



500 Interstate W Pkwy
Lithia Springs, GA 30122
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PAYMENT POLICY

MC² has established the following terms and conditions for sale of all services rendered by us:

- MC² requires payment for all services upon presentation of an invoice at the exhibit site. To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date listed on your order form. Advance payment can be made by completing the Credit Card Authorization form provided in this online service kit, or by company check. A purchase order is not considered payment.
- All payments must be made in U.S. funds and drawn on a U.S. Bank.
- If your firm or agency requires a purchase order to be used for any services rendered, such purchase orders must accompany the order forms. **PURCHASE ORDERS ARE NOT ACCEPTED AT SHOW SITE.** Government agencies please note.
- All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of MC².
- Exhibitors with a history of delinquent payment and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibit.
- International exhibitors will be required to settle their accounts in full prior to the close of the event. Payments must be made in U.S. funds by credit card, cash, or check drawn on a U.S. bank. If you need to wire transfer funds, please send to the following:

M&T Bank
ABA #022000046
Acct #9865584016
Swift Code: MANTUS33
Beneficiary: Creative Mgmt Services, LLC d/b/a MC²

- For all exhibitors, invoices will be available at the Service Desk prior to the close of the event. MC² will accept payment by cash, company check, or credit card. We accept Visa, MasterCard, or American Express. MC² reserves the right to check the credit available on any card presented.
- It is the responsibility of the Exhibitor to advise the MC² desk representative of any problems with any orders and to check his invoice for accuracy prior to the close of the event. No credits will be issued after the exhibition closes.
- Payment for ALL labor, equipment, and services, whether ordered by the exhibitor, display house, non-official contractor, or other parties shall be the **RESPONSIBILITY OF THE EXHIBITOR.**
- MC² reserves the right to institute collection action against the exhibitor, in the event payment from the third parties is not received in a timely manner.