



PAYMENT & PRICING POLICIES

Franchise Show - Dallas

February 1-2, 2025

Dallas Market Hall

DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show. All other orders will be charged the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

- Phoenix Events requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the “discount” price.
- All charges must be paid in full before your rental items will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
- **A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.**
- Purchase Orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and no refund if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at “standard” pricing.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



ORDER SUMMARY & PAYMENT FORM

DISCOUNT PRICE DEADLINE DATE
January 20, 2025

This form must be returned by email to
info@phoenixeventstss.org

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Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accessories Order	\$ _____
Booth Packages Order	\$ _____
Carpet Order	\$ _____
Cleaning Service Order	\$ _____
Custom Sign Order	\$ _____
Display Labor Order	\$ _____
Estimated Material Handling Order	\$ _____
Back to Warehouse Order	\$ _____

TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

If sending a check it must arrive a week prior to the show. The order form must to be sent to Phoenix Events by fax or email.

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.

All charges must be paid before delivery of exhibit materials.

No adjustments will be made after the close of the show.