

Madison Marriott West
1313 John Q. Hammons Drive
Middleton, WI 53562
608-831-2000 / fax - 608-831-1376

CREDIT CARD AUTHORIZATION

PAYMENT FOR SERVICES

Madison Marriott West requires payment in full at the time services are ordered. A credit card authorization is needed 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.

PRICES

To qualify for discount pricing, order & payment in full must be received 10 days prior to show.

METHOD OF PAYMENT

Madison Marriott West accepts MasterCard, Visa, Discover, Diners Club, American Express
Business checks will be accepted for advance payments only
Purchase orders are not considered payment.

TAX EXEMPT

If you are tax exempt in the state of Wisconsin, you must provide a Sales Tax Exemption Certificate. Please send a copy along with your order forms at least 10 days prior to show, or tax may appear on your invoice and will not be credited.

ADJUSTMENTS AND CANCELLATION

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 for details.

CREDIT CARD AUTHORIZATION

Name of Show _____ Date of Show _____

Company Name _____

Phone _____ Fax _____

E-Mail _____

Type of Card Visa MC AMEX Diners Disc (circle one)

Name of Cardholder _____

Credit card number _____ exp date _____

Authorized Signature _____

Amount to charge _____

The above information is required in order to process a credit card payment. Payment by credit card exceeding \$5000.00 must be pre approved by our accounting department.

Booth No. _____

Exhibitor Name _____