



P. O. Box 54973 • New Orleans • Louisiana • 70154-4973
Phone: (504) 582-3036, Fax: (504) 582-3088

BILLING AND PAYMENT POLICY FORM

ORDER DEADLINE DATE
SEPTEMBER 8, 2009

**** MANDATORY FORM. MUST BE RETURNED WITH ORDER FORMS ****

Name of Show: **Society of Petroleum Engineers Annual Technical Conference and Exhibition**

Company Name: _____ Booth Number: _____

Address _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Ext. _____ Fax: _____

If you intend to utilize the services of the MORIAL CONVENTION CENTER, this form must be completed and returned to the above address. Please select the method of payment you will be using for services provided:

CASH **NO SERVICES REQUIRED** _____

COMPANY CHECK
Please make check payable to the Morial Convention Center.

BANK TRANSFER

- Contact Exhibit Services at (504) 582-3036 for Bank Information.
- Please reference name of show and booth number on all Bank Transfers so we may properly credit your account.

CREDIT CARD
For your convenience, we will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor. Please complete the information requested below:

Please check one:

- American Express Discover Visa
 Diners Club Master Card

Account Number: _____ Expiration Date: _____ Security Code: _____

Cardholder's Name: _____

Card Holder's Billing Address: _____

Signature: _____

THIRD PARTY AUTHORIZATION
We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be involved to the third party.

- All Services Electrical Services Labor
 Plumbing Services Telecommunication Services Internet Services
 Other (Please specify): _____

THIRD PARTY AGENT:

Print Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

We have read, understand and agree to all items as described on both sides and have advised our show site representative accordingly.

Exhibitor Signature: _____ Print Name: _____ Date: _____

PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of thirty (30) days prior to scheduled event opening for discount rates. Orders received less than thirty (30) days prior to scheduled event opening will be charged at the standard rates.
2. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
 - B. Personal checks will not be accepted.
 - C. Incomplete hook-ups or power requirement information will delay processing.
 - D. Booth number(s) must be identified on the face of the form.
 - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
3. Payment in **FULL** must be rendered on **ALL** orders. **NO EXCEPTIONS!** Service will not be installed if payment is not received.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner and **DO NOT INCLUDE**:
 - Labor for connecting equipment and special wiring.
 - Labor to connect booth outlets to equipment.
 - Providing other than standard female tread installations.
 - Making specialized installations.
5. Additional service charges and labor charges may be assessed for installations. Payment must be rendered **IN FULL** when billed during the event. Service may be interrupted if payment is not received. **NO EXCEPTIONS.**
6. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
7. Credit will not be given for service installed and not used.
8. There is a 10% charge to change and reprocess the method of payment submitted for an account.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made by check in U. S. funds drawn on a U. S. bank.

TAX EXEMPTION STATUS

If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State in which the services are to be used.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 45 days after invoice date, any unpaid balance will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by applicable law, or 1/5% per month, which is an **ANNUAL PERCENTAGE RATE** of 18%, and future orders will be on a pre-payment bases only. Unpaid balances of \$100.00 or less must be paid at show site.