



**QUILT, CRAFT & SEWING FESTIVAL  
 SAN MATEO EXPOSITION CENTER  
 SAN MATEO, CA 94403  
 SEPTEMBER 16-18, 2010**

**SPECIAL EVENTS  
 PAYMENT & CREDIT CARD  
 AUTHORIZATION**

COMPANY NAME		BOOTH #		<i>ALL ORDERS ARE GOVERNED BY THE SPECIAL EVENTS PAYMENT POLICY AND LIMITS OF LIABILITY AND RESPONSIBILITY</i>
STREET	CITY	STATE	ZIP	
PHONE		FAX		
CONTACT NAME		DATE		

CREDIT CARD CHARGE AUTHORIZATION															
MASTERCARD				VISA				AMERICAN EXPRESS				DISCOVER			
<b>V CODE:</b>								<b>EXP. DATE:</b>							
<b>ACCOUNT NUMBER</b>															
BILLING ADDRESS IF DIFFERENT FROM ABOVE															
CARDHOLDERS NAME(PRINT AS APPEARS ON CARD)												SIGNATURE(REQUIRED)			

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or money order. However, Special Events requires every company to provide a credit card authorization to be on file. For your convenience, we will use this authorization to charge your credit card for any additional amount incurred as a result of show site orders placed by your authorized representative. Your order cannot be processed without payment in full as well as a credit card authorization.

**CALCULATION OF ORDERS TOTAL FROM EACH ORDER FORM**

Booth Furnishings \$ \_\_\_\_\_

**FULL PAYMENT IN U.S. funds drawn on a U.S. bank** TOTAL \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO: SPECIAL EVENTS**

**Payment Policy Information**

**PAYMENT FOR SERVICES:**

Special Events requires payment in full at the time services are ordered. Special Events also requires a credit card authorization with your order. This will be used TO CHARGE YOUR ACCOUNT FOR SERVICES NOT COVERED BY YOUR INITIAL PAYMENT, SUCH AS FREIGHT HANDLING. Your order will not be processed without it.

**DISCOUNT PRICING:**

To qualify for the advanced prices, orders must be received by the deadline date noted at the top of each form along with payment. Orders that come in without payment will not be processed and may not qualify for discounted prices.

**METHOD OF PAYMENT:**

Special Events accepts Mastercard, Visa, American Express, Discover Card and company checks. Purchase orders are not considered payment. All payments must be made in U.S. Funds and drawn on a U.S. Bank. There will be a \$25.00 fee for any returned check. All credit card orders are charged at the time the order is processed, unless accompanied by a check. In which case the credit card is placed in the exhibitors file and only used for any charges over and above the amount of the check, as in freight handling. **PLEASE MAKE CHECKS PAYABLE TO: SPECIAL EVENTS**

**TAX EXEMPT:**

If you are tax exempt in the State of California, you must provide a sales tax exemption certificate. This certificate must be received by **Special Events** by the discount DEADLINE.

**ADJUSTMENTS AND CANCELLATIONS:**

Adjustments to your invoice must be made before the close of the show. Most items, services and labor are subject to cancellation fees. Please refer to each order form for details. Your invoice will be delivered to your booth prior to the last day of the show. If you have any additional labor or other items added after the invoice is delivered, a second invoice will be provided and mailed to the address you supply on the order forms.

**FAX FORMS TO: 925-605-2950 Conventions Customer Service**

**Please don't hesitate to contact Special Events Convention Services 925-605-2910**