

PAYMENT POLICIES

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a check written on your company, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up costs, etc. are paid at the time the Show closes.

THIRD PARTY ORDERS: If you choose to contract work to a display or Exhibit House/company and/or require services from Capital, the Payment Policy presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a U.S. bank, and there will be a minimum charge for each NSF check written to Capital.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show opening. All requests for adjustments must be made on site prior to the Shows closing. Capital will not be responsible for adjustments after the Show closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt number prior to beginning the Show.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

RETURN VIA FAX: 978-562-9600

We accept: American Express - Visa - MasterCard (circle one)

Exhibitor _____ **Booth** _____

Address _____

City _____ **State** _____ **Zip** _____

Email _____ **Contact** _____

Credit Card Used for Payment: No _____ **Expires** _____

Card Holder (Print Name) _____ **Signature** _____

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid ADVANCE, AND a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All Charges must be paid by the end of Show.

- **IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS PAYMENT POLICY FORM TO AVOID ANY MISUNDERSTANDING.**