



Register Here for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**RECAP OF COST & PAYMENT**

ADVANCE PRICE DEADLINE:  
 October 2, 2018

**Wisconsin State Music Conference 2018**

**Monona Terrace, October 25 - 26, 2018**

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Advance prices apply **only** to orders received with payment in full by the advance price deadline date. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received.

**Terms**

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays.

**SERVICES AND EQUIPMENT ORDERED**

- Show Special Order Form
- Booth Furniture Order Form
- Accessories Order Form
- Booth Carpet Order Form
- Freight Handling Order Form
- Portable/Modular Display Rental Order Form
- Event Labor Order Form
- Forklift Service Order Form
- Booth & Exhibit Porter Service Order Form
- Sign & Banner Order Form

**Total Now Due**

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Order Summary**

Please provide the following information so we may credit your account properly. All correspondents including final invoice(s) will be emailed to the contact provided below.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_ Date \_\_\_\_\_  
 Billing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email Address \_\_\_\_\_ Name (please print) \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Check No. (if paying by check) \_\_\_\_\_  
 \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVCS \_\_\_\_\_  
 \_\_\_\_\_ Card Number \_\_\_\_\_  
 X \_\_\_\_\_ Cardholder Signature \_\_\_\_\_ Cardholder's Name (please print) \_\_\_\_\_

