



ORDER SUMMARY
 Save Time and Money! Pre-Order by August 30th
 and receive substantial discounts!

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 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
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Fall Capital Home Show
 Dulles Expo Center
 September 20-22, 2019

Company Name: _____ Booth No.(s): _____
 Phone No.: _____ Cell: _____ Booth Dimensions: _____
 Order Contact: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: Master Card Visa Discover American Express

Billing Address: _____ City: _____ State: _____ Zip: _____

Credit Card Number: _____ Exp. Date: _____ V-Code: _____

Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite. Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

*** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE ***

BOOTH FLOORING & SPECIAL BACK DRAPE	\$
BULK CARPET	\$
DISCOUNTED FURNITURE PACKAGE	\$
TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse or Direct to show-site. Please see the Shipping & Material Handling form for details.	
SUBTOTAL	\$
ADD 6.00% SALES TAX	\$
TOTAL	\$
NON-TAXABLE ITEMS	
SIGN HANGING	\$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE Straight-Time: M-F 8am-4pm. Overtime: M-F before 8am, after 4pm and on weekends and holidays.	\$
NON-TAXABLE SUBTOTAL	\$
GRAND TOTAL	\$
For Electric, Telephone, Booth Cleaning and Plumbing services, go to www.dullesexpo.com	

Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com.