



## CREDIT CARD AUTHORIZATION FORM

Cardholder's Name

Card Number

CCID

Exp

Type

Billing Address

City

State

Zip

Cardholder's Phone Number

Order Number

Amount

I, \_\_\_\_\_, hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

Authorized Signature

Date

### PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

### TERMS AND CONDITIONS

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows

1. Cancellation In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges. 2. Risk of Loss Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be. 3. Rentals in the City of Atlanta are subject to city tax of 7%. 4. Insurance for the subject equipment is Lessee's responsibility. 5. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 904-277-5982 6. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges. 7. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. 8. Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO 404-818-4491

