

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



**Form Deadline Date:**  
 January 30, 2015

COMPANY NAME			BOOTH NUMBER
CONTACT NAME			
PHONE NUMBER			
FAX NUMBER			
EMAIL ADDRESS			
ADDRESS			
CITY	STATE	ZIP/POSTAL CODE	COUNTRY
CURRENT ASSIGNED TARGET DATE/TIME			
NEW REQUESTED TARGET DATE/TIME			
REASON FOR REQUEST			
<b>All Change Request Forms Due By: January 30, 2015</b>			

**This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.**

**Off-target surcharges will apply to all direct shipments received prior to or after your assigned target shipment schedule.**

**Please send completed form to Drew Dempsey - GES Operations Manager**  
 Phone: 214-443-2543  
 Email: [ddempsey@ges.com](mailto:ddempsey@ges.com)

