CSI Memphis Chapter

BUILD/IT 2018

April 12, 2018 - University of Memphis Holiday Inn

INVOICE

MAIL PAYMENTS TO:	INVOICE NO.	DATE
The Memphis Chapter of CSI c/o CSI BUILD/IT 2018 175 Toyota Plaza STE 500 Memphis, TN 38103	2018-19	03/05/18

BILL TO:	BOOTH NUMBER	TERMS
Mike Martin South East Associates 706 Golf View Drive NW Cleveland, TN 37312 (615) 864-6350 mike@southeastassociates.com	19	Due on receipt

*All payments are due within 30 days of receipt of the invoice. Payments made after 30 days are subject to 1.5% late fee. CSI Memphis reserves the right to reassign booth spaces if all payments are not received by March 10, 2018. Cancellations may receive full refund when requested on or before February 20, 2018. Cancellations may receive 50% refund when requested on or before March 10, 2018. Cancellations will forfeit any payments made when requested after April 1, 2018.

DESCRIPTION	UNITS ORDERED	UNIT COST	AMOUNT
Member Booth	1	575.00	575.00
Non-Member Booth	0	675.00	0.00
Add Electrical Power	0	75.00	0.00
Add Tables	0	50.00	0.00
Add Name Badges	0	10.00	0.00
Sponsorship	N/A	0.00	0.00

**This contract entitles you to a 10' x 10' exhibit booth including: 8' high pipe and flame resistant fabric backdrop; 3' high pipe and flame resistant fabric side rails; a booth sign with your company name; one 6' draped table and two chairs. Additional furnishings, name badges, and electrical power will be available, at an additional charge, if desired. Neither the Memphis Chapter of CSI, The Construction Specifications Institute, its representatives or employees of the Holiday Inn and their representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever. The exhibitor, or his representative, on signing this contract expressly releases the foregoing named organization, individuals, decorator and venue from any and all claims for such loss, damage or injury.

SUBTOTAL	575.00
CC FEES	28.75
LATE FEES	0.00
TOTAL	**$ 603.75**

THANK YOU

For questions concerning this invoice, please contact

Jeffrey Parnell | 901.577.0594 | info@csimemphis.org | csimemphis.org