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.

SPI, ESI, and North America Smart Energy Week Salt Palace Convention Center September 24 - 26, 2019 Form Deadline Date: September 3, 2019

Booth Number Company Name Phone 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 Contact's Fmail Address Fax MasterCard Corporate Card Account Number **Expiration Date** □VISA Personal Card □ American Express **Please** I agree in placing this order that I have accepted X GES Payment Policy and GES Terms & Sign International Pavilion Authorized Signature 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. International Pavilion Authorized Name - Please Print Date Step 2. Check services below to invoice to the Third Party If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete ☐ All Services Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services. ☐ Audio Visual ☐ Booth Cleaning ☐ Electrical Outlets ☐ Electrical Labor ☐ Exhibit Systems GES Logistics □ I & D Labor ☐ Forklift Labor ☐ 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 Corporate Card Account Number **Expiration Date** □ VISA Personal Card ☐ American Express **Please** I agree in placing this order that I have accepted Sign GES Payment Policy and GES Terms & Third Party Cardholder's Signature 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. 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 International Pavilion is ultimately

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.

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

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



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