# **International 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

**Exhibiting Company Name** 

Phone Number

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

Email

Exhibiting Company Addres	SS		City	State	Zip/Country
Phone	Fax	Contact's Email Address			
Account Number		Expiration Date	☐ MasterCar ☐ VISA ☐ ☐ American		orporate Card ersonal Card
Please Sign	Exhibiting Company Authorized Signate Exhibiting Company Authorized Name		GE Conditio GES to my ne	,	nd GES Terms & ding authorization for mation to better serve at future events and

### 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.

Audio Visual	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 Speci	ify)				

# 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 - Plea	se Print				
Billing Address			City	State	Zip/Country
Account Number		Expiration Date	☐ MasterCard   ☐ Corporate C     ☐ VISA   ☐ Personal Ca     ☐ American Express		
Please Sign	X Third Party Cardholder's Signature		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		
	Third Party Cardholder's Name - Please Print	Date	have advised all of my AGENTS of the same.		ENTS of the same.
responsible for payment of	ny any Third Party Billing Request that is not complete or received by the charges for services requested by Exhibiting Company or its Agen will revert to the Exhibiting Company. All Invoices are due and payable	ts, and for all acts and/or omis	sions of its Agents. If a	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.

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

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