



# Payment Authorization



Payment must be received by  
**May 22, 2015**  
For **DISCOUNT RATES** to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.  
FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

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**!** If you are going to utilize any services provided by Excel Decorators, Inc., this form must be completed and submitted. A credit card is required to be on file in order to process your order. If payment is to be made by Company Check, this credit card will not be charged as long as your account is current and/or alternate payment is received by the close of the show. Please indicate the method of payment you will be using for all services provided. If you fail to provide payment on your invoice at the close of the show, Excel Decorators, Inc. Reserves the right to charge the remaining balance to this credit card. *Please arrange for complete Payment by the close of the show.*

## PAYMENT POLICY

Payment in full of all charges, including **6.0% tax**, must accompany your Advance Order to qualify for **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders received after the Discount Deadline and orders placed at Show Site will be charged at the **STANDARD RATES**. Charges are due and payable upon presentation of invoice at show.  
A **\$55.00 BILLING CHARGE** applies to all accounts not paid in full by close of show.  
After 30 days, any remaining balance on unpaid accounts will bear a **FINANCE CHARGE** of 1.5% per month which corresponds to an **ANNUAL PERCENTAGE RATE OF 18%**. All payments must reference show name, exhibitor name and booth number.  
There will be a **\$55.00 NSF FEE** on all insufficient funds checks returned and a **\$40 SERVICE FEE** will be charged for credit cards declined during the billing process.

## MANDATORY CREDIT CARD INFORMATION TO BE PUT ON FILE

**Enter Credit Card Information**     VISA     MasterCard     American Express

           \*Security Numbers for VISA and MC the last 3 digits of a number printed on the back of the card above the signature box. The Security Number for AMEX is a 4 digit number printed on the front of the card to the right and above the card number.

PRINT Cardholder Name    Cardholder Billing Address    Billing City, State, ZIP

## FORM OF PAYMENT    Our Federal ID# is 35-1134437

Please use the **ABOVE CREDIT CARD ON FILE** for all charges incurred.     **COMPANY CHECK #** \_\_\_\_\_  
*Make Checks payable to Excel Decorators, Inc.*  
 Please use the **ABOVE CREDIT CARD ON FILE** for all remaining balances not covered by the check

Credit Card Authorization Signature    Credit Card Authorization Signature

## THIRD PARTY BILLING

Excel Decorators, Inc. will present invoices to third parties at show site for payment of all services rendered provided the following conditions are met:  
1. The third party payment information completed below must be acceptable by Excel Decorators, Inc. Also, the credit card information below must be submitted to Excel.  
2. If there is any doubt who is to be charged for a service, the exhibiting firm will be charged. The exhibiting firm is ultimately responsible for the payment of all charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.  
3. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this form. Otherwise, the request will be denied. (Excel Decorators reserves the right to deny Third Party Payment terms to any party)

Exhibiting Company Name    Contact Name- Title    Authorized Signature    Date  
Third Party Company Name    Third Party Contact Name- Title    Third Party Authorized Signature    Date  
Third Party Street or PO Box    Third Party City, State, ZIP    Third Party Phone / FAX

**Enter Credit Card Information**     VISA     MasterCard     American Express

           **Items to be billed to Third Party:** \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **Women's Living Expo 2015**    BOOTH # \_\_\_\_\_    PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_    PRINT YOUR Name \_\_\_\_\_    Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_    City, State \_\_\_\_\_    ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_    Title \_\_\_\_\_    E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)