

**ADVANCE ORDER DEADLINE:
APRIL 27, 2009**



**EVENT: OFFSHORE TECHNOLOGY CONFERENCE
DATE: MAY 4 – 7, 2009**

**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 or mailed by the advance order deadline.

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

- Credit Card
- Company Check Only
- Bank Wire Transfer

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

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:

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 OUR CREDIT DEPARTMENT AT 832.667.1400.

**REMIT TO: RELIANT PARK/ EXHIBITOR SERVICES
One Reliant Park
Reliant Center
Houston, Texas 77054
832-667-1719 phone or 832-667-1804
832-667-1821 fax**