

# PAYMENT AUTHORIZATION FORM

Return To:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

THIS FORM MUST BE COMPLETED AND ACCOMPANY YOUR ORDER!

By signing this form you are accepting the terms, conditions, and limits of liability as stated on various forms pertaining to services rendered by the George E. Fern Co. and its contractors.

Our **CREDIT POLICY** requires **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 the Geo. E. Fern Co. in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates. **ALL orders received at the Service Desk will be charged at standard rates. A \$40.00 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 0.0575% per day, annual interest rate 21%. Exhibitors will be responsible for all fees connected with the collection of their accounts.**

### CREDIT CARD INFORMATION

PRINT Cardmember Name \_\_\_\_\_

PRINT Cardmember Address \_\_\_\_\_

Card Holder Signature \_\_\_\_\_ Expiration Date \_\_\_\_\_

CHARGE TO:  VISA\*  MASTERCARD\*  AMERICAN EXPRESS\*  DISCOVER\*

Account Number

Advance charges may be paid by company check but credit card information is required for freight, additional services or rentals ordered at the show site which will be invoiced to your **credit card**. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received.

### SERVICES AND EQUIPMENT ORDERED

If someone other than the exhibiting company is to be invoiced for items/services on this form, YOU MUST complete "Third Party Billing" information below.

**RENTAL** Modular Rental Display Order Form.....\$ \_\_\_\_\_  
 Modular Component/Accessory Rental Order Form.....\$ \_\_\_\_\_  
 Furniture Rental Order Form.....\$ \_\_\_\_\_  
 Custom Furniture.....\$ \_\_\_\_\_  
 Carpet Rental Order Form.....\$ \_\_\_\_\_  
 Panelboard Rental Order Form.....\$ \_\_\_\_\_  
 Sign and Art Work Order Form.....\$ \_\_\_\_\_

**SHIPPING** Shipping Information and Freight Service Order Form.....(NON-TAXABLE) \$ \_\_\_\_\_

**SERVICES** Floral Rental Order Form.....\$ \_\_\_\_\_  
 Cleaning Service Order Form.....\$ \_\_\_\_\_  
 Display Labor Service in the Booth Order Form.....\$ \_\_\_\_\_

**SUBTOTAL** .....\$ \_\_\_\_\_

Remit to George E. Fern Co. **Include 10.00 % STATE SALES TAX** \$ \_\_\_\_\_

CREDIT CARD PAYMENT FOR THIS AMOUNT  **GRAND TOTAL** \$ \_\_\_\_\_

If you prefer bank wire transfer: Send to Bank of America, Boston, MA, ABA #028009593, Account #4625100543. Reference your Company Name/Show Name/and Booth Number. Add \$25.00 for processing wire transfer.

### THIRD PARTY BILLING

The exhibiting 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 be billed for all services, we will agree to this third party billing if they supply the appropriate credit card information above. **Advance payment in full must accompany your order including estimated labor and drayage charges.** Additionally, both firms must sign the following statement:

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 FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.

\_\_\_\_\_  
 (Exhibiting Firm) \_\_\_\_\_ (Display House/3rd Party)  
 By: \_\_\_\_\_ (Authorized Signature) By: \_\_\_\_\_ (Authorized Signature)  
 \_\_\_\_\_ (Title) \_\_\_\_\_ (Title)

Name of Event **PRIME ADVANTAGE SPRING CONF 05-10935-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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## MATERIAL HANDLING SERVICE ORDER FORM

**\* IMPORTANT \***

Complete the Material Handling Payment computation below based upon your estimated shipment and return this form with your payment and the Payment Authorization Form included with this service kit.

### MATERIAL HANDLING INFORMATION

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight tickets required for unloading.
- The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes, and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
- Loose, uncrated, van, or specialized carrier shipments should be sent **DIRECTLY** to the **CONVENTION FACILITY** to arrive **AFTER 8 AM** on the first date to ship to the **SITE**.
- Consignment or delivery of a shipment to George E. Fern Co. or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front and reverse of this page.
- Outbound bills of lading must be filled out and turned into the exhibitor service desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with carrier. If designated carrier fails to show in required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

### SHIPPING ADDRESSES

#### ADVANCE WAREHOUSE

TO: (NAME OF EXHIBITOR)  
c/o George Fern Co  
C/O 2100 RICHARD ARRINGTON JR. BLVD  
DOCK #1  
BIRMINGHAM, AL 35203

FOR: PRIME ADVANTAGE CONFERENCE  
BOOTH NUMBER \_\_\_\_\_

### MATERIAL HANDLING RATE SCHEDULE

Rates below include receipt of your freight on straight time; delivery to the booth; removal, storage, and return of empty crates; and at the end of the show - movement of your freight from the booth to the dock and reloading on trucks. **A 200 lb. minimum per shipment applies.**

CATEGORY	DESCRIPTION	RECEIVED AT	RATE
D	Crated or Skidded Shipments via common carrier to ==>	Show Site ==>	\$ 62.00 /cwt
E	Crated or Skidded Shipments via POV/Company Truck, Van Lines or Specialized Carrier, FedEx, UPS or U.S. Mail to ==>	Show Site ==>	\$ 78.00 /cwt
P	Small Package Shipments Not Exceeding 50lbs. Per Shipment via FedEx, UPS, or Overnight Carrier To ==>	Show Site ==>	\$ 25.00 1st ctn. \$ 10.00 ea. addt'l ctn.

Add 25% for each handling if your shipment arrives or is shipped before 8:00 A.M. or after 3:00 P.M. Monday through Friday or anytime Saturday or Sunday, or if scheduling necessitates overtime move-in of freight in advance at our warehouse.

### MATERIAL HANDLING PAYMENT CALCULATION

	RATE CATEGORY	NUMBER of PIECES	WEIGHT (Minimum 200 lbs.)	RATE	TOTAL
Shipment 1	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 2	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 3	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 4	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 5	_____	_____	_____	X _____ /cwt	= \$ _____

No credit will be given after close of event on items or services ordered but not received. If you have a problem please see George Fern Co. Service Desk Personnel at the event site prior to leaving.

See reverse for complete freight terms and conditions.

Yes, I have completed and enclosed the Payment Authorization form. **TOTAL \$ \_\_\_\_\_**

Name of Event **PRIME ADVANTAGE SPRING CONF 05-10935-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# EXHIBIT MATERIAL RUSH

SHIPMENTS TO SHOW SITE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O 2100 RICHARD ARRINGTON JR. BLVD  
DOCK #1  
BIRMINGHAM, AL 35203

SHOW NAME: PRIME ADVANTAGE CONFERENCE

BOOTH NUMBER: \_\_\_\_\_

SHIPMENT WILL BE ACCEPTED  
BEGINNING: March 30 after 8am  
(DO NOT DELIVER BEFORE)

# EXHIBIT MATERIAL RUSH

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(Your Company Name)

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