

**In House Services: CONTROL STAFF ORDER FORM**  
**Payment in full must accompany order form**



Show Name: <b>IBTM</b>		Show dates: <b>August 18-19, 2021</b>	
<b>Deadline of payment for additional services and formats via email (wire transfers):</b>		<b>August 2, 2021</b>	
If you wish to place an order after deadline you will need to do so by visiting Centro Citibanamex Services Office located in site.			
<b>BILLING INFORMATION</b>			
Company Name:			<b>Booth #</b>
Address 1:			
Address 2:		Zip Code	
City:		Tax ID/VAT number:	
State:		Country	
Phone number:			
<b>SERVICE QUOTE</b>			<b>QUOTE</b>
Please send the following information to the email of <a href="mailto:serviciosadicionales@remex-cie.com.mx">serviciosadicionales@remex-cie.com.mx</a> of Booth Number, Responsible for the booth, Size of booth, Dates and times you require the service, Inventory and value of equipment, items, etc.			
<b>Please hand in an inventory of the equipment to safeguard</b>			<b>Sub Total</b> USD
			<b>TAX</b> USD
			<b>Total</b> USD
<b>PAYMENT FORM</b>			
BANK: Citibank, NA Account number: <b>36314909</b> ABA Number: <b>021 000 089</b>		<b>Important: Please send order form &amp; payment transaction to <a href="mailto:serviciosadicionales@remex-cie.com.mx">serviciosadicionales@remex-cie.com.mx</a></b>	
Bank Transfer Swift: <b>CITIUS33</b> 111			
Wall Street, 10043 New York.USA			
Beneficiary: <b>REPRESENTACIONES DE EXPOSICIONES MEXICO SA DE CV</b>			
Credit Card Number: _____		I hereby authorize charging any unpaid balance to my credit card	
AMEX <input type="checkbox"/>	Code* _____	Printed Name of Card Holder _____	
VISA <input type="checkbox"/>	<b>*IMPORTANT</b>	Card Holder's Signature _____	
MASTERCARD <input type="checkbox"/>	Expiration Date _____		
BANAMEX <input type="checkbox"/>			
<b>Please be sure to include the complete information on your credit card. The charge will be done in Mexican Currency, and your bank statement will reflect the exchange rate applied at the time of the transaction; therefore prices may vary at the end.</b>			
<b>Charges for this service on your credit card will appear under "CENTRO CITIBANAMEX"</b>			
<small>*Representaciones de Exposiciones México, SA de CV, at Avenida Conscripto numero 311, Colonia Lomas de Sotelo, C.P. 11200, Delegacion Miguel Hidalgo in Mexico City, will use your personal data collected here to provide the services required by you and To comply with obligations contracted by our clients For more information about the treatment and rights that can be enforced, you can access the full Privacy Notice at <a href="http://www.centrocitibanamex.com/es/aviso-de-privacidad">www.centrocitibanamex.com/es/aviso-de-privacidad</a> &lt;http://www.centrocitibanamex.com/es/aviso-de-privacidad&gt;.*</small>			
<b>TERMS AND CONDITIONS</b>			
a-The price of the service is according od previous quotation. The charge will be done in mexican pesos.			
b- This service consist of specialized security personnel.			
c- The security cannot be employed in services difference from security.			
d- The personnel employed for this service, is exclusively qualified to perform it and can not carry out any other work that does not comply with the specifications.			
e- The security service will only be carried out inside the hired area.			
f- Please send this form and make the corresponding payment before the deadline, if not we cannot guarantee the availability of this service.			
<b>Services requested during set-up &amp; show will be accepted and installed upon availability.</b>			
h- When soliciting a specific estimate, an inventory of the assent in the stand must be handed in.			
TOTAL VALUE OF BOOTH AND EQUIPMENT _____		<div style="display: flex; justify-content: space-between;"> <div style="font-size: small;"> <b>Servicios Adicionales</b>  </div> <div style="text-align: center;"> <b>Send this form and payment to</b>  <a href="mailto:serviciosadicionales@remex-cie.com.mx">serviciosadicionales@remex-cie.com.mx</a>                      InHouse Services                      Av. Conscripto No. 311,                      11200 Mexico, D.F. MEXICO                      Phone Number:                      (52+55) 5268 2000 Ext. 2054                 </div> </div>	
Time in which the service will be required: _____			
Dates in which the service will be required: _____			
_____ Sq Mtrs of Booth			
_____			
<b>Toll Free No. 1-866-406-1626 ext. 2050 from USA &amp; CANADA</b>			

**Services requested during set-up & show will be installed upon availability.**