



## METHOD OF PAYMENT FORM

**DEADLINE: FEBRUARY 4, 2011. All Galleries must complete a method of payment. ---REQUIRED---**

Gallery Name: \_\_\_\_\_ Gallery Number: II - \_\_\_\_\_

Address: (City/State/ZIP) \_\_\_\_\_

Ordered By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CREDIT CARD (Required of all exhibitors)**

For your convenience, we will use this for 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. These charges may include labor, equipment rental, material handling and any damages to the suite. An alternate method may be provided at show site.

- AMERICAN EXPRESS
- MASTERCARD
- VISA

Account No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

While we require a credit card of all exhibitors, you may elect to pay for services by cash, check, or with an alternate credit card. If you plan to provide an alternate method of payment at show site, check the appropriate box below. Pre-orders will be charged to the card number provided above unless payment accompanies the order. No orders will be processed until credit card information has been provided.

Pre-order rates apply only to orders received with payment before the FEBRUARY 4, 2011 deadline.

**COMPANY CHECK (must accompany order)**

Make Checks Payable to:  
Merchandise Mart Properties, Inc.

We have read, understand and agree to all terms as described and have advised our show site representative accordingly.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**IF YOU PLAN TO USE AN EXHIBITOR APPOINTED UNION CONTRACTOR:**

**THIRD PARTY AUTHORIZATION**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party:

- ALL SERVICES
- I & D LABOR
- MATERIAL HANDLING
- OTHER (Please specify)
- RENTAL FURNITURE
- SIGNS

**THIRD PARTY AGENT:**

- Personal Credit Card
- Company Credit Card

- AMERICAN EXPRESS
- MASTERCARD
- VISA

Account No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

PLEASE EMAIL OR FAX THIS FORM TO  
 DOUG PFUNDSTEIN E-mail: [dpfundstein@mmart.com](mailto:dpfundstein@mmart.com)  
 FAX: (312)527-7998/PHONE: (312)527-3082