



Greater Lehigh Valley Auto Show  
 Lehigh University  
 Bethlehem, PA

## Recap Of Services Ordered/Billing Authorization

TABLE AND DRAPE ORDER .....	\$ _____
BOOTH FURNISHINGS ORDER .....	\$ _____
ESTIMATED MATERIAL HANDLING ORDER .....	\$ _____
LABOR ORDER .....	\$ _____
SIGN HANGING ORDER .....	\$ _____
FORKLIFT ORDER .....	\$ _____
SIGN ORDER .....	\$ _____
TOTAL CURRENT CHARGES .....	\$ _____

Please check here if you are tax exempt and include a copy of your exemption certificate.  
 No adjustments will be made after the close of the show.

**CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**  
 We authorize Rileighs Convention Services to charge any additional amounts incurred by me or my show representative, including material handling & labor charges. If credit card is declined, "Standard" pricing prevails and a \$25.00 service charge will be added.

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Visa MC AmEx

Exp. Date  Security Code from C.C.

**ENCLOSED CHECK OR MONEY ORDER PAYABLE TO RILEIGHS CONVENTION SERVICES:**  
 Check #: \_\_\_\_\_ Dated: \_\_\_\_\_ In the Amount of \$ \_\_\_\_\_  
 Note: International checks must be drawn on a U.S. Bank, U.S. funds account only - processing fee \$25.00  
 Purchase Orders are not considered payment, therefore, a check or credit card is required. Your P.O. # will be listed on your final invoice as a reference only. Please attach a copy of your Purchase Order.

**ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**  
 Please be aware of our payment policies.  
 This form must be returned to Rileighs with your completed order forms and payment in full.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

**MAIL OR FAX TO:** Rileighs Convention Services \* 25 South 10th Street \* Harrisburg, PA 17101  
 (717) 236-5075 \* Fax (717) 236-9082 \* Email - info@rileighsconvserv.com