



HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York 14211  
(716) 896-6170  
FAX: (716) 896-8908

International Colour Association Conference  
Rochester Riverside Convention Center  
June 24-29, 2001

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## PAYMENT POLICY

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### PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

**No telephone orders can be accepted, please mail or fax your order with payment.**

**If you have any questions or special requirements, please contact our customer service department.**

**PAYMENT POLICY:** Hale Northeastern requires payment at the time of order for all services. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and or other on-site services.

**Items cancelled at show site will be charged at 50% of the original price.**

**Items cancelled after delivery will be charged at full price.**

**METHOD OF PAYMENT:** Hale Northeastern accepts company checks, Visa, MasterCard and American Express. Companies with pre-established Hale Northeastern credit accounts in good standing may charge materials and services to their account. Payment in full is required prior to services from companies whose accounts are past-due or in dispute. Purchase orders are accepted from companies with Hale Northeastern accounts. **However, purchase orders are not considered as payment in full and therefore do not qualify for discount prices.**

**ADVANCE PAYMENT DISCOUNT PRICE:** Hale Northeastern can provide faster, more efficient service to exhibitors who place orders early. Full payment must be received with your order if you wish to receive this discount. **Orders charged to Hale Northeastern accounts do not qualify for discount rates.** All orders placed after the order deadline and at the show will be charged on site prices. Payment can be made by cash, company check or credit card.

**QUESTIONS AND ADJUSTMENTS:** Any discrepancy in items ordered and items received or any complaint or question concerning services, must be reported to the Hale Service Desk immediately upon noting same. Your problems will be resolved and any valid adjustments in your account will be made at that time. **Credits and adjustments will not be made based on information received after close of the show.**

**Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.**

**A service charge of \$20.00 will be assessed to individuals or companies for returned checks.**