



# Credit Card Pre-Authorization Form

For all orders, services or events paid by credit card please complete this form

Event Information			
Advance Rate Deadline		Event ID #	
Name of Show			
Show Dates		Booth(s) #	
Contact Name		Company Name	
Address		Province/State	
City		Postal/Zip Code	
Phone Number		Fax Number	
Email Address			
Important - Read Carefully			
<p>I, the undersigned, am the cardholder of the credit card specified below. I further verify that the signature below is my signature as indicated on the reverse of the card specified. I hereby authorize the Scotiabank Convention Centre to charge my credit card for the following:</p> <ul style="list-style-type: none"> <li>I. For required event deposits</li> <li>II. For services or equipment ordered on-site</li> <li>III. For any outstanding balance on services or equipment ordered</li> </ul> <p><i>All credit card payments are subject to a 4% service charge. We do not accept American Express Credit Cards.</i></p>			
Method of Payment			
Card Type		Expiry Date	
Credit Card #			
Cardholders Name	As appears on Credit Card		
Cardholders Signature			
Service Orders			
<p>The Scotiabank Convention Centre reserves the right to adjust pricing on orders if calculated incorrectly or received after the deadline date for the advanced rate. All prices are in Canadian funds. Please ensure that all information is printed completely and clearly in the space above.</p> <p>If you require a copy of your receipt, please indicate how you would like your receipt(s) sent <input type="radio"/> Email <input type="radio"/> Fax <input type="radio"/> Mail</p>			
Deposit Amount (s)	\$	Drayage Form	\$
Telephone & Cable Form	\$	Janitorial Service Form	\$
Food & Beverage Distribution Form	\$	Parking Form	\$
Internet Form	\$	Supplier Orders	\$
Initial here that you have read the policy and procedures as it pertains to your event and that you agree to comply			INTL: _____
Event Deposit Schedule			
1 <sup>st</sup> Deposit - Date	\$	3 <sup>rd</sup> Deposit - Date	\$
2 <sup>nd</sup> Deposit - Date	\$	4 <sup>th</sup> Deposit - Date	\$

**Note:** Delivery of services, equipment or products ordered less than 21 days in advance of your event may not be guaranteed by the SCCN

*Or save, print and fax completed forms to the Scotiabank Convention Centre at 905.357.6212*

**plan to be impressed.**