

Space & Missile Defense Conference
August 17-19, 2010 - Von Braun Center - Huntsville, AL



SCS Order Recap

SCS Payment Policies (Credit Card)

Southern Convention Services - www.scsonline.com

Mail:

Fax:

Phone Calls:

P.O. Box 69 Madison, AL 35758

256-461-6346

256-461-



Space & Missile Defense Conference

ADVANCED ORDER DEADLINE 7/30/2010

Please put together all SCS order forms. Transfer totals to this "order recap" page

This form along with the Payment Policies form must be completed and sent to SCS with your order. Full payment must accompany all orders. To benefit from our advance discount pricing, orders must be received by the advance deadline date. All orders placed after the cut off date or at show site will be charged floor prices. Any order received after the advanced date will be filled as floor orders subject to availability.

ORDER RECAP

ORDERS

Furniture	_____
Carpet and Padding	_____
Audio Visual	_____
Plants	_____
Cleaning	_____
Portable & Rental Booths	_____
Signs & Graphics	_____
Labor (estimate)	_____
Forklift	_____
Rigging	_____
Material Handling	_____
GRAND TOTAL	<div style="background-color: #cccccc; width: 150px; height: 20px;"></div>



Space & Missile Defense Conference

PAYMENT POLICIES

ADVANCED ORDER DEADLINE 7/30/2010

To obtain discount pricing, all orders along with FULL payment must be received by SCS, no later than the advanced discount deadline. Payment for estimated labor or material handling orders must be received as well. All orders received after the deadline date will be filled as show orders and are subject to availability. ALL ACCOUNTS MUST BE SETTLED AT THE SCS SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. SCS WILL NOT INVOICE. Checks and credit cards are accepted. A purchase order is not considered payment.

Advanced orders received without full payment will not be filled until payment is received. Refunds will be made for overpayment on Labor or Material Handling Estimates. Orders arriving at the warehouse or show site without advanced payment will not be delivered to your booth until payment is received. Please advise your show representative of this policy.

Orders for services placed on the show floor will be filled according to availability. SCS cannot guarantee services placed in this manner. Orders will not be filled without full payment. Your show representative must be aware of this policy and have payment on hand at the show. No exceptions.

CANCELLATION POLICY - On orders made for rental exhibits and furnishings that are canceled prior to advanced deadline date, SCS will refund 50% of the payment received. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED AFTER THE ADVANCED DEADLINE DATE.

CREDIT CARD CHARGE AUTHORIZATION

If you wish to charge your orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card account.

Exhibiting Company: _____ Booth #: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

On Site Rep (print) _____

Card Type (Circle one) Visa Amex MasterCard

Account Number: _____ Exp: _____

Cardholders Name _____

Signature _____

Billing Address: _____

SCS FEDERAL I.D. # 63-0945571

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Mail: _____ Fax: _____ Phone Calls: _____

P.O. Box 69 Madison, AL 35758 256-461-6346 256-461-8815