Advanced Exposition Services – 230 Mt Pleasant Rd. – Hampton, GA 30228 – Ph: 678-389-1852 – Fx: 877-838-0560

PAYMENT POLICIES

Payment Options Advanced Exposition Services, the official general service contractor, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

Checks
All checks must be in U.S. funds drawn on a U.S. Bank.

For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, ***we require your signed Payment and Credit Card Authorization Form*** to be on file with Advanced Exposition Services in advance, to guarantee payment. Please make all checks payable to: Advanced Event Productions**.**

Credit Card
We accept MasterCard, Visa, Discover and American Express. To accept charges, you must complete the enclosed ***Payment and Credit Card Authorization Form.*** By completing and returning the Payment and Credit Card Authorization Form you are authorizing Advanced Exposition Services to charge your credit card for any and all charges incurred.

Show Site Orders To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. ***For the discount prices to be in effect, your order must be received by the Return Deadline Date and payment must accompany your order.*** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

Payment Terms To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed ***Payment and Credit Card Authorization Form*** to be on file *with* Advanced Exposition Services to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site. Invoices will be distributed on the last day of the show. If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show. Additionally, Advanced Exposition Services authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Advanced Exposition Services will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining the charges which were billed. All charges are payable in U.S. funds only. ***No telephone orders will be accepted.***

Cancellation Policy
Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled after delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Note: All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of Advanced Exposition Services

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PAYMENT AND CREDIT CARD AUTHORIZATION FORM

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with Advanced Exposition Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

ORDER RECAP		
Booth Furnishings		
Package A		
Plexi Divider		
Special Signs		
Booth Cleaning		
Rigging Labor – non-taxed		
TOTAL AMOUNT DUE		

PAYMENT METHOD:

- ☐ Personal Credit Card
- ☐ Corporate Credit Card
- ☐ Company Check

CARD TYPE :

- ☐ MasterCard
- ☐ Visa
- ☐ American Express
- ☐ Discover Card

Card Number **Exp. Date**

Security code

Cardholders Name (Print or Type)			
Cardholders Address:	**City:**	**State:**	**Zip:**
Cardholders Signature:		**Date:**	
ALL ORDERS ARE SUBJECT LIMITS OF LIABILITY			
Company Name:		**Booth #:**	
Street Address:	**City:**	**State:**	**Zip:**
Phone Number:	**Fax Number:**		
Ordered By:	**Email Address:**		
Signature:		**Date:**	

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LIMITS OF LIABILITY

1. Advanced Exposition Services LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

2. Advanced Exposition Services LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.

3. Advanced Exposition Services LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by Advanced Event Productions LLC to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.

4. Advanced Exposition Services LLC 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. Advanced Exposition Services LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Advanced Exposition Services LLC maximum liability shall be limited to $.50 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Advanced Exposition Services LLC 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 materials to Advanced Exposition Services LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.