

**IEEE Globecom 2006** Fairmont Hotel San Francisco San Francisco, CA November 28-30, 2006

# **PAYMENT & PRICING POLICIES**

Please make your Show Site Representative aware of the following policies.

## **Discount & Standard Pricing**

- To take advantage of discount pricing, orders must be received, with payment in full, no later than the following dates:
  Standard Rentals/Labor/Freight ~ November 20, 2006
  Rental Exhibits/Signs ~ November 13, 2006
- Orders received, with payment in full, AFTER deadline dates, will be invoiced at "Standard-Floor" pricing.

### Payment Schedule

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Method of Payment

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, Master Card and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

#### Cancellation & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- No adjustments will be made after close of the show.

#### Tax Exemption

If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate. No adjustments for tax exempt status will be made after the close of the show.

#### Third Party Payment Billing

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor. See Third Party Payment Policy form.

#### **Miscellaneous**

- Rental items not ordered, yet found in booths, are invoiced at "Standard" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



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# **RECAP OF SERVICES ORDERED/BILLING AUTHORIZATION**

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TABLE AND DRAPE ORDER			•••••					\$						
BOOTH FURNISHINGS ORDER														
CARPET ORDER								\$						
ESTIMATED MATERIAL HANDLI	NG ORD	ER						\$						
LABOR ORDER								\$						
BREDE RENTAL EXHIBITS/RAD	IUS							\$						
BOOTH CLEANING ORDER								\$						
SIGN ORDER								\$						
TOTAL CURRENT	CHARGE							S						
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Please check here if y No adiustr	nents will b							приог	i certii	licate	j i			
CREDIT CARD IS REQUIRED FOR SERVICE														
I authorize Brede Exposition Services to charge material handling and labor charges. If credit ca														Idad
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Exp. Date														
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Note: International checks must be drawn on a	U.S. bank, I	U.S. fund	s acco	unt o	nly-pi	rocess	ing fe	ee \$25.	.00.					
Please include show name and booth number	on all payr	nents.												
Purchase Orders are not considered payment, th					is re	quireo	l. Yo	ur P.C	).#v	vill t	oe list	ed on	ı your	
final invoice as a reference only. Please attach a	copy of yo	ur Purch	ase Or	rder.										
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This form must be returned t	o Brede w	ith your	comp	leted	orde	er for	ms ai	nd pa	ymen	t in	full.			
Company Name						Во	ooth	No.						
Address														
Contact		•								-	•			
Phone ( )														
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MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411 (301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com



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# THIRD PARTY PAYMENT POLICY

Brede Exposition Services will present invoices to Third Parties at show site for payment of all services rendered to exhibitors provided that the following conditions are met.

- 1. This form must be completed (including the credit card information), signed and returned to Brede Exposition Services.
- 2. The credit card information below MUST be completed and submitted to Brede Exposition Services. If payment arrangements are not made prior to the last day of the show, Brede Exposition Services reserves the right to charge the Invoice(s) to the credit card number provided.
- 3. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party PRIOR TO THE LAST DAY OF THE SHOW, charges will revert back to the exhibitor and must be paid prior to the close of the show.
- 4. If the Third Party requires that Brede Exposition Services fax an invoice from the Convention Facility, a \$15.00 service fee will be added.

Display House Name	
Complete Address.	
Authorized By:	
Signature:	
Phone Number:	Fax Number:
material manufing and fabor charges. If credit	card is declined, "Standard" pricing prevails and a \$25.00 service charge will be added.
	Cardholder's Signature
Visa MC AmEx	Cardholder's Signature Exp. Date
Visa MC AmEx	Cardholder's Signature Exp. Date
Visa MC AmEx	Cardholder's Signature      ELOW ON EACH ORDER SHEET.      Booth No.
Visa MC AmEx	Cardholder's Signature      Exp. Date      ELOW ON EACH ORDER SHEET.

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