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<br>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**