

ADVANCE ORDER DEADLINE:

June 12, 2013



EVENT: Houston Summer Boat Show

DATE: June 19 - 23, 2013

PARKING PERMITS

The regular parking fee at Reliant Park is \$10.00 per entry with no unlimited in & out entries. For your convenience, a special parking permit is available that gives you **unlimited in and out privileges** during show days. There is no charge for parking during move-in and move-out. **THIS PERMIT DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE.** The permit will be valid on show days June 19 – 23, 2013. Online ordering is available at <http://www.reliantpark.com> by clicking on “Events” & then “Exhibitor Services”.

Permits may be picked up at the Event Services desk or Show Management upon your arrival. If you are charged for first time entry, please bring your parking stub to the service desk for a \$10.00 credit toward the purchase of a permit. If you have pre-ordered a permit by credit card or by check & you have been charged for first time entry, please bring your \$10.00 parking stub to the service desk & a refund will be mailed to you in check form at the end of the show. **NO CASH REFUNDS AVAILABLE.**

ORDER MUST ACCOMPANY PAYMENT AUTHORIZATION FORM BEFORE PROCESSING.

A PAYMENT OF ACTUAL AMOUNT DUE MUST ACCOMPANY THIS ORDER.

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

ALL SALES ARE FINAL.

CHARGE PER PERMIT

\$60

(one vehicle)

NUMBER OF PERMITS REQUIRED: _____ @ _____ \$60 = \$ _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized by: (PLEASE PRINT) _____ Signature: _____

Title: _____ Telephone: (____) _____ Fax: (____) _____

Booth No.: _____ Date: _____ E-mail: _____

- **EXHIBITOR PARKING PERMIT(S)** will be held for your arrival at the Exhibitor Services Desk during move-in. **THEY WILL NOT BE MAILED.**
- **COMPANY CHECKS OR CREDIT CARD PAYMENTS ONLY. SEE PAYMENT AUTHORIZATION FORM FOR ALL CREDIT CARD PAYMENTS. PLEASE FAX OR MAIL IN ALL ADVANCE ORDERS BEFORE OR BY THE DEADLINE. IF YOU ARE PAYING BY COMPANY CHECK, PLEASE MAIL FORMS WITH YOUR COMPANY CHECK. A credit card is required on file in order to process check payments. Please complete the Payment Policy & Billing Authorization Form to accompany your check order.**
- **REMIT TO: RELIANT PARK /EXHIBITOR SERVICES**
One Reliant Park
Reliant Center
Houston, Texas 77054
832.667.1718 phone / 832.667.1821 fax / exhibitorservices@reliantpark.com email

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**PAYMENT POLICY AND BILLING AUTHORIZATION
FOR CLEANING, PARKING AND SECURITY SERVICES**

PAYMENT POLICY – Payment in full for all services must accompany your advanced orders. Payment may be made by company check or credit card authorizations. Orders placed at the show will be payable upon presentation of the invoice at show. All advance orders must be faxed, mailed or placed online by the advance order deadline. *A credit card is required on file in order to process check payments. Please complete the Payment Policy & Billing Authorization Form to accompany your check order.*

Please indicate below the method of payment you will be using for services provided by RELIANT PARK:

- ☐ Credit Card
☐ Company Check

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

If you wish to authorize RELIANT PARK to charge your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative to your credit card account, please complete the information requested below. If you choose to use our online ordering system, orders can also be placed online at <http://www.reliantpark.com> by clicking on "Events" & then "Exhibitor Services".

Charge to: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account No.

SIGNATURE
OF CARDHOLDER: _____ Expiration Date: _____

Important: Will your representative be authorized to order additional service and comply with above payment policy? Yes___ No___

ALL EXHIBITORS MUST SUBMIT COMPLETE INFORMATION BELOW:

Company: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized by: (PLEASE PRINT) _____ Signature: _____

Title: _____ Telephone: () _____ Fax: () _____

Booth #: _____ Date: _____ E-mail: _____

SHOULD YOU HAVE ANY QUESTIONS REGARDING CREDIT PROCEDURES, CALL EXHIBITOR SERVICES AT 832.667.1718.

REMIT TO: RELIANT PARK/ EXHIBITOR SERVICES
One Reliant Park
Reliant Center
Houston, Texas 77054
832.667.1718 phone
832.667.1821 fax
exhibitorservices@reliantpark.com email