

# NRG Park Payment Policy & Billing Authorization Form



Remit to: NRG Park - Exhibitor Services

Mailing Address: One NRG Park Houston, TX 77054

Phone: 832-667-1718

Houston Auto Show

January 23 - 27, 2019

NRG Park

Houston, Texas

Order Services & Manage Orders online at <https://nrgpark.boomerecommerce.com/>

**CANCELLATION POLICY:** If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

**THIS PAYMENT AUTHORIZATION FORM MUST ACCOMPANY ALL FORMS REQUESTING SERVICE FOR ALL NRG PARK PRODUCTS**

**PAYMENT POLICY** – Payment in full for all services must accompany your advance orders. Payments may be made by company check or credit card payment authorization. All advance orders can be faxed, emailed, mailed or placed online by the advance order deadline. Signature on this form represents authorization for full payment of work performed & agreement to the NRG Park Terms & Conditions. Please log in to <https://nrgpark.boomerecommerce.com/> to view NRG Park Terms & Conditions.

- All credit cards will be saved on file for any additional charges incurred on show site during events.
- By signing this form, you agree to the NRG Park Terms & Conditions presented.

Information to be completed by the cardholder:

The undersigned agrees and authorizes NRG Park to charge the credit card below for any additional amounts incurred as a result of orders placed on behalf of your company including, but not limited to, any labor, materials, services, and/or rental equipment charges. All orders **MUST HAVE A CREDIT CARD ON FILE. NRG Park will not begin work without a credit card on file.**

Credit Card

Company Check (No Personal Checks)

INTERNATIONAL EXHIBITORS – We require pre-payment of all charges or payments onsite. Payment may be by company check drawn on U.S. Funds Account, American Express, MasterCard, Visa or Discover.

Charge to:  MasterCard  Visa  American Express  Discover

Account No.

-     -     -

Signature of Card Holder: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ \*Security Code: \_\_\_\_\_

**Important:** Will your representative be authorized to order additional services and comply with above payment policy?

Yes  No

## CREDIT CARD HOLDER NAME & BILLING ADDRESS

Cardholder Name (As Printed on Credit Card): \_\_\_\_\_

(PLEASE PRINT)

Company Name: \_\_\_\_\_ Booth: \_\_\_\_\_

Onsite Contact Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date: \_\_\_\_\_