

# NRG Park Payment Policy & Billing Authorization Form



Remit to: NRG Park - Exhibitor Services

Mailing Address: One NRG Park Houston, TX 77054

Phone: 832-667-1718

Houston Int'l Boat, Sport & Travel  
Show- Summer

June 14 - 18, 2017

NRG Park  
Houston, Texas

Order Services & Manage Orders online at <https://nrgpark.boomerecommerce.com/>

**CANCELLATION POLICY:** 72 Hours Advance Notice Prior To First Show Date is Required for All Order Cancellations.

**THIS PAYMENT AUTHORIZATION FORM MUST ACCOMPANY ALL FORMS REQUESTING SERVICE FOR ALL NRG PARK PRODUCTS**

**PAYMENT POLICY** – Payment in full for all services must accompany your advance orders. Payments may be made by company check or credit card payment authorization. All advance orders can be faxed, emailed, mailed or placed online by the advance order deadline. Signature on this form represents authorization for full payment of work performed & agreement to the NRG Park Terms & Conditions. Please log in to <https://nrgpark.boomerecommerce.com/> to view NRG Park Terms & Conditions.

- All credit cards will be saved on file for any additional charges incurred on show site during events.
- By signing this form, you agree to the NRG Park Terms & Conditions presented.

Information to be completed by the cardholder:

The undersigned agrees and authorizes NRG Park to charge the credit card below for any additional amounts incurred as a result of orders placed on behalf of your company including, but not limited to, any labor, materials, services, and/or rental equipment charges. All orders **MUST HAVE A CREDIT CARD ON FILE. NRG Park will not begin work without a credit card on file.**

Credit Card

Company Check (No Personal Checks)

INTERNATIONAL EXHIBITORS – We require pre-payment of all charges or payments onsite. Payment may be by company check drawn on U.S. Funds Account, American Express, MasterCard, Visa or Discover.

Charge to:  MasterCard  Visa  American Express  Discover

Account No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of Card Holder: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ \*Security Code: \_\_\_\_\_

**Important:** Will your representative be authorized to order additional services and comply with above payment policy?

Yes  No

## CREDIT CARD HOLDER NAME & BILLING ADDRESS

Cardholder Name (As Printed on Credit Card): \_\_\_\_\_

(PLEASE PRINT)

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

Onsite Contact Phone #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

# Parking Pass Order Form



Houston Int'l Boat, Sport &  
Travel Show-Summer  
June 14 - 18, 2017

NRG Park  
Houston, Texas

**Remit to: NRG Park - Exhibitor Services**

Mailing Address: One NRG Park Houston, TX 77054

Phone: 832-667-1707

Fax Orders & Payment To: 832-667-1821

E-mail Orders & Payment To: [ExhibitorServices@nrgpark.com](mailto:ExhibitorServices@nrgpark.com)

Order Services & Manage Orders Online at <https://nrgpark.boomerecommerce.com/>

**CANCELLATION POLICY: 72 Hours Advance Notice Prior To First Show Date is Required for All Order Cancellations**

**NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS**

The regular parking fee at NRG Park is \$12.00 per entry with no unlimited in & out entries. For your convenience, a special parking pass is available that gives you unlimited in & out privileges during show days. There is no charge for parking during move-in and move-out. This parking pass **DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE**. The parking pass will be valid on show days only. Parking passes will be held for your arrival at the NRG Park Exhibitor Services Desk during move-in if one is offered. **THEY WILL NOT BE MAILED**.

Company Name or Individual's Name If No Company: \_\_\_\_\_

Order Contact: **(PLEASE PRINT)** \_\_\_\_\_ Order Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**NUMBER OF PASSES REQUIRED:** \_\_\_\_\_ @ 

<b>\$75.00 (per vehicle)</b>
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 = \$ \_\_\_\_\_

Booth #: \_\_\_\_\_

**SERVICE DESKS:**

Parking passes are to be picked up or purchased at the NRG Park Exhibitor Services desk during move-in of an event if one is provided. If you are charged for first time entry on an event day, please bring your parking stub to the service desk to receive a \$12.00 credit toward the purchase of a parking pass. If a service desk is not provided by the event, please contact the NRG Park Exhibitor Services office at 832-667-1707 to retrieve any prepaid parking pass.

**PARKING STUBS:**

If you have pre-ordered a parking pass by credit card or by check & you have been charged for first time entry on an event day, please bring your \$12.00 parking stub to the NRG Park service desk & a refund will be processed in the form of your original payment. **STUBS WILL ONLY BE ACCEPTED FOR CREDIT DURING THE SCHEDULED SERVICE DESK HOURS OF THE EVENT. STUBS WILL NOT BE ACCEPTED BY NRG PARK AFTER AN EVENT HAS ENDED.** If a service desk is not provided by the event, this service will not be provided.

**ORDER FORM MUST BE ACCOMPANIED BY THE PAYMENT AUTHORIZATION FORM OF ACTUAL AMOUNT BEFORE PROCESSING.**

**PARKING PASSES NOT PICKED UP FROM THE SERVICE DESK WILL NOT BE REFUNDED.**

**ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.**

**\*\*Each company receives ONE Free Parking Pass with their space.\*\***