

**Our Policy requires that 100% payment accompany all advance orders for services. This form, containing your Credit Card information or accompanied by check, must be completed and forwarded to the Duke Energy Center prior to the show. PAYMENTS RECEIVED LESS THAN 14 DAYS BEFORE SHOW MOVE-IN ARE NOT ELEGIBLE FOR ADVANCE RATES AND WILL BE CHARGED FLOOR PRICE.**

### CREDIT CARD INFORMATION

**CREDIT CARDS ACCEPTED: VISA, MasterCard, and American Express**

PRINT: Card Holder Name:

Card Holder Address

Account Number

Exp. Date

CCID#

Card Holder Signature

Date

**Advance charges may also be paid by check.** At the conclusion of the show, if there is a balance due, an invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after the close of an event for services ordered but not used.

### SERVICES ORDERED

Electrical Service \_\_\_\_\_

Exhibitor Labor \_\_\_\_\_

Utilities - Air, Gas, Water \_\_\_\_\_

Carpet Vacuuming/Shampooing \_\_\_\_\_

**TOTAL AMOUNT DUE** (CREDIT CARD PAYMENT OR CHECK FOR THIS AMOUNT) \_\_\_\_\_

Name of Event

Date of Event

Booth No.

Firm Name

Phone No.

Firm Address

STREET

CITY

ZIP

Ordered By:

PRINT OR TYPE NAME & TITLE

PHONE NO.

OFFICE USE ONLY: \$

RECEIVED ON

CHECK NO.

Return form with payment to:

**Duke Energy Convention Center**, Attn: Facility Services, 525 Elm Street, Cincinnati, OH 45202

Phone: (513) 419-7300 Fax: (513) 419-7327