

## Exhibitor Services

### ORDERING INSTRUCTIONS

#### COMPLETING AN ORDER FORM:

- A Utility Service Order Form must be submitted to the Palmer Events Center, Exhibitor Services Division. Orders may not be submitted over the phone. ACCD will not process incomplete order forms.
- Complete the “Exhibitor Information” and “Authorization” sections of the order form.
- Select the services you wish to order from the product listing.
- Enter the product numbers, descriptions, quantity, prices, and totals in the “Service Order” section of the order form.

#### SUBMITTING AN ORDER:

- **Mail** completed order forms with payment to:  
Palmer Events Center  
Exhibitor Services Division  
900 Barton Springs Road  
Austin, TX 78704
- **Fax** completed order forms with payment information to:  
512.404.4220

#### PAYMENT METHOD:

- Payment in full must accompany your order
- Payment may be made by check, money order, credit card, or bank transfer. **DO NOT SEND CASH.** Make check or money order payable to “Palmer Events Center”. Order forms without payment will not be processed.
- Bank Transfers – For wire transfers, please contact the Exhibitor Services Representative listed on the Exhibitor Packet.

#### DISCOUNTS:

- ACCD offers an incentive price on designated equipment and services if your PRE-PAID order is postmarked, received via fax or online by the discount deadline.
- **Clients & Show Management**  
Clients and Show Management qualify for the incentive rate when orders are submitted 31 days prior to the first contracted date of the event.
- **Exhibitors**  
Exhibitors qualify for the incentive rate when orders are placed online, faxed, emailed or postmarked with full payment 14 days prior to the first contracted date of the event.

Date: January 2017

