

SEMINAR EQUIPMENT & OTHER SERVICES ORDER FORM



Chinese Business Summit (CBS), New Horizons of US-China Business Platform
 January 03 - 05, 2010 The Venetian Palazzo Las Vegas

Produced by Smart Business Services Inc.
 47428 Fremont Blvd., Fremont, CA 94538.
 Fax: 1-510-217-6286 Tel: 1-510-870-4646

Current Date

Company: _____

Company Exhibiting As: _____

Years in Business: _____

Year business established: _____

Services/Products Exhibiting: _____

Address: _____ City: _____ State/ Province: _____

Zip / Postal Code: _____ Country: _____ Website: _____

Expo Contact: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

Special Requests Order List	Price	How many	Cost
LCD Projector	\$600/session		
Screen	\$350/session		
Wired Microphone	\$40/ea/session		
Wireless Microphone	\$45/ea/session		
Standing Podium	\$250/session		
Handouts Edit & Design	See SBS editorial service menu		
Brochure/Handouts Printing	See SBS printing order menu		
Badge Printing	See SBS printing order menu		
Registration Service	See SBS registration service menu		
Poster design & Production	See SBS design menu		
Back Drop design & Production			
Photographers (2 hours)	See Vendor list		
Camera recording service (2 hours)	See Vendor list		
News Releases typesetting & Translation	See SBS editorial service menu		
Emcee service	\$200/hour		
Food & Beverage Menu	See venetian Menu		

Payment Information

* Payment Schedule: full payment due with contract.

Check payable to Smart Business Services, Inc. Credit Card Wire

Current Amount due:

American Express Mastercard Visa

Card Number: Expiration Date: CCV:

Cardholder Name:

CC Billing Address: CC Billing Zip:

Cancellation Policy- Once this contract is signed and exhibit space allotted, you are contracted for that exhibit space. Any cancellations must be received in writing and is subject to cancellation fees. Cancellations made on or before October 31, 2009, results in forfeiture of all deposit. Cancellations received after October 31, 2009 result in a forfeiture of 100% of total cost.

I have read and agree to the above payment terms

Print Name:

Document Signature Field:

Internal Use Only

Accepted by:	<input type="text"/>
Account #	<input type="text"/>
Booth Assigned:	<input type="text"/>
Payment status:	<input type="text"/>