotal
	PADDED SIDE CHAIR	\$45.00	\$58.00	
	PADDED ARM CHAIR	\$52.00	\$65.00	
	UPHOLSTERED BAR STOOL	\$56.00	\$73.00	
	FOLDING CHAIR	\$12.00	\$16.00	
	WASTEBASKET	\$14.00	\$18.00	
	TRIPOD EASEL	\$28.00	\$37.00	
	GARMENT RACK	\$55.00	ADVANCE ONLY	
	BAG RACK	\$55.00		
	LITERATURE RACK	\$85.00		
	4' X 8' DISPLAY BOARD DOUBLE SIDED	\$179.00		
	PARK BENCH	\$148.00		

STANDARD CARPET

QTY		Advance Price	Floor Price	Subtotal
	9' x 10'	\$112.00	\$145.00	
	9' x 20'	\$224.00	\$290.00	
	9' x 30'	\$336.00	\$435.00	
	9' x 40'	\$448.00	\$580.00	
	CUSTOM SIZE CARPET INCLUDES CUTTING,LAYING AND TAPING ENTER SIZE _____ x _____	\$2.55 PER SQ FT	\$2.70 PER SQ FT	
	CUSTOM SIZE PADDING ENTER SIZE _____ x _____	\$1.00 PER SQ FT	\$1.25 PER SQ FT	
	FRONT RUG TAPING ENTER BOOTH WIDTH _____	\$1.00 PER LIN FT	\$1.25 PER LIN FT	

CIRCLE CARPET CHOICE: BLUE BURGUNDY GREEN RED BLACK GREY

TOTAL DUE: \$ _____

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ Signor is responsible for all items ordered and for its condition at close of show.
- ❖ If color is not chosen, show color will be provided.

Exhibitor _____

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