

**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 13 - 15, 2014

**Form Deadline Date:**  
September 18, 2014

|              |               |              |
|--------------|---------------|--------------|
| 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

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

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