

# COMPLIMENTARY TABLE SIZE REQUEST

SHOW NAME:

**Federation of Gas Co-ops**

DEADLINE DATE:

Monday, November 14, 2016

SHOW DATE:

**November 28 - 29, 2016**

## EXHIBITOR INFORMATION

## CREDIT CARD AUTHORIZATION

BOOTH #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

Please be advised that each exhibit booth will be supplied with one (1) skirted table. If you require a specific size table (8', 6', or 4'), please complete this form and forward it to our office prior to the "Deadline Date" above.

**Any on-site changes to the supplied tables will be charged at \$25.00 per change.  
Please choose a table size and fill out the contact information at the top of the form.**

Please Note: Tables are skirted on three (3) sides only. If you wish to have the fourth side skirted please order additional skirting on our Furniture & Accessories Order Form.

✓


**4' Skirted Table**

✓


**6' Skirted table**

✓


**8' Skirted Table**

## TERMS AND CONDITIONS

- ALL ORDERS RECEIVED AFTER DISCOUNT PRICE DATE WILL BE PROCESSED AT THE REGULAR PRICE.
- EXHIBITOR IS RESPONSIBLE FOR ALL ITEMS FOR THE DURATION OF THE SHOW.
- IF A COLOUR IS NOT CHOSEN, GES WILL CHOOSE A COLOUR FOR YOU.
- CHARGES ARE FOR RENTAL OF EQUIPMENT ONLY. ALL ITEMS REMAIN THE PROPERTY OF GES.
- GES IS NOT RESPONSIBLE FOR EXHIBIT MATERIALS LEFT IN GEM RENTAL EXHIBITS OR COUNTER STORAGE UNITS.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING.
- NO REFUNDS/EXCHANGES ON CANCELLED SKIRTED TABLES OR CUSTOM BOOTH DRAPING ONCE DELIVERED.
- 50% REFUND ON FURNISHINGS CANCELLED PRIOR TO SHOW OPENING EXCEPT AS NOTED ABOVE.

**I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.**

SIGNATURE

DATE