

Company Name: \_\_\_\_\_ BOOTH No: \_\_\_\_\_

Event: APWA Mid-Atlantic Chapter Conference & Equipment Show Dates: May 1 - 4, 2018

Location: Fredericksburg Expo & Conference Center | Fredericksburg, Virginia

### **ADVANCE PAYMENT PRICE DEADLINE: FRIDAY, APRIL 20, 2018**

In order to grant this discount, the Ballantine Management Group **MUST** receive **full payment** and this order form no later than the above date. All payments received after this date will be charged **REGULAR PRICE**. **Exceptions will not be made.**

<u>Description</u>	<u>Quantity</u>	<u>Advanced Payment Price</u>	<u>Standard Price</u>	<u>Cost</u>
<b>Wireless Internet</b>		Included	Included	
<b>Ethernet Internet Line</b>	<i>Limited Availability - First come First Serve</i>	<b>\$150.00/1 computer (\$100.00 each additional computer) PLUS 5.3% tax</b>	<b>\$170.00 plus 5.3% sales tax</b>	
Standard Voice Line		\$140.00	\$200.00	
Dial-Up Modem or Credit Card Line		\$140.00	\$210.00	
Fax Line		\$140.00	\$210.00	
Phone Instrument		\$25.00 plus 5% Sales Tax:		
<b>TOTAL:</b>				\$ _____

### **Terms and Conditions**

- Advanced rate cut off is 2 weeks (14 days) prior to the first day of move-in.
- Contracts for special services must be received no later than 30 days prior to move-in to ensure service.
- To assist us in processing your service contract, payment for services must accompany contract. Booth number(s) must be identified on form.
- NO REFUNDS OR CREDIT** will be given for services once installed.
- A \$500.00 service charge will be assessed to relocate your line after installation.
- A \$500.00 service charge will be assessed for cancellations within 14 days of first day of move-in.
- There will be a \$.25 surcharge for all "1-800" calls, and a \$.95 surcharge for all long distance directory assistance calls.
- Ballantine Management Group is not responsible for exhibitor equipment incompatible with Ballantine Management Group.
- No claims will be considered unless filed with Ballantine Management Group prior to closing of show.
- Customers who choose to pay by check **must also supply a valid credit card number**. Any and all charges not prepaid, including those for long distance calls and unreturned equipment, will be billed to the credit card. Your signature below indicates you accept knowledge and agree to all terms and conditions herein and will authorize Ballantine Management Group to bill your credit card.

### **CONVERTER DELIVERY /PHONE INSTRUMENT - initial at time of install**

Fred. Expo Rep.: \_\_\_\_\_ Deposit received from client. Item(s) delivered in good condition and working order.  
 Client: \_\_\_\_\_ Item(s) received from Ballantine Management Group in good condition and working order.

### **CONVERTER RETURN /ETHERNET BOX – initial at end of show**

Fred. Expo Rep.: \_\_\_\_\_ Item(s) received from the client in good condition and working order.  
 Client: \_\_\_\_\_ Deposit received from Ballantine Management Group.

Indicate desired location in booth with an **X**

Booth #: \_\_\_\_\_ Left  Right

### **PAYMENT INFORMATION**

**Payment by check:** (must be drawn on US Banks)

Payable to: **Ballantine Management Group**  
 Send to: **2371 Carl D. Silver Parkway  
 Fredericksburg, VA 22401**

**Payment by credit card:**

Fill in all credit card information, sign the form and  
**FAX to: 540-548-5577**  
**EMAIL: csilversmith@bmg1.com**  
**Questions: Casey Silversmith (540) 548-9239**

**The Ballantine Management Group will not honor advance payment pricing after the deadline.**

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	EMAIL:	
CITY: ST:	ZIP:	
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#	EXP DATE:	CVV:
CARD HOLDER SIGN HERE:	PRINT NAME:	