Payment Form

Company Name	Booth #
Ordered By	Email Address
Phone #	Fax #

Would you like your receipt...... ☐ **Faxed** ☐ **Emailed**

☐ **COMPANY CHECK**

Please make checks payable to
Tricord Tradeshow Services
(Checks must be in United States Funds)

Mail To:
TriCord Tradeshows
738 Neeson Road
Marina, CA 93933

☐ **COMPANY CREDIT CARD**

Submission of order forms subject exhibitors to Tricord's Limits of Liabililities Policy

**Note: If you have any outbound shipping a company credit card is required.*

CREDIT CARD INFORMATION		
Account Number		
Card Type	Expiration	CCID
Billing Address		
City	State	Zip
Signature	Print Name	

CREDIT AND PAYMENT POLICIES

- Payment must be included with all advance orders to obtain the discount rates.
- The exhibiting firm is ultimately responsible for payment of all charges.
- All charges must be settled at our service desk prior to show closing.
- No credit or adjustments will be made after the close of the show.
- Any services not settled by close of the show are subject to a 25% service charge.

Should you have any questions regarding credit procedures, please contact:

TriCord Tradeshow Services | 738 Neeson Road, Marina, CA. 93933 | Phone: 831-883-8600 | Fax: 831-883-8686
Need more help? Please email us with any questions or concerns, orders@tricord.net