HERSHEY℠ EXPOSITIONS

# PAYMENT FORM

210 N. Franklin St Palmyra, PA 17078 PHONE: 717-508-5926 FAX: 717-298-1519 EMAIL: expositions@hersheypa.com

## Payment Policy Form

We accept the following:
VISA MasterCard Amercian Express

| | | |
|---|---|---|
| Event Name | | Booth # |
| Event Site | | |
| Event Date | | |

**PAYMENT POLICY**

**Please Familiarize Yourself with this Policy before Ordering any Services **No Services will be Rendered without Full Payment in Advance****

1. **ADVANCE ORDERS:** To receive the advance price; FULL PAYMENT OF CASH, CHECK, OR CREDIT CARD MUST ACCOMPANY YOUR ORDER. (USE CREDIT CARD AUTHORIZATION FORM BELOW). Purchase orders do not qualify for Advance Prices - Payment must accompany the order.
2. **SHOW SITE ORDERS:** Services ordered at the event site will not be processed without full payment at the time the order is placed.
3. **THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from *Hershey℠ Expositions*, the payment policy stated above applies. Please share this information with them.
4. **SHIPPING FREIGHT TO WAREHOUSE OR EVENT SITE AND/OR ORDERING RIGGING OR INSTALLATION/DISMANTLING LABOR:** If you will be shipping to our warehouse or event site, and/or ordering installation/dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. SERVICES WILL NOT BE PERFORMED UNLESS WE HAVE THIS FORM COMPLETED AND RETURNED TO US. Statements will be available at the close of the event.
5. **ALL CHARGES, NO MATTER WHAT THE AMOUNT, MUST BE PAID IN FULL PRIOR TO CLOSE OF EVENT BY EITHER CASH, CHECK, OR CREDIT CARD.** If credit card method is used, be sure that the card limits are high enough to handle your expected charges.
6. If rigging labor is needed on move-out or you will be using dismantle labor, these charges will be applied to your credit card and a receipt will be mailed to you within (10) days of the close of event.
7. International exhibitors must pay for all services in U.S. Funds prior to event closing. A $20.00 surcharge will be added for processing checks drawn on foreign banks.
8. **ANY DISPUTES MUST BE MADE BY THE END OF THE EVENT.**

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**I authorize *Hershey Expositions* to charge any additional amounts incurred by me or my event representative, including material handling and labor charges.**

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**Please Complete and Return to: *Hershey Expositions***

***PLEASE INDICATE THE LAST 3 NUMBERS FROM THE SIGNATURE STRIP ON THE BACK OF YOUR CARD:** ☐

Check One: ☐ Master Card ☐ Visa (Bank Americard) ☐ American Express

Account No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiration Date: _____

Signature: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Company: _____ Date: _____

Address: _____
Street City State Zip

Authorized Signature: _____ Phone: (_____) _____

Booth #: _____ Fax: (_____) _____

Email Address: _____

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