

PAYMENT POLICY

Material World New York

Jacob K. Javits Convention Center
September 25-27, 2007



Payment for Services

CSI Worldwide requires payment in full at the time services are ordered. Further, CSI requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

CSI Worldwide accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. CSI Worldwide reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the CSI office for this show. CSI must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

Bank wire transfer information:

CSI Worldwide

c/o New Century Bank
Contact Name: Kaye Jordan
Account # 5144340 ABA #031302971
Telephone # (610) 995-0040
Fax # (610) 995-0043
CSI Worldwide Contact Name: Dorothy Navera
Phone # (610) 558-4500

To properly credit your account, send the following information to the CSI address listed on the order forms:

- exhibiting company name, show name, and booth number
- date and amount of transfer
- bank and country where transfer originated

If you have any questions regarding our payment policy,
please call CSI Worldwide at (718) 931-2088
or visit our Service Center at the show.

**Exhibitors will be charged a \$25.00 fee for returned NSF checks.*

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Material World New York

Jacob K. Javits Convention Center
September 25-27, 2007

Deadline Date
September 10, 2007



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

CSI requires that you provide a credit card authorization with your initial order. For your convenience we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

MASTERCARD **VISA** **AMERICAN EXPRESS**

___ ___ ___ ___ Include Security Code (3 Digit on reverse side of Card) (4 Digit on front side of AMEX only)

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

CARDHOLDER'S BILLING ADDRESS	CITY	STATE	ZIP	COUNTRY
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CARDHOLDER'S SIGNATURE	CARDHOLDER'S NAME - PRINT
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Advance charges may be paid by company check, but credit card information is required for freight, additional services or rentals ordered at show site which will be invoiced to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after the close of an event on items and services ordered but not received.

Our **Credit Policy** requires **100% Payment** with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to CSI Worldwide in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates. **ALL orders received at the CSI Service Desk will be charged at Standard Rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. TERMS: Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of 0.0575% per day, annual interest rate 21%. Exhibitors will be responsible for all fees connected with the collection of their accounts.**

Services and Equipment Ordered: *If someone other than the exhibiting company is to be invoiced for items/ services on this form, YOU MUST complete the Third Party Billing form.*

Booth Package System Order Form	\$
Furniture & Accessories Order Form	\$
Carpet Order Form	\$
Sign and Artwork Order Form	\$
Display Labor Service Order Form	\$
Forklift and Labor Order Form	\$
Shipping Information and Freight Service Order Form	\$
Other CSI Services (Specify)	\$
FULL PAYMENT in U.S. Funds drawn on a U.S. Bank	\$

CANCELLATION: *Cancellation after deadline will be charged at 50% of prevailing rate.*
LATE REQUEST: *Request after deadline will be filled as available at the standard rate.*