

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AAAAI THE LIFE SPECTRUM OF ASTHMA

Sheraton Grand Chicago

July 29 - 30, 2016

ELECTRICAL ORDER CHECKLIST:

- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Electrical Layout (Form E-4) for this purpose or provide your own floor plan.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- ☐ You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
 - 15 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
- ☐ Avoid code violations. Check the electrical code requirements on this information sheet.
- ☐ To secure the discount rate, the following must be received by the discount deadline date:
 - Complete form of payment including credit card authorization (3rd party see G-3 form)
 - E-2 Electrical Rental Order Form
 - E-3 Electrical Labor Order Form with dates & times
 - E-4 Electrical Layout Form or customer supplied scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points)
- ☐ Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

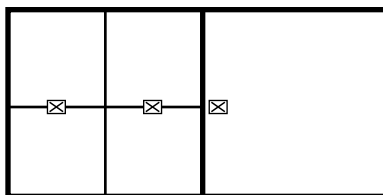
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

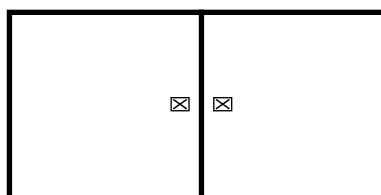
If you have any questions, please call us at 312.329.6913

Where will my outlet be located?

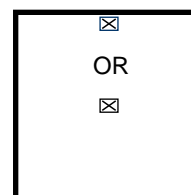
There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



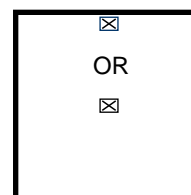
In-Line Booths



Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island or Pavilion Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

⊗ V120 PH1 ⊗ 120 Volt Single Phase
Hz60 60 Cycle
⊗ W1000 ⊗ 1000 Watts

⊗ V230 ⊗ 230 volts
A30 30 Amps
⊗ PH3 ⊗ 3 Phase

Need Assistance?

Toll Free: 312.329.6913 | www.ges.com/chat

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
 Global Experience Specialists • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AAAAI THE LIFE SPECTRUM OF ASTHMA

Sheraton Grand Chicago
 July 29 - 30, 2016

Discount Deadline Date:

July 11, 2016

COMPANY NAME				EMAIL ADDRESS				BOOTH NUMBER			
Price List								Important Information			
ITEM#	NON 24 HR. QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	OVER HEAD	24 HR. QTY	24 HR. DIS. RATE	24 HR. REG. RATE	TOTAL		
120 VOLT Single Phase											
<i>Price includes labor for service.</i>											
700003		15 Amp/1500 Watts, 1/4 HP 120V	\$ 216.50	\$ 254.00			\$ 433.00	\$ 508.00	\$		
700004		20 Amp/2000 Watts, 1/4 HP 120V	\$ 237.00	\$ 287.00			\$ 474.00	\$ 574.00	\$		
Electrical Accessories											
700130		Extension Cord, 14/3 120V, 15'					\$ 26.00	\$ 36.75	\$		
700099		Plug Strip, 120 Volt					\$ 40.00	\$ 57.50	\$		
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.						A. Total Items Ordered		\$			
						B. Tax: 9% A x 9% = B		\$			
						C. Grand Total A + B = C		\$			
Authorized Signature - Please Sign:						X					
EXHIBITOR'S ELECTRICAL CONTACT NAME & PHONE NUMBER						AUTHORIZED NAME - PLEASE PRINT			DATE		

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation

- Dedicated and 24 Hour power rates are listed on each line item. Please indicate the 24 hour quantity and use the appropriate price when placing order.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off approximately 30 minutes after show close.
- OUTLET LOCATION & DISTRIBUTION**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis.
- GES JURISDICTION** (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, all motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 120 volts may also require additional labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Please include E-4: Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

We will require a lighting floor plan for all overhead lighting orders. If you have any questions, or if you have special lighting requirements please contact GESElectricalChicago@ges.com.

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Discount Deadline Date:

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a half (1/2) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a half (1/2) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is half (1/2) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	RATE
Electrical, ST 705060 FW 705061 BW	\$ 150.00
Electrical, OT 705060 FW 705061 BW	\$ 223.00
Electrical, DT 705060 FW 705061 BW	\$ 292.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday.

Double Time: All day Sunday & Holidays.

Please Indicate Service
☐ **FLOOR WORK - DISTRIBUTION**
- GES SUPERVISED (OK TO PROCEED)

GES will supervise labor to: (If this is left unmarked and a floor plan has been submitted, GES will proceed with the floor work)

☐ **FLOOR WORK - DISTRIBUTION**
- EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- You must schedule date & time below as well as # of electricians and estimated hours.
- GES assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.

BOOTH WORK - Please indicate type of work to be performed

- ☐ Hang lights ☐ Hang Plasma*: Size _____ Qty _____
☐ Hook-up equipment ☐ Other _____

*Plasmas 37" and larger require 2 electricians.

Is there more than one (1) drop location?

- ☐ Yes ☐ No Additional drops will be charged on a time and material basis, rates depending on when order & floor plan are received.

All booths requiring floor work labor must send a booth floor plan to GESElectricalChicago@ges.com. They can also be faxed to 702.616.8155. Please write your booth number, show name and email address on the fax. To receive the discount rate on outlets and labor, the E-4: Electrical Booth Layout form or a scaled plan in CAD or PDF format must include main drop location, additional drop locations, electrical distribution, orientation, outlets, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as, a form of payment or emailed to GESElectricalChicago@ges.com.

Place Order Here

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves out on overtime, all applicable surcharges will apply.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF ELECTRICIAN	X	LABOR RATE	=	TOTAL
	AM PM	AM PM							
	AM PM	AM PM							
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign:			A. Total Labor Ordered						\$
			B. Payment Enclosed						\$
X			AUTHORIZED NAME - PLEASE PRINT		DATE				

Need Assistance?

Toll Free: 800.475.2098 | www.ges.com/chat

RETURN TO: Global Experience Specialists • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437
 Contact us Online: www.ges.com/chat Phone: 800.475.2098

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MANDATORY FORM*

AAAAI THE LIFE SPECTRUM OF ASTHMA
 Sheraton Grand Chicago
 July 29 - 30, 2016

Form Deadline Date:
 July 11, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.



Main Drop Location



120 V
 _____ **AMPS**

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate
 Adjacent
 Booth or
 Aisle Number:

Indicate
 Adjacent
 Booth or
 Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to GES for your Electrical orders to be processed.**

Credit Card Authorization: Global Experience Specialists • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

Check Payments: Global Experience Specialists • Bank of America P.O. Box 96174, Chicago, IL 60693

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MANDATORY FORM*

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Sheraton Grand Chicago

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Form Deadline Date:

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP/POSTAL CODE COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request form*.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
 c/o Bank of America **Account #:** 7188101819
 901 Main Street, TX1-492-07-14 **Wire ABA Routing #:** 026009593
 Dallas, TX 75202-3714 USA **ACH ABA Routing #:** 071000039
Telephone # 702-263-2795 or 702-914-5112 **SWIFT Address:** BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
 2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

• If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

• Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.

• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
<div style="display: flex; justify-content: space-between;"> <div>PROVIDE EXPIRATION DATE</div> <div>EXPIRATION DATE</div> <div> <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express </div> <div>*Signature Required Below</div> </div>		

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP/POSTAL CODE	COUNTRY

Calculation of Orders

TOTAL

Electrical Rental	\$
Plumbing	\$
Electrical Labor	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	
	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check Number: Dated:

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE
 AUTHORIZED NAME - PLEASE PRINT DATE

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July 29 - 30, 2016

Form Deadline Date:

July 11, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name			
Exhibiting Company Address		City	State
			Zip/Postal Code
Phone	Fax	Exhibiting Company Contact Email Address	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 20px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.	
Exhibiting Company Authorized Signature			
Exhibiting Company Authorized Name - Please Print		Date	

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

- ☐ Electrical Outlets
 ☐ Electrical Labor
 ☐ Plumbing
☐ Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name			
Third Party Company Address		City	State
			Zip/Postal Code
Phone	Fax	Contact's Email Address	

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print			
Billing Address			
City		State	Zip/Postal Code
Card Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express	
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 20px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	
Third Party Cardholder's Signature			
Third Party Cardholder's Name - Please Print		Date	

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Need Assistance?

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