

TRADESHOW DISPLAYS INTERNATIONAL

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CLICK HERE FOR ONLINE ORDERING

PAYMENT INFORMATION

Required Form

AASV * Hilton Buena Vista Palace * 3/9-12/2019

Payment Policy

- All accounts must be settled at the Tradeshow Displays International (TDI) service desk prior to the close of the show. An invoice will be prepared at the show for signature and payment. To receive a discount, payment must accompany your order and be received prior to the Deadline Date on the order forms.
- If your firm or agency requires that a Purchase Order be issued for any services rendered, such Purchase Order MUST accompany the order forms. Government agencies please note.
- All payments must be made in US funds. International exhibitors will be required to settle their accounts in full prior to the close of the exhibit. Payment, in US funds, may be made by credit card, cash, check or bank wire transfer.
- For all exhibitors, invoices will be available at the TDI service desk before the close of the exhibit. TDI will accept payment by cash, company check, Mastercard, Visa or American Express. TDI reserves the right to check the credit available on any card presented. (There will be a \$25.00 service charge for handling any returned payments.) All exhibitors must settle their accounts prior to the close of the exhibit.
- The exhibiting company is responsible for payment of all charges, unless the "Third Party Billing Authorization" form is completed, and TDI approves their credit. Payment of all labor, equipment and services, whether ordered by the exhibitor, display builder or other party shall ultimately be the responsibility of the exhibitor. Should the third party fail to comply with our payment policy, charges will revert to the exhibitor.

RECAP OF ADVANCE ORDERS

\$ _____	\$ _____	\$ _____	\$ _____	
MATERIAL HANDLING	I & D LABOR	TENTS	FURNISHINGS/ ACCESSORIES	
				\$ _____
\$ _____	\$ _____	\$ _____	\$ _____	GRAND TOTAL
CARPET	CLEANING SERVICES	RENTAL UNITS	FLORAL	

NOTE: ORDERS FOR ANCILLARY SERVICES SHOULD BE SENT TO THE ADDRESSES ON THEIR RESPECTIVE FORMS.

PAYMENT/CREDIT CARD AUTHORIZATION

Enclosed is our check no. _____ dated _____ in the amount of \$ _____

OR

Charge the amount due to our credit card as follows: ___MasterCard ___Visa ___American Express

ACCOUNT NUMBER: _____

Expiration date _____ **Security Code** _____
(AMEX: 4 digits on front of card; MC/VISA: 3 digits on back)

Cardholder's Name _____

Billing Zip Code _____

Cardholder's Signature _____

All exhibitors and 3rd parties, regardless of how they choose to pay, must place a credit card on file with TDI prior to move-in. For your convenience, we will use this authorization form to charge your account for any additional services ordered during the show.

Exhibiting Company _____ Booth No. _____

Address _____ City _____ State/Zip _____

Phone _____ Ext. _____ Fax _____

Email _____

Print Name _____ Date _____