

Duke Energy
Convention Center



PAYMENT FORM

Return completed order form with payment form to:

Attn: Facility Services

525 Elm Street

Cincinnati, Ohio 45202

exhibitorservices@duke-energycenter.com

Fax: (513) 419-7327

Phone: (513) 419-7300

Our policy requires that 100% payment accompany all advance and floor orders for services. This form, containing your Credit Card information or accompanied by check, must be completed and forwarded to the Duke Energy Convention Center prior to the show. PAYMENTS RECEIVED LESS THAN 14 DAYS BEFORE SHOW MOVE-IN ARE NOT ELIGIBLE FOR ADVANCED RATES AND WILL BE CHARGED FLOOR PRICE. ***PLEASE NOTE: SHOW MOVE-IN DATE MAY BE DIFFERENT FROM EXHIBITOR MOVE-IN DATE. **Prices are subject to change****

CREDIT CARD INFORMATION

CREDIT CARDS ACCEPTED: VISA, MASTERCARD, AMERICAN EXPRESS

Card Holder Name: _____

Card Holder Address: _____ City _____ State _____ Zip _____

Account Number: _____ Exp. Date: _____ Security Code: _____

Card Holder Signature: _____ Date: _____

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

SERVICES ORDERED

	TOTAL
ELECTRICAL SERVICE ORDER FORM	<i>(from previous forms)</i>
FREQUENTLY ORDERED SERVICES/ACCESSORIES	_____
INDUSTRIAL EQUIPMENT AND A/V LIGHTING	_____
480 SERVICE AND SPECIAL ADAPTERS	_____
LABOR AND LIFT RENTAL	_____
UTILITIES	_____
CARPET CLEANING/SHAMPOOING	_____
TOTAL AMOUNT DUE (6.5% Tax is charged on all equipment rentals)	_____

Event: _____ Event Dates: _____ Booth # _____

Company Name: _____ Phone: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Ordered By: _____ Email: _____

Print or Type Name & Title

OFFICE USE ONLY: \$ _____ RECEIVED ON: _____ CHECK NO. _____