

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM 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

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

AUSA Annual Meeting & Exposition, A Professional Development Forum
 Walter E. Washington Convention Center
 October 21 - 23, 2013

Form Deadline Date:
 September 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

GES will not accept government PO's for payment of services ordered. All orders **MUST** have a credit card available for the charges incurred. For all military exhibitors who have ordered materials, submit your orders with a company credit card. GES will not bill your credit card until after the materials have been delivered to your booth and/or meeting room.

You must provide GES with the contact information of your contracting officer. This individual will be the point of contact for GES to refer any billing/payment inquiries to.

Contracting Officer Contact Information:

Exhibitor Name: _____

Booth Number: _____

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Checklist of GES forms to fill out/review:

- ☐ Payment & Credit Card Charge Authorization
- ☐ Show Site Work Rules
- ☐ Safety First
- ☐ Carpet Order Form
- ☐ Furniture & Accessories Order Form
- ☐ Material Handling Order Form
- ☐ Labor Order Form
- ☐ Cleaning Order Form
- ☐ Hanging Signs & Truss
- ☐ Exhibit System Rental