

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services - Order Form

Event: 100009106 - 2011 TMC ITEXP0 Event Dates: 9/11/2011 to 9/15/2011 **Discount Deadline: 8/29/2011**

Exhibitor Information				
Company Name			Booth No	
Address			Contact Phone Number	
City	State	Zip	Fax Number	
Contact Person			Contact's email Address	

Service Order				
PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.			TOTAL AMOUNT DUE	

Payment Method		
Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'		
<input type="checkbox"/> CHECK <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> BANK TRANSFER
Credit Card Number	Expiration	For wire transfers, please contact Toni Fulton at 512-404-4229. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account. Note: Customers are responsible for all bank processing fees.
Cardholder	Signature	
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.		

Authorization (Orders submitted without a signature will not be processed)	
I have read and agree with all the terms as stated on the attached agreement.	
Authorized Signature	Date

IMPORTANT ORDERING INFORMATION

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 8/29/2011 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. **NO EXCEPTIONS**

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION