

COMPLIMENTARY TABLE SIZE REQUEST

SHOW NAME:

Vallen Conference

SHOW DATE:

January 18, 2017

DEADLINE DATE:

Friday, December 30, 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 MODULAR EXHIBIT SYSTEM 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