ALLIANT ENERGY CENTER

1919 ALLIANT ENERGY CENTER WAY • MADISON, WISCONSIN 53713 • PH: 608/267-3950 • FAX: 608/266-9027

PAYMENT POLICY & AUTHORIZATION FORM

<u>PAYMENT POLICY</u> – Payment in full of all charges must accompany your advance orders. Payment may be made by check or credit card authorization. <u>Orders without payment will not be honored.</u> One copy of this form with your check or credit card information for payment must be forwarded to Alliant Energy Center. Retain one copy for your file. PLEASE REMIT WITH ORDER.

ALL CHARGES MUST BE PAID PRIOR TO SET-UP OF THE SHOW.

| An additional \$50 processing fee may be applied for any non- | negotiable payments received. |
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| If you wish to authorize Alliant Energy Center to charge the amount of your nourred at show site by you or your representative to your credit card accountelow. | |
| Credit cards accepted are: 🔲 MasterCard 🔲 Visa 🔲 Amer. Express | Expiration Date: |
| Account No.: | Security Code: |
| Will your representative be authorized to order additional equipment? \Box Ye | es 🔲 No |
| Note: Telephone rentals require credit card payment. Long distance calls must be charged to a credit card. Cardholder's Name (please print or type): | |
| Cardholder's Signature: | |
| Cardholder's Address: | |
| City & State: | Zip Code |
| Event Name: | <u> </u> |
| Exhibitor: | |
| Address: | |
| City & State: | |
| By (Signature): | Date |
| Telephone No.: Email: | |
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