



# PAYMENT AUTHORIZATION FORM



115 Moonachie Avenue  
Moonachie, N.J. 07074  
Phone: 201-994-1301 Fax: 201-994-1350



July 13 - 15, 2010

Jacob K. Javits Convention Center

Company: \_\_\_\_\_ Booth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Ordered by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Payment Authorization

**YOUR SIGNATURE ON PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL**

**Company Check** Make payable to Metropolitan Exposition Services and reference **Texworld USA.**  
\* Please Note - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

**Wire Transfers** If paying by wire transfer, please include a \$25.00 surcharge for bank fees.  
**Please call Metropolitan Exposition for wire transfer information.**

**Credit Card** For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc. or any charges that Metropolitan Exposition Services, Inc. may be obliged to pay on behalf of Exhibitor, including without limitation, any material handling charges and or labor charges. Please complete the information requested below.

<input type="checkbox"/> AMEX												<input type="checkbox"/> VISA												<input type="checkbox"/> MasterCard												EXP. DATE			
Account Number																																							
Security Code																																							

Cardholder Printed Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**\*\*\* I authorize Metropolitan Exposition Services, Inc. to charge my credit card for any additional amount including, but not limited to, labor to install or dismantle booth and or material handling.**

CARDHOLD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYMENT POLICY:** Metropolitan Exposition Services, Inc. requires payment in full including applicable taxes at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. **NO CREDITS WILL BE MADE AFTER SHOW CLOSING.** Payments in check form must be in US Dollars from a US Bank.

**Tax Exempt Status:** If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customer.

**Equipment:** You are responsible for payment on any Metropolitan Exposition Services, Inc. equipment within your booth

**By signing this form you are acknowledging if your order is received after the Discount Price Deadline Date you are subject to higher rates.**



**PAYMENT ESTIMATES & INSTRUCTIONS**



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Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Calculate Estimated Totals	
Standard Furnishings & Accessories Order	
Backwall Banner Order	
Labor Order	
<i>Check the box to add \$1.00 to your grand total to plant a tree in one of our national forests.</i> <input type="checkbox"/>	GRAND TOTAL

**CHECKS -**

- \* If you wish to pay by check, a credit card back up is required. If you do not have a credit card, please pay by wire transfer.
- \*All checks must be received before the services are rendered.
- \* If a check sent is not received and cleared prior to the order deadline date, the order WILL default to standard rates.

**WIRE TRANSFERS -**

- \*It often occurs that both the bank that you use to transfer the funds and our bank will charge a service fee for this type of transaction. Our fee is \$25.00 per transfer. Please verify with your bank on their service fee.

**CREDIT CARDS -**

- \* Once the cardholder signs off for the credit card given, Metropolitan Exposition Services has the right to charge the card for any services ordered at show site or additional costs above and beyond any estimates given for services such as labor and material handling. This also covers any services that were not known prior to happening such as a labor job being forced by the union, items that are in the booth other than what was ordered or materials shipped in where our labor was used to accept and deliver the materials.



# BACKWALL BANNER ORDER FORM



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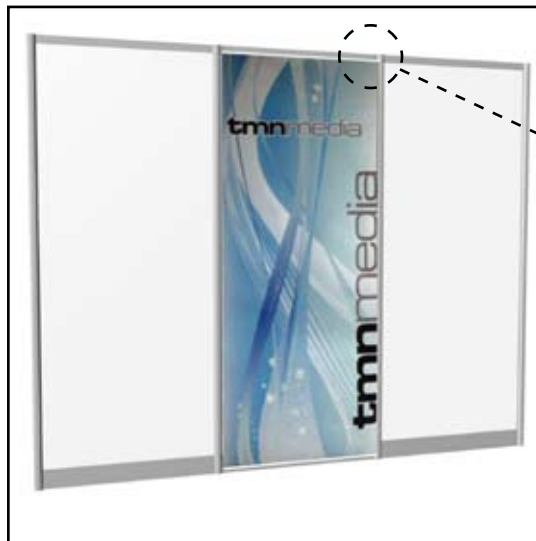
Jacob K. Javits Convention Center

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Qty.	Description	Price	Total
	Backwall Banner (Ordered by 06/22/2010)	\$197.00	
	Backwall Banner (Ordered after 06/22/2010)	\$256.75	

- Banner Size: 37" x 90"
- Double pocketed vinyl banner.
- Includes hardware.
- May be hung off of the booth backwall by exhibitors.
- No tools required.
- Durable material & Reusable
- Easy Set-up & Take Down



\* Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.

Please contact us at 201.994.1303 if you have any questions or need additional information.

## Art Preparation Guidelines

**Accepted file formats:** Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates \*NO EXCEPTIONS\***

**Once the order is received and processed, there will be NO refunds.**