



Payment Authorization

International LCT Show

Sands Expo & Convention Center - Las Vegas, NV

February 17 - 19, 2020

Event Code: L117950220
 email: lasvegas@shepardes.com
 phone: (702) 507-5278
 fax: (702) 948-0341
 mail: 5845 Wynn Road, Suites A,B,C,D,
 Las Vegas, NV 89118

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.**

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, **10010-Change Of Payment Method Transaction Fee**

Please complete the following information:

Exhibiting Company Information

Company Name: _____ Booth # _____
 Street Address: _____ Phone: _____
 City, St, Zip: _____ Fax: _____
 Contact Name: _____
 Email: _____

Credit Card Information

(Required for all forms of payment)

Check

Wire Transfer



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: _____
 Expiration Date: Month _____ Year _____ Security Code _____
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: (Please Print) _____

Signature: _____

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling and Logistics, will be billed to this credit card.

Wire Transfers

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending: **International LCT Show**
 Exhibiting Company Name: _____
 Booth Number: _____
 Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
 Routing Number: 041000124 Account Number: 42-6061-9772
 SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

TAX EXEMPT? Please submit tax exemption certificate to: lasvegas@shepardes.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.