

Furnishings & Accessories Order Form

METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
January 7, 2016

Texworld USA
January 24 - 26, 2016

Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please submit booth set-up forms also



Designer Arm Chair



1 M Lockable
Information Counter



Chrome Rolling Rack



Tall Stool



6' or 8' Draped Table
Color: Please Choose



Pedestal Table 30'' High
Color: Aluminum

Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
	1011	Designer Arm Chair	\$102.52	\$153.80		
	1013	Tall Black Stool	\$138.64	\$207.96	N/A	
	2502	1M Information Counter w/ Lock	\$497.83	\$746.75	N/A	
	2503	30" x 30" High Round Pedestal Table	\$223.52	\$335.29	N/A	
	2504	Extra Spotlight	\$77.50	\$116.23	N/A	
	2505	Chrome Rolling Rack	\$149.29	\$223.93	N/A	
<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
	1001	6' x 30" high Draped Table	\$185.14	\$277.71		
	1003	8' x 30" high Draped Table	\$215.99	\$323.97		
	2001	4th side Draped – 30"	\$67.11	\$100.68		

To place an online order go to www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Payment Authorization Form

METROPOLITAN
exposition

201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN
exposition
TRANSPORTATION

201.355.4109 (main) 201.355.4145 (fax)

METRO
m u l t i m e d i a

201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	Texworld USA
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings & Accessories Order Form		Labor Orders	
		Other (specify) _____	
<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>			
Please initial for estimates for Metropolitan Exposition Services, Inc.			
Metro-Trans Estimated Charges		<i>Total Estimate to Metropolitan Exposition Transportation, Inc.</i>	
Please initial for estimates for Metropolitan Exposition Transportation, Inc.			

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.

#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.

Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **Texworld USA**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.

*** Please Note** - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a \$40.00 surcharge for bank fees. **Please call for wire transfer details.**

Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	EXP. DATE	
Account Number						
Security Code				Visa/MasterCard (3 Digits), Amex (4 Digits)		

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____ DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. **NO CREDITS WILL BE MADE AFTER SHOW CLOSING.** Payments in check form **must** be in US Dollars from a US Bank.

TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)

EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

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