

PAYMENT FOR SERVICES

Alliance Exposition Services requires payment in full at the time services are ordered. Further, Alliance Exposition Services requires that the exhibiting party place a credit card authorization on file with the initial order. For the Exhibitor's convenience, Alliance Exposition Service will use this authorization to charge the account for services, which may include but is not limited to labor, shipping, rentals, and material handling, unless credit has previously been approved and established with Alliance Exposition Services.

DISCOUNT PRICING

To qualify for advanced rates and discount pricing, orders must be received with payment on or before the discount deadline.

LATE FEES

Late fees will be assessed up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

METHOD OF PAYMENT

Alliance Exposition Services accepts Visa, MasterCard, American Express, check, and bank wire transfer. All payments must be made in U.S. Funds drawn on a U.S. Bank. The Exhibitor will be charged a \$25.00 fee for returned NSF checks. Exhibitors are responsible for all wire transfer fees charged by their own banking institution. There are no fees incurred for receiving a wire transfer.

THIRD PARTY BILLING

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Alliance Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay for services provided. See Third Party Billing Authorization form.

TAX EXEMPTION

If the exhibiting organization is tax exempt in the state in which the event or exhibit program is taking place, a Sales Tax Exemption Certificate for that state must be furnished to Alliance Exposition Services prior to placing any orders. Please upload to the Exhibitor's account at Alliance OnLine and/or send notification via email in advance to ExhibitorAssistance@alliance-exposition.com. Sales Tax Exemption Certificate must be received by the order deadline date designated for the event or show, otherwise sales tax will be applied to the Exhibitor's invoice.

ADJUSTMENTS & CANCELLATIONS

Adjustments to your invoice will not be made after the close of the show. Some items are subject to cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or Alliance Nationwide Exposition set-up costs or expenses. Refer to individual products and services for terms and conditions.

REFUND POLICY

See each category below for details. All refunds are processed post show after a complete billing audit is performed. No refunds will be processed prior to the show.

Rental Furniture orders canceled prior to move in/set up, will incur a 50% cancellation fee. Cancellation or partial refund of Rental Furnishings cannot be honored once items have been delivered to the booth and will be invoiced at 100% of the original rate to the exhibitor.

Standard Carpet orders canceled prior to move in/set up, will incur a 50% cancellation fee. Standard Carpet orders delivered to the booth will be invoiced at 100% of the original rate to the exhibitor.

Custom Cut or Prestige Carpet -If the carpet has been cut and loaded for delivery, 100% cancellation fee will apply. Custom Cut and Prestige Carpet orders cancelled at show site will incur a 100% cancellation fee. If carpet has been installed at show site and cancellation occurs, 1 hour labor fee will also be assessed to the exhibitor's account to remove the carpet in addition to the cancellation terms outlined above.

Exhibit Rental, Cabinet, Counter, Custom Graphic Signage or Table Throws, orders placed prior to exhibitor move-in, pre-paid by the exhibitor, and cancelled at least (10) business days prior to move-in will incur a 50% cancellation fee.

Cancellations placed less than (10) business days and/or if any production work is in progress such as graphics, custom components, and/or transit, a 100% cancellation fee will be applied. Cancellations or partial refunds cannot be honored at show site and a 100% cancellation fee will apply.

LABOR SERVICES

Install and Dismantle labor services require (1) business day notice of cancellation. Labor services cancelled on site or not within (1) business day, will be charged a 1 -hour minimum charge per person ordered. Cancellation must be done in writing to exhibitorassistance@alliance-exposition.com

MATERIAL HANDLING

All material handling orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or Alliance Nationwide Exposition set-up costs or expenses. Cancellation and refunds of material handling orders or shipments will be reviewed at the time of cancellation. If shipment has been received by Alliance Nationwide Exposition or it's agents, a full refund of material handling services will not be provided. Material handling services will be refunded at 50% of original charge if a shipment has been received in our advance warehouse prior to the show. Any shipments delivered to show site directly or from the advanced warehouse and then cancelled will not be subject to any refund of material handling services.