

# Payment Policy Information Sheet

## **DISCOUNT PRICE DEADLINE DATE**

To take advantage of discounted pre-show pricing listed on the order forms, we must receive your order and payment by the deadline date specified on the order form.

Orders without payment cannot be processed until payment is received and will be charged the after deadline date prices.

## **METHOD OF PAYMENT**

**All orders must be paid in full prior to delivery.**

You must complete a **CREDIT CARD AUTHORIZATION FORM** if you are paying by cheque, or ordering any of the following services:

- Material Handling
- Advance Show Receiving
- Installation & Dismantle Labour Services
- In-Booth Forklift Service
- Transportation Services
- Customs Brokerage Services
- Plan to have your representative order services on-site

Payment can be made by Visa, MasterCard, American Express, Cheque or Bank Wire Transfers.

We do not accept cheques on-site.

## **THIRD PARTY BILLING**

If you would like to arrange for an exhibit house or other agent to manage and order services on your behalf, they may make payment arrangements with us. The exhibiting company is ultimately responsible for all charges incurred on their behalf if payment is not made by the third party.

## **CANCELLATION POLICY**

A 70% refund will be allowed on all written cancellations received 7 days prior to show set-up, excluding display rentals and signage.

No refunds will be given on signage and graphics once they are produced.

All claims and discrepancies must be settled prior to show closing. No adjustments or refunds will be given for items cancelled after the stated cancellation period.

# Credit Card Authorization

<b>SHOW</b>	2021 Ontario Aircraft Maintenance Conference	<b>DEADLINE DATE</b>	October 5, 2021
<b>LOCATION</b>	Delta Hotel Toronto Airport	<b>SHOW DATES</b>	October 27-29, 2021

COMPANY INFORMATION							
COMPANY				BOOTH #			
ADDRESS							
CITY			PROV / STATE			POSTAL / ZIP	
CONTACT			TITLE			EMAIL	
TEL			EXT			FAX	

## IMPORTANT

**This form must be filled out if:**

1. You are paying by cheque
2. Your representative will be placing any orders onsite
3. You are ordering Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services

## CREDIT CARD INFORMATION

I understand that Stronco will use this authorization to charge any outstanding fees upon show closing to the credit card listed below. These include funds related to any unpaid or outstanding balance due to STRONCO, an NSF cheque, show site orders placed by your representative, material handling and advance shipment overages, installation and dismantle labour charge adjustments and transportation and customs brokerage service adjustments.

VISA   
  MC   
  AMEX                     
  CORPORATE CARD   
  PERSONAL CARD

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CARD NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

CARDHOLDER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_  
(If different from above)

EMAIL \_\_\_\_\_ TEL \_\_\_\_\_ FAX \_\_\_\_\_

**Cheques will not be accepted without this authorization.**  
 If this form is not completed, onsite orders must be paid in full prior to delivery.

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