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

***Name of Show***
***Date(s) of Show***
***Meadowlands Exposition Center***

# Payment and Order Summary Form

ADVANCED ORDER DEADLINE: _____

**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 | $ _____ |
| Floral and Plant Rental 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.**