



EXPOSITION SERVICES, LLC

281-399-2808

www.spiritexpo.com

PAYMENT POLICY

PAYMENT FOR SERVICES

Spirit requires payment in full at the time services are ordered. Further, Spirit 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 on or before the discount price deadline(s).

METHOD OF PAYMENT

Spirit Exposition Services accepts MasterCard, Visa, Discover and American Express, checks and cash. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank.*

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 Spirit office for this show. Spirit must receive your certificate by the deadline date on the order forms, otherwise 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.

**If you have any questions regarding our payment policy, please
call Spirit offices at 281-399-2808**

* Exhibitors will be charged a \$35.00 fee for returned NSF checks.