



**User Login Request**

**RPMxpo Online Ordering**  
 Please complete this form if you:

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- Have not received the User Login Link
- Need password reset
- Had the User Login Link sent to the incorrect Representative

\*Check an option\*

In order to receive the Ur Login Link, the following information needs to be completed			
Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

**Return completed form to RPMxpo via:**  
**Email: info@RPMxpo.com -OR- Fax: 770-679-8751**



## Payment Policies

### ● Payment Options

RPMxpo is the official general service contractor for **2024 Atlanta Apartment Association Trade Show** and is Pleased to offer you three convenient ways to pay for any and all show services provided by RPMxpo.

#### ● Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMxpo to charge your credit card for any and all charges incurred.

#### ● Wire Transfer in U.S. Funds

- To avoid fraudulent activity, wire transfers must only be sent to:
- Please call RPMxpo at 678-742-7310 for wire transfer information

\*ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMxpo ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.

- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMxpo will charge the following fees:

- **Domestic incoming wire transfer fee: \$25.00**
- **International incoming wire transfer fee: \$50.00**

#### ● Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check Please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Credit Card Authorization Form** to be on file with RPMxpo, in advance, to guarantee payment. Please make all checks payable to: **RPMxpo**. Absolutely no check payments will be taken on site.

### ● Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of Friday, April 19, 2024, and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor service Desk during the show will be billed at standard rates listed on the various order forms.

### ● Payment Terms

To process your order for services and materials listed in the Exhibitor service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPMxpo to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, Please stop by the Exhibitor service Desk. No charges will be disputed after the close of the event.

Additionally, **exhibitors will be charged for the equipment they use in their booth**. RPMxpo is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In the circumstances, RPMxpo will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds drawn on a U.S. Bank. **No telephone orders will be accepted.**

### ● Cancellation Policy

- Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
- Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
- Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.

- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMxpo.



**Credit Card Authorization Form** **Deadline: 4/19/24**

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMxpo. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

<b>Payment Method:</b>	
<input type="checkbox"/>	Corporate Credit Card
<input type="checkbox"/>	Personal Credit Card
<input type="checkbox"/>	Check
<input type="checkbox"/>	Wire Transfer (fee applies)*
*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.	
<b>Card Type:</b>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<b>Card Number:</b>	
_____	
<b>Expiration Date:</b>	<b>CVV2 (security) Code:</b>
____/____	____

<b>ORDER RECAP</b>		
<b>Enter totals from each completed form</b>		
<i>* Note: Items taxable in the State of Georgia.</i>		
Table Order Form	\$	
Booth Accessories Order Form	\$	
Booth Carpet/Padding Order Form	\$	
Material Handling Order Form	\$	
Caddie/Cart Load service Order Form	\$	
Display Labor Order Form	\$	
Forklift Order Form	\$	
Booth Cleaning/Porter service Order Form	\$	
Accessible Storage Order Form	\$	
<b>TOTAL AMOUNT DUE →</b>		<b>\$</b>

Company Name:	Booth #:
Cardholder's Name:	
Cardholder's Billing Address:	
City:	State:                      ZIP:
Cardholder's Signature:	
Date:	
Email:	
<i>ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE</i>	



## Limits of Liability and Responsibility

1. RPMxpo shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMxpo, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMxpo shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. If found liable for any loss or damage, RPMxpo's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPMxpo shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMxpo specifically acknowledges receipt in writing. RPMxpo shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMxpo be held liable for any concealed damage-no exceptions.
6. RPMxpo shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to RPMxpo by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.

