

Credit Card Authorization Form for Display Rentals



Please complete this form and fax to: **FAX # 985-809-2103.**

Date of this order: _____

Company Name: _____ **Name of Event:** _____
Contact Name (First / Last): _____ **Rental Start Date / Time:** _____
Street Address: _____ **Rental End Date / Time:** _____
City / State / Zip: _____ **Location of Event:** _____
Country (if other than U.S.): _____ **Booth Number:** _____
Phone: _____ **Name and local phone number for your on-site contact:** _____
Fax: _____
Email: _____

Which display package are you ordering?	Quantity Needed	x Rental Price	= Cost of Rental
Sub Total			
Add 9% tax			
TOTAL RENTAL			
Add Labor			
Add Other			
TOTAL			

Please place a check mark next to other needs you might have for your display. One of our staff members will call to discuss these and provide a quote.

- Installation / Dismantle Labor
- Computer Equipment Rental
- Signage
- Other (please specify):

*Remember!!! The following items are not included with your rental: Carpet, Installation/Dismantle Labor, Signage, Electrical or Tables (unless you are ordering Package #4. If are hiring labor to install and dismantle your booth, an additional fee will apply. Labor rates vary and are based on the type of display and the day / hours that it is set.

- I am paying by credit card (card number listed below).
- I am mailing in a company check (payment must be received before order can be processed).

METHOD OF PAYMENT (all orders must be pre-paid. We accept Visa/MC/Amex):

Name on Card: _____
Card Number: _____
Expiration Date: _____
Authorized Signature _____

Order Rc'd	11/2
Faxed to Customer:	11/2
Payment Rc'd:	_____
Scheduled:	_____
Pickup:	_____

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