



## PMSA Annual Conference

Grand Hyatt San Antonio - San Antonio, Texas  
April 30 - May 2, 2018

Event Code: T159280518

Connect With Us! email [houston@shepardes.com](mailto:houston@shepardes.com)  
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Payment Authorization

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Please complete the following information:

### EXHIBITING COMPANY INFORMATION

|                 |       |         |       |
|-----------------|-------|---------|-------|
| Company Name:   | _____ | Booth # | _____ |
| Street Address: | _____ | Phone:  | _____ |
| City, St, Zip:  | _____ | Fax:    | _____ |
| Contact Name:   | _____ |         |       |
| Email:          | _____ |         |       |

### CREDIT CARD INFORMATION

(Required for all forms of payment)

Pay by Check

Pay by Wire



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_  
Month                      Year                      Security Code

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

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_ (Please Print)

**Please Sign** \_\_\_\_\_  
Card Holder Signature

**By signing the above I acknowledge and understand that ALL services rendered, including Material Handling, will be billed to this credit card.**

### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **PMSA Annual Conference**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL) PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

**TAX EXEMPT?** Please submit tax exemption certificate to:

[houston@shepardes.com](mailto:houston@shepardes.com)

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.