Payment and Order Summary Form

Please mail Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE (201) 330-8227

Show Name: **FRANCHISE EXPO NY/NJ**
Show Dates: **SATURDAY & SUNDAY, JANUARY 24-25, 2026**
Show Location: **MEADOWLANDS EXPOSITION CENTER**
Deadline Date to Receive Discounted Rates: **JANUARY 16, 2026**

Full payment, including sales tax, must be received by the deadline date. ***Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.***

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

NO company or personal checks will be accepted on site.

Summary of Services and Rental Items Ordered

Material Handling Information/Rate (**credit card on file is required**)	$ _____
Labor Order Form	$ _____
Carpet Rental Order Form	$ _____
Furniture/Accessories Rental Order Form	$ _____
Booth Cleaning Order Form	$ _____
Sign Order Form	$ _____
Sub-Total	$ _____
(If Tax Exempt Please Include Certificate) **Sales Tax 6.625%**	$ _____
Total	$ _____

Charge Authorization:

Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. ***On site orders payable by credit card ONLY!***

Exhibitors with DRAYAGE *MUST* complete the Charge Authorization for freight to be accepted.

Charge To: *(circle card type)* MasterCard Visa American Express V CODE

Account Number:

Expiration Date: _____

Print Cardholder Name _____ Signature of Cardholder _____

Please Print or Type

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Ordered By _____ Title _____

Signature _____ Phone # (_____) _____

Fax # (_____) _____ Email _____

To eliminate any misunderstanding regarding charges for show rentals, service and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site. **NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**