



**PAYMENT POLICY**

**A SIGNED COPY OF THIS POLICY MUST BE SENT ALONG WITH YOUR ORDER OR SERVICES WILL NOT BE RENDERED**

**ORDERING SERVICE**

All orders and changes to orders must be made in writing via e-mail, mail or in person at the Convention Services office. No orders may be accepted over the phone. Advance orders shall receive priority service.

**PAYMENT FOR SERVICE**

Informa Markets requires payment in full at the time an order is placed. Failure to provide payment may result in interruption of services. Informa Markets accepts American Express, Master Card, Visa, cash, wire transfers (plus \$30.00 wire service charge) and company checks made payable to Informa Markets. All payments are to be in U.S. funds drawn on a U.S. Bank.

**ADVANCE RATE**

To qualify for the advance rate, completed orders must be received with payment on or before the advance deadline. Standard rates apply to orders and changes to orders after the deadline. If an order is placed without payment, standard rates apply unless payment is also received before the deadline.

**DEFAULT COLORS**

If skirting and/or carpet colors are not selected, show colors will prevail. If at show site exhibiting company determines that they would like a different color skirt other than the default color, the exhibiting company must pay a 50% cancellation fee and rent a new skirt.

**RENTAL RESPONSIBILITY**

All materials are on a rental basis and shall remain the property of Informa Markets. The exhibiting company shall be held financially responsible for any damage to Informa Markets equipment used by the exhibiting company.

**THIRD PARTY BILLING**

The exhibiting company is ultimately responsible for payment of charges incurred on its behalf. In the event the named third party does not provide prompt payment, charges immediately revert to the exhibiting company along with any service charges, collection fees, etc.

**SHOW SITE ORDERS**

No service will be performed without full payment at the time the order is placed. Standard Rates will apply to ALL show site orders. Show site orders subject to availability.

**ADJUSTMENTS / CANCELLATIONS**

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. No credits will be issued for services ordered and installed even though not used.

**INSURANCE**

It should be clearly understood that Informa Markets US Boat Shows is not an insurer. Each Customer should arrange complete risk coverage for the value of said equipment through endorsements to existing policies, insuring the exhibit material from the time it leaves their facility until it is returned. It should be further understood and agreed that Informa Markets US Boat Show does not provide full liability, should loss or damage occur. Should Informa Markets US Boat Shows incur a liability, it shall be limited to the specific article which is lost or damaged, and in any event, the maximum liability shall be limited to \$0.30c per pound per article with a maximum liability of \$50.00 per item, or \$500.00 per shipment, whichever is less.

Company Name: _____	Space #: _____
Phone: _____	Email: _____
On-Site Contact: _____	On-Site Cell: _____
Name (print or type): _____	Signature*: _____ Date: _____

\*By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets US Boat Shows Payment Policy and Terms & Conditions