



7430 Casselberry Circle
 Corryton, Tennessee 37721
 Office: 865.687.5624
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SHOW _____
 DATE _____

PAYMENT FORM

Our **PAYMENT TERMS** require **100% payment** with order for service, tax and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to ToeZay in order for us to provide any equipment or services. Full payment of rental charges, must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. All orders received after deadline (indicated on each form) will be charged at standard rates. All unpaid balances will be collected from your representative at show site before services can be rendered. A \$35.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

CREDIT CARD INFORMATION

PRINT Card Member Name _____

Charge to:

SECURITY CODE

| | | | | | | | | | | | | | | |
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ACCOUNT NUMBER _____

Card Holder Signature _____ **Expiration Date** _____

Advance charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your credit card. No credit will be give after close of event on items or service ordered but not received. Please see service desk personnel prior to opening if you have any problem.

SERVICES AND EQUIPMENT ORDERED

If someone other than the exhibiting company will pay for items/services on this form, YOU MUST complete "Third Party Payment" information below.

| | | |
|---|------------------------|----------|
| Equipment Rental Order | Sub Total | \$ _____ |
| Electrical Service Order | Sub Total | \$ _____ |
| Labor Service Order | Sub Total | \$ _____ |
| Drayage Service Order | Sub Total | \$ _____ |
| | Sub Total | \$ _____ |
| | 9.25% Sales Tax | \$ _____ |
| CREDIT CARD or CHECK PAYMENT FOR THIS AMOUNT | Grand Total | \$ _____ |

THIRD PARTY PAYMENT

The existing firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to the third party payment if they supply the appropriate credit card information above. **Advance payment in full must accompany order including estimated labor and drayage charges.** Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: All unpaid balances will be collected from third party representative in advance with order or at show site before services can be rendered.

We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the exhibiting company on demand.

| | |
|----------------------------------|-----------------------------------|
| _____ (Exhibiting Firm) | _____ (Display House/Third Party) |
| By: _____ (Authorized Signature) | By: _____ (Authorized Signature) |
| _____ (Title) | _____ (Title) |

All rental charges include delivery to your booth, use during show, and removal at the end of the show. Any loss or damage to items or equipment is the exhibitor's responsibility and the replacement price of items will be paid by exhibitor, it is understood that in case of fire, flood, strikes, transportation or any cause beyond the control of the supplier, TOEZAY DECORATING & DISPLAY CO. will be released from any legal obligation or performance.

FIRM NAME _____ **BOOTH NO.** _____

ADDRESS _____ **CITY** _____ **ST** _____ **ZIP** _____

SIGNATURE _____ **PHONE NO.** _____

PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ORDER TO RECEIVE ADVANCE RATE. NO EXCEPTIONS PLEASE! PAYMENT IN FULL MUST BE RENDERED PRIOR TO START OF EVENT. NO EXCEPTIONS PLEASE! PLEASE RETURN YELLOW COPY WITH YOUR ORDER.