

Additional Listing Order Form



2019 Exhibit Buyers' Guide

Listings - \$250 for each additional company

Email Completed form to sales@ofcconference.org

- Listing appears online, in the mobile application and in printed Exhibit Buyers' Guide.
- A separate password will be assigned for each additional listing.
- Allow 3 business days for request to be processed.
- An additional listing is for the purpose of the Buyers' Guide and digital exhibitor listings only and does not apply to registration or other exhibit services.
- Additional companies below will not receive an ID sign. For pricing and ordering information on ID signs, contact Hargrove, Inc. at exhibitorservices@hargroveinc.com.
- Direct questions about completing this form to Exhibit Sales, +1.202.416.1428 or sales@ofcconference.org.
- DEADLINE for guaranteed inclusion in the printed Guide: 22 November 2018.

Contracted Company: _____

Contact Name: _____

Phone: _____ Fax: _____

Email: _____

Booth No: _____

The fee is \$250 for each additional company listed

Please complete the information on the second page for each company.

Additional forms should be completed if there are more than three additional companies.

1.
2.
3.

(continued on next page)

Please complete the following information for each company to be listed. If no editorial listing is submitted by the deadline, only the information provided below will be published. Use additional pages if needed.

#1	Company Name:
	Contact Name:
	Title:
	Street Address:
	City:
	State/Province:
	ZIP/Postal Code:
	Country:
	Company Phone:
	Company Fax:
	Company Email:
	Company Web Site:
	#2
Contact Name:	
Title:	
Street Address:	
City:	
State/Province:	
ZIP/Postal Code:	
Country:	
Company Phone:	
Company Fax:	
Company Email:	
Company Web Site:	
#3	
	Contact Name:
	Title:
	Street Address:
	City:
	State/Province:
	ZIP/Postal Code:
	Country:
	Company Phone:
	Company Fax:
	Company Email:
	Company Web Site:

Number of Additional Listing Companies _____ x \$250 = _____ Total

Payment Methods:

Checks: Payable (in US Dollars, drawn on a US bank) to OSA Exhibits, mail to:
OFC Exhibit Sales, c/o OSA, 2010 Massachusetts Avenue, NW, Washington, DC, 20036.

Wire Transfer: Direct funds to: Bank of America, 1501 Pennsylvania Ave. NW, Washington, DC, 20013,
ABA# 0260-0959-3, Beneficiary, OSA; Acct# 20-867-84-287; SWIFT BOFAUS3N. Please include any bank
fees associated with your wire transfer plus a **\$25 processing** fee for Bank of America. You are
responsible for these fees.

You may also pay **by credit card:** ___ Visa ___ M/C ___ Diners ___ AmEx

Amount: _____

Card number: _____ Exp. Date: _____

Signature: _____

Print Name (As it appears on card): _____ Date: _____

**Regardless of payment type, please email a copy of signed agreement to sales@ofcconference.org
or Fax: +1.202.416.1408**