SMG
Exposition Services
355 Plaza Drive • Secaucus, NJ 07094
201.330.8227 • Fax: 201.330.1586

SupplySide East International
Trade Show and Conference
April 28 & 29, 2009
Meadowlands Exposition Center

Payment and Order Summary Form

ADVANCED ORDER DEADLINE: ***April 17, 2009***

Payment in full, including sales tax, must accompany all orders. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Payment Options: Company check (payable to SMG Exposition Services), Mastercard, Visa, American Express. Please see below for credit card payment processing.

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 7%**	$ _____
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

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 #(_____) _____

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.**