



ADVANCE ORDER DEADLINE:  
September 23, 2009

EVENT: ISA Expo 2009  
DATE: October 6 - 8, 2009

### PAYMENT POLICY AND BILLING AUTHORIZATION FOR CLEANING, PARKING AND SECURITY SERVICES

**PAYMENT POLICY** – Payment in full for all services must accompany your advanced orders. Payment may be made by company check or credit card authorizations. Orders placed at the show will be payable upon presentation of the invoice at show. All advance orders must be faxed or mailed by the advance order deadline.

Please indicate below the method of payment you will be using for services provided by RELIANT PARK:

- Credit Card
- Company Check

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

If you wish to authorize RELIANT PARK to charge your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative to your credit card account, please complete the information requested below. If you choose to use our online ordering system, orders can also be placed online at [www.reliantpark.com/exhibitorinfo](http://www.reliantpark.com/exhibitorinfo).

Charge to:  MasterCard  Visa  American Express  Discover

Account No.

SIGNATURE OF CARDHOLDER: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Important: Will your representative be authorized to order additional service and comply with above payment policy? Yes\_\_\_ No\_\_\_

#### ALL EXHIBITORS MUST SUBMIT COMPLETE INFORMATION BELOW:

Company: \_\_\_\_\_ Booth#: \_\_\_\_\_

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

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

Authorized by: (PLEASE PRINT) \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Booth #: \_\_\_\_\_ Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

SHOULD YOU HAVE ANY QUESTIONS REGARDING CREDIT PROCEDURES, CALL OUR CREDIT DEPARTMENT AT 832.667.1400.

REMIT TO: RELIANT PARK/ EXHIBITOR SERVICES  
One Reliant Park  
Reliant Center  
Houston, Texas 77054  
832-667-1719 phone / 832-667-1821 fax