



**The American
Institute
of Architects**

Architecture Expo Credit Card Authorization Form

Please complete the following information to make a payment to Architecture Expo via credit card.

Company information

Company Name: _____

Exhibiting As (if applicable): _____

Billing Information

Cardholder name: _____

Billing address: _____

City: _____ State: _____ Zip code: _____

Invoice #: _____ Booth #: _____

Amount to charge: _____ **Date:** _____

Cardholder Signature*: _____ Email Receipt: _____

The undersigned hereby authorizes AIA to charge to the credit card provided according to the payment terms designated above and per the Contract. If the credit card provided is declined, the undersigned understands and acknowledges they are responsible for the full contracted amount. Cancellation and refund requests are subject to the previously agreed to Exhibitor Contract Terms & Conditions (refer to Clause 6). Exhibitor acknowledges and agrees they are obligated to pay the credit card company in accordance with the credit card account agreement. The undersigned agrees to resolve any inquiry or dispute concerning credit card charges with AIA. Exhibitor understands that all deposits/final payments are non-refundable. By signing, it is confirmed that you have read and agreed to these terms.

***For security reasons digital signatures are not accepted.**

If you need any additional information, please contact AIA team 972-536-6412. If you have questions for the accounting department, please call 972.536.6300.

PCI compliance requires that any credit card information must only be received via our secure fax line 972-550-5390 or through our online portal.

✂ _____

This section will be shredded once the card has been approved.

Visa MasterCard American Express



Card #: _____ CVV Code: _____

Expiration Date: _____