



**PAYMENT POLICY**  
Save Time and Money! Pre-Order by Feb 16th  
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

### The National Franchise Show

Dulles Expo Center

March 2-3, 2024

#### PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

#### GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to [csr@haleexpo.com](mailto:csr@haleexpo.com).

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at [csr@haleexpo.com](mailto:csr@haleexpo.com).

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

#### PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

#### METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express and Discover. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

#### PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

#### TAX EXEMPT

If your company is tax exempt, a copy of your Tax-exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

#### QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



**ORDER SUMMARY**  
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Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Credit Card Authorization** (Will be used for Hale services only)

**A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.**

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



**PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION**

Card Type:  Master Card  Visa  Discover  American Express

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. **By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show.** Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite.

**There is a 4% credit card processing fee for any charges and/or services paid with a credit card.**

Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from [Hale Northeastern, Inc.](http://www.haleexpo.com)

\*\*\* PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE \*\*\*

TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
SHIPPING INFORMATION / MATERIAL HANDLING (Actual weights will be billed at show close)	\$
SUBTOTAL	\$
ADD 6.00% SALES TAX	\$
TOTAL	\$
<b>NON-TAXABLE ITEMS</b>	
INSTALLATION & DISMANTLING LABOR SERVICE	\$
NON-TAXABLE SUBTOTAL	\$
<b>GRAND TOTAL</b>	<b>\$</b>
For Electric, Telephone, Booth Cleaning and Plumbing services, go to <a href="http://www.dullesexpo.com">www.dullesexpo.com</a>	

Exempt customers must provide a tax-exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com)