

International Pavilion Third Party Billing Request

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

MAGIC-FN PLATFORM | PROJECT WOMENS | STITCH@PROJECT WOMENS
 | POOLTRADESHOW
 Las Vegas Convention Center
 August 12 - 14, 2019

Form Deadline Date:
 July 31, 2019

Company Name Email Phone Number Booth Number

Return this form when a third party (any party other than international pavilion) ("AGENT") should be billed for services.

Step 1. Provide the International Pavilion contact information and signature

International Pavilion Name

International Pavilion Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number Expiration Date

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

International Pavilion Authorized Signature

International Pavilion Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

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 and submit with this form if third party is not to be invoiced for all services.

Booth Cleaning Electrical Outlets Electrical Labor Exhibit Systems GES Logistics I & D Labor
 Forklift Labor Material Handling Plumbing Rental Carpet Rental Furniture Signs
 Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

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/Country

Account Number Expiration Date

MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

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 International Pavilion is ultimately responsible for payment of charges for services requested by International Pavilion 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 International Pavilion. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the International Pavilion and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



011601853
 071619
 G-3b 011819

International Pavilion Third Party Billing Request

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

MAGIC-FN PLATFORM | PROJECT WOMENS | STITCH@PROJECT WOMENS
| POOLTRADESHOW
Las Vegas Convention Center
August 12 - 14, 2019

Form Deadline Date:
July 31, 2019

Company Name	Email	Phone Number	Booth Number
Pavilion Organizer	Phone Number		

Booth numbers (list each individual booth)	
Booth Number	Company Name

The items checked below are to be invoiced to the Third Party:

- All Services
- Rental Furniture
- Exhibit Systems
- I & D Labor
- Booth Cleaning
- Rental Carpet
- Signs
- In-Booth Forklift Labor
- Plumbing
- Material Handling In & Out
- GES Logistics
- Electrical Outlets (Pre-Order Only)
- Electrical Outlets (Showsite-Order Only)
- Electrical Labor (Floor work & Pre-Order Only)
- Electrical Labor (Floor work & Showsite-Order Only)
- Electrical Labor (Booth work Pre-Order Only)
- Electrical Labor (Booth work Showsite-Order Only)
- Other (Please Specify)

Notes: _____

Please use an additional International Pavilion Third Party Billing Request form if more space is needed for the listing of booth numbers.

For electrical orders only: A minimum of one 5amp/500 watt outlet must be ordered per booth space/number. All pavilions requiring electrical labor must send a floorplan indicating each booth where labor is to be performed. Each section of booths that form an island/pavilion will require its own electrical labor ticket. A single electrical labor ticket cannot be used to perform labor for a different island/pavilion. If you choose to supervise electrical labor and/or want to schedule your starting point, please visit the GES Electrical Servicenter.

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 International Pavilion is ultimately responsible for payment of charges for services requested by International Pavilion 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 International Pavilion. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the International Pavilion and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

071619 011601853
G-3b 011819

