Los Angeles Convention Center

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080

NAME OF EVENT	EVENT DATES	BOOTH NUMBER
EXHIBITING FIRM/COMPANY		ON SITE SHOW CONTACT (PLEASE PRINT)
ADDRESS	CITY	STATE ZIP
TELEPHONE	FAX	E-MAIL

CREDIT CARD CHARGE AUTHORIZATION

□ AMERICAN EXPRESS □ MASTER CARD □ VISA

ACCOUNT NUMBER | | | | | | | | | | | | | | | | |

EXP. DATE ___ / ___ MO. / YEAR

Card Holder's Billing Address - *IF DIFFERENT FROM ABOVE* CITY STATE ZIP

PRINT CARD HOLDER'S NAME	CARD HOLDERS' SIGNATURE X	DATE

DO NOT SEND EMAILS CONTAINING SENSITIVE, PERSONAL INFORMATION LIKE CREDIT CARD NUMBERS, CHECK NUMBERS, ETC

Please complete the information requested and return this form with your service orders. You may choose to pay by credit card, or check; however, ***we require your credit card authorization to be on file with LACC.*** Full payment or credit card authorization must be received 21 days prior to the first show day to qualify for the discount on pre-show orders. Payment or credit card authorization received after cut-off date will be charged at the on-site order rate. **LACC will use this authorization to charge your credit card for any additional charges incurred as a result of on-site orders placed by your representative(s).**

		TOTAL FROM EACH ORDER FORM
ELECTRICAL	$	
ELECTRICAL LABOR (Move-in & Move-out)	$	
(Electrical Labor invoices will be calculated according to actual hours worked.)		
TELECOMMUNICATIONS	$	
TELECOMMUNICATIONS LABOR	$	
TOLL AND LONG DISTANCE CHARGES	$	(Billed at the close of the event)
PLUMBING	$	
PLUMBING LABOR	$	
BUILDING PERMIT FEE	$	
OTHER (specify) _____	$	
OTHER (specify) _____	$	
OTHER (specify) _____	$	

Los Angeles Convention Center Federal Tax ID #95-6000-735 **TOTAL AMOUNT DUE**

Make check payable to the **LOS ANGELES CONVENTION CENTER** or indicate the amount to be charged to the credit card on pre-show orders.

1. No. _____ Date _____ Amount $ _____

Checks must be drawn on U.S. Bank and in U.S. currency.

OR

2. Charge credit card for pre-show orders in the amount of $ _____

FOR OFFICE USE ONLY

ORIGINAL (Exhibitor Services)
YELLOW (Exhibitor)

Date received _____ Discount Cut-off Date _____

NO. CCA