

Important Deadlines Dates

Discount Price Deadline: Sunday, May 19, 2024

Orders received after discount deadline date will be processed at standard pricing, no exceptions.

Pre-Show Ordering Deadline: Monday, June 3, 2024

First Day for Warehouse Deliveries: Wednesday, May 8, 2024

Last Day for Warehouse Deliveries: Wednesday, June 5, 2024

First Day Freight Can Arrive at Show Site: Sunday, June 9, 2024

Freight received before or after the receiving dates above will incur an additional surcharge and may be delayed in delivery.

All carriers, including POVs, must check in at the Valley Freight Desk no later than **3:30PM** on **6/12/2024**. Freight reroutes will begin promptly **after** 3:30PM on 6/12/2024. Exhibitor freight will be rerouted to official show carrier for transportation at exhibitor's expense.

Preshow Ordering Deadline

Valley does not take orders over the phone. All preshow orders must be entered online, faxed or emailed by **6/3/2024**. After this date orders must be placed at the Valley Service Desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Payment Policies

- Payment information and a credit card on file are required when placing an order. Orders received without full payment or credit card information **will not** be processed.
- A credit card on file is required when using Valley. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply.

Cancellations & Adjustments

- Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price.
- Exhibitors may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, **NO EXCEPTIONS!**

Tax Exemption

- If your company is exempt from payment of sales tax, Valley Expo & Displays requires an exemption certificate for the State in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitors must inform their EAC that Valley must receive a copy of EAC's General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in, or EAC will not be permitted to service exhibitor's exhibit.
- Processing fees will apply \$25.00 Third Party Processing Fee, \$45.00 EAC Processing Fee.