

**RACE & PERFORMANCE
EXPO
February 19 - 23, 2020**

Phone # (630) 918-3875

**Please have your order
in by January 18, 2020**

mikeexpo2000@aol.com

Location: Renaissance Convention Center Schaumburg, IL

Dear Exhibitor:

Crown Exposition, Inc. has been selected as the Official Service Contractor for your event. We realize that this is an important part of your firm's marketing program and we would like to do everything possible to make it profitable and rewarding to you and your firm.

ORDER FORMS

There are individual order forms for all the various services you may require for your exhibit. They are included in this Exhibitor Kit. To avoid unnecessary delays and expense, please submit all requests at least 7 days prior to the opening of the show. Please return originals to our office and retain a photocopy for your records. Questions regarding shipping, labor, furniture, and cleaning should be directed to CROWN EXPOSITION, INC. All questions regarding electricity, audiovisual, photography, and flowers for use in your booth should be directed to the appropriate support service contractor.

PAYMENT POLICY

All charges owed, including applicable tax, are due in advance or upon presentation of invoice at the show. All advance orders must be paid in full. Payments are to be in U.S. funds. Invoices can be paid by cash, certified company or Travelers' checks, Visa or MasterCard. Your show site representative should be aware of this policy and have method of payment at the show site. Otherwise, service will be denied unless credit card authorization is given on the Advance Payment Form.

TAX

All rental items, signs, and miscellaneous materials are taxable at the applicable city/state tax rate. If your organization is nonprofit and tax exempt in Illinois, we must have a copy of your Tax Exempt certificate with your tax exemption number in advance of the show, or we must include an applicable tax invoice. Please attach your certificate to your orders.

SERVICE DESK

Crown Exposition, Inc. will staff a service desk throughout move-in and move-out of the show to help you with any problems or questions that you might have. In addition, the personnel at this desk will be glad to help you check on shipments, place orders for any additional rental furniture, materials, or services that you might need.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaints or questions concerning service, etc., should be reported to the Crown Exposition Service Desk at the show immediately. Your problem will be resolved and any valid adjustments in your account will be made at this time by the Crown supervisor in charge.

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Table with columns: QTY, SEATING OPTIONS, Price. Includes items like Folding chairs, Padded chairs, Bar stools, and various sizes of high skirted display tables.

Table with columns: QTY, ACCESSORIES, Price. Includes items like EASELS, WASTE BASKET, TABLE RISER, GLASS DISPLAY CASE WITH LIGHT, and POSTERBOARD.

Table with columns: QTY, SEATING OPTIONS, Price. Includes items like 30'' HIGH UNSKIRTED DISPLAY TABLES and 40'' HIGH UNSKIRTED DISPLAY TABLES.

Table with columns: QTY, CARPETING, Price. Includes items like 9' x 10' and 9' x 20' carpeting.

Other sizes available please call for pricing. Colors: RED, BLUE, GRAY, Black.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

TELEPHONE # (____) _____ FAX _____

SHOW CONTACT PERSON: _____

AUTHORIZED BY: _____

TITLE: _____

PAYMENT BY: _____ VISA _____ MASTERCARD _____ AM. EX. _____ COMPANY CHECK (CHECK NO. _____)

ACCOUNT # _____ EXP. DATE _____

CARD MEMBER SIGNATURE: _____

Card Zip Code _____ Back of card security code _____

TOTAL AMOUNT DUE:\$ _____ BOOTH # _____

Rental includes delivery to booth, use during exposition and removal. ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED. All orders received 30 days in advance of the show with full payment can take a 10% discount. Company name and booth number should be noted on all advanced payments so that these will be properly credited as advanced payments.

PLEASE RETAIN PHOTOCOPY FOR YOUR RECORDS

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Crown Exposition requires 100% of the amount owed. Payment must be paid in U.S. funds. Invoices can be paid in cash, certified company or Travelers checks, Visa or MasterCard. Payments for all labor and services ordered by exhibitor, his/her display house, or third parties, are the responsibility of the exhibitor.

Your show site representative must be aware of this policy and have means of payment at the show site. Otherwise, services will be denied unless credit card authorization is given on this form. When using Crown Exposition, Inc. exclusive freight carrier to return your freight from show site, all additional cost for that service may be charged to your credit card listed below if not paid in full when you receive your freight.

Audiovisual, etc., should be mailed to the address on the order forms covering these services.

Please be sure to mail advance payments with order forms to our office at 816 Lindsey Lane, Bolingbrook, IL 60440. Payments should be made payable to Crown Exposition, Inc. Show name and booth number should be noted on all advance payments so that these will be credited properly.

Furniture, Floor Covering, Decoration order form\$
Custom Cleaning order form\$
Estimated Labor\$
Material Handling Fees. (Freight Services).....\$

Net amount due Crown.....\$

PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR THE SERVICES PROVIDED BY CROWN.

Signature by card member authorizes Crown to bill for all services, whether it be sent back by original copy or facsimilie Exhibitor agrees to pay all charges related to their booth or freight.

If paying in advance by credit card, please complete the following: Charge to: VISA MASTERCARD

CASH AMERICAN EXPRESS COMPANY CHECK (CHECK NO.)

Account Number: Card Member Name:

Expiration Date: Card Member Signature:

Billing Zip Code Security Code on Back of Card

Date: Booth Number:

Company Name Phone Number:

PLEASE RETAIN PHOTOCOPY FOR YOUR RECORDS

By signing the card member's signature, you and your company agree that all charges are not and will not be disputed.