



## ORDER TOTALS

**ORDER CONFIRMATION**

Order is not confirmed until confirmation number is sent back by Razor Exhibits.

**DELIVERY**

Delivery rate is \$350 for all rentals up to \$1800. Rentals more than \$1800 must be quoted on a per-order basis. Onsite orders that require delivery from off site will be subject to an additional delivery charge.

**INSTALLATION**

A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth.

**PAYMENT**

Razor Exhibits requires payment in full at the time your order is placed. Payment includes, but is not limited to, equipment, rental, delivery, and tax.

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by Razor Exhibits or charges we incur on your behalf. Credit cards will be charged through our service partner, NMR Inc.

**CANCELLATION**

Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

**UNION HANDLING AND SET UP FEE (IF APPLICABLE)**

Union fees will be based on local union jurisdiction and current rates. Deliver and pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. Calculated rate will be sent back with your confirmation. PLEASE NOTE: In venues where union participation is necessary, delivery and pickup times may vary depending on availability of laborers.

SHOW CODE		
Equipment		
Minimum Delivery Charge		<b>\$350.00</b>
Installation/Service/ Dismantle <i>(If required, 20% of equipment total will be charged.)</i>		
Subtotal		
DC	Sales Tax	6%
GRAND TOTAL		

**SEND ORDER TO:**  
**Razor Exhibits**  
**6135 Martins Landing Ct**  
**Burke, VA 22015**

**Or fax to: 800-908-8234**  
*(ONLY CREDIT CARD ORDERS MAY BE  
 PLACED BY FAX.)*

### EXHIBITOR INFORMATION

Company Name \_\_\_\_\_

Booth # : \_\_\_\_\_ Booth Location: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_

Set Up Date: \_\_\_/\_\_\_/\_\_\_ Set Up Time Range: \_\_\_:\_\_\_ AM PM thru \_\_\_:\_\_\_ AM PM

Pick Up Date: \_\_\_/\_\_\_/\_\_\_ Pick Up Time Range: \_\_\_:\_\_\_ AM PM thru \_\_\_:\_\_\_ AM PM

Onsite Contact Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

### PAYMENT INFORMATION

Company Name \_\_\_\_\_

\_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover \_\_\_ Diners Club International

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_