

PAYMENT POLICY

YOUR SHOW NAME

LOCATION

DATE

Discount Deadline Date

DATE

All orders are governed by the
NCS Payment Policy and the
Limits of Liability and Responsibility



Payment for Services

NCS requires payment in full at the time services are ordered. Further, NCS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor and freight handling not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

National Convention Services accepts MasterCard, Visa, and American Express, checks and bank wire transfers. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.*

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. National Convention Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the NCS office for this show. NCS must receive your certificate by the deadline date on the order forms otherwise, the appropriate tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

Bank Wire Transfer Information:

National Convention Services c/o Citibank, NA 1748 Broadway New York, NY 10019 Account# 05921132 ABA# 021000089 Telephone # (212)-489-2768	To properly credit your account, send the following Information to the NCS address listed on the order form <ul style="list-style-type: none">• Exhibiting company name, show name, and booth number• Date and amount of transfer• Bank and country where transfer originated
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If you have any questions regarding our payment policy,
please call National Convention Services at (212) 947-8255
or visit our Servicenter at the show.

*Exhibitors will be charged a \$25.00 fee for returned NSF checks.