



P. O. Box 54973 • New Orleans • Louisiana • 70154-4973
Phone: (504) 582-3036 Fax: (504) 582-3088
Email: Exhibit\_Services@mccno.com

PAYMENT AUTHORIZATION FORM

ORDER DEADLINE DATE
JANUARY 22, 2014

\*\* MANDATORY FORM. MUST BE RETURNED WITH ORDER FORMS \*\*

Name of Show: NBA ALL-STAR JAM SESSION

Company Name: Booth Number:

Company Address:

City/State/Country: Zip Code:

Contact Person's Name: E-Mail Address:

Telephone: Fax:

If you intend to utilize the services of the MORIAL CONVENTION CENTER, this form must be completed and returned to the above address. Please select the method of payment you will be using for services provided:

CASH NO SERVICES REQUIRED

COMPANY CHECK
Please make check payable to the Morial Convention Center.

BANK TRANSFER
Contact Exhibit Services at (504) 582-3036 for Bank Information.
Please reference name of show and booth number on all Bank Transfers so we may properly credit your account.

CREDIT CARD
For your convenience, we will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor. Please complete the information requested below:

Please check one:

- American Express Discover Visa
Diners Club Master Card

Account Number: Expiration Date: Security Code:

Cardholder's Name:

Cardholder's Billing Address:

Signature:

THIRD PARTY AUTHORIZATION
We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.

THIRD PARTY AGENT:

Print Name:

Company Name:

Address:

City: State: Zip Code:

Phone: Fax:

We have read, understand and agree to all items as described on both sides and have advised our show site representative accordingly.

Exhibitor Signature: Print Name: Date:

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## PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of twenty one (21) days days prior to scheduled event opening for discount rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates.
2. Conditions for processing service order forms:
  - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
  - B. Personal checks will not be accepted.
  - C. Incomplete hook-ups or power requirement information will delay processing.
  - D. Booth number(s) must be identified on the face of the form.
  - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
3. Payment in FULL must be rendered on ALL orders. **NO EXCEPTIONS!** Service will not be installed if payment is not received.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner and **DO NOT INCLUDE:**
  - Labor for connecting equipment and special wiring.
  - Labor to connect booth outlets to equipment.
  - Providing other than standard female tread installations.
  - Making specialized installations.
5. Additional service charges and labor charges may be assessed for installations. Payment must be rendered **IN FULL** when billed during the event. Service may be interrupted if payment is not received. **NO EXCEPTIONS.**
6. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
7. Credit will not be given for service installed and not used.
8. There is a 10% charge to change and reprocess the method of payment submitted for an account.

### INTERNATIONAL EXHIBITORS

We require 100% pre-payment of orders. Any orders or services placed at show site must be paid at the show. Payment may be made by check in U. S. funds drawn on a U. S. bank.

### UNPAID BALANCES

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 45 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1/5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-payment bases only. Unpaid balances of \$100.00 or less must be paid at show site.