

Jacob k. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Wire Transfer Information:

THE CHASE MANHATTAN BANK

Contact Person : Ms. Kris Young
Telephone Number : (518) 433 – 2535
Address : The Chase Manhattan Bank
12 Corporate Wood Blvd.
Albany, New York 12211

Bank Account Number: 573 – 804249

Routing Number – Federal Reserve: ABA 021000021

Routing Number – SWIFT : CHAS US 33

IMPORTANT INFORMATION:

- 1) Please be aware your wire transfer must include the **TOTAL BALANCE** of your service request and the **DEPOSIT**.

-OR-

The wire transfer must be for the **TOTAL BALANCE** of your service request and with the **CREDIT CARD** information completed on the Service Order Payment Form (section 2).

- 2) You **must** include the **Show** and **Booth Number** along with your **Company Name** on your wire transfer. Failure to do so will result in delay of service.

In addition, please email or fax a copy of your wire transfer Bank receipt to me.

Thank you,

Erika Quiroz

Exhibitor Service

Phone (212) 216 – 2736 Fax (212) 216 – 4169

Email: equiroz@javitscenter.com

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Electrical Wire Transfer Order Policy

All companies without a valid credit card must follow the procedures listed below. There are no exceptions to the rules, except companies that are to be billed to the Show Management or the Show Decorator.

Rule 1

A deposit of \$250.00 is required for each Quantity of Electrical Wattage ordered.

Ex: 1 – 500 watt = 250.00 1 – 1000 watt = 250.00
 2 – 500 watt = 500.00 2 – 1000 watt – 500.00 etc.

Rule 2

All changes from Javits Flood Lamps to Power Wattage are subject to **RULE 1**.

Rule 3

All exhibitors with a credit balance requesting a refund at the end of the show will be **mailed a check** three to four weeks after the last show date.

Rule 4

NO REFUNDS are given at the show Service Desk.

*****NO DEPOSIT – NO SERVICE *****

Finance Dept.

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Telecommunication **Wire Transfer Order Policy**

All companies without a valid credit card must follow the procedures listed below. There are no exceptions to the rules, except companies that are to be billed to the Show Management or the Show Decorator.

****Please be aware we do NOT supply Fax machines.****

Rule 1

A deposit of **\$500.00** is required for each Quantity of Hard Line service ordered.

Ex: 1 – Single Line = 500.00 1 – Multi Line = 500.00
2 – Single Line = 1000.00 2 – Multi Lines = 1000.00 etc.

Rule 2

All exhibitors with a credit balance requesting a refund at the end of the show will be mailed a check.

Rule 3

NO REFUNDS are given at the show Service Desk.

*****NO DEPOSIT – NO SERVICE *****