



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Event Code: M103040318

Connect With Us! email baltimore@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.

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

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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 **NFMT & Smart Building Innovations**

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

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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: baltimore@shepardes.com

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