



**ORDER SUMMARY**  
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**Buffalo Home Show**  
 Buffalo Niagara Convention Center  
 March 3-5 & March 10-12, 2017

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
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**Credit Card Authorization** (Will be used for Hale services only)

**A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.**

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



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V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. **By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show.** Charges may include (but are not limited to) on site labor ordered, material handling charges for shipments received on site and or any other services that were ordered by the exhibitor on site.

Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from [Hale Northeastern, Inc.](#)

**\*\*\* PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE \*\*\***

BOOTH CARPET, SPECIAL BACK DRAPE & MASKING DRAPE	\$
ESSENTIAL FURNITURE PACKAGE	\$
FURNITURE & ACCESSORIES	\$
SPECIAL SIGNS & BANNERS	\$
RENTAL DISPLAY	\$
SIGN HANGING SERVICE	\$
BOOTH VACUUMING	\$
PLANT RENTAL	\$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
SUBTOTAL	\$
ADD 8.75% SALES TAX	\$
TOTAL	\$
<b>ELECTRIC, PHONE, INTERNET, AIR, WATER FORMS - RETURN TO THE BNCC</b>	<b>(Do not include in total here)</b>

Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse or Direct to Show Site. Please see the Shipping & Material Handling form for details.

\*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com)