

RETURN TO: Global Experience Specialists, Inc. (GES) • 7050 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 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.

Architectural Digest Home Design Show
 New York City Passenger Ship Terminal
 March 22 - 25, 2012

Form Deadline Date:
 February 28, 2012

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party must complete this form, including Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Exhibiting Firm:

- Rental Furniture
- Exhibit Systems
- I & D Labor
- Transportation Charges
- Other (Please Specify) _____
- Rental Carpet
- Signs
- Material Handling In & Out

Third Party			
THIRD PARTY			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Third Party:

- All Services
- Rental Carpet
- Signs
- Material Handling In & Out
- Other (Please Specify) _____
- Rental Furniture
- Exhibit Systems
- I & D Labor
- Transportation Charges

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

[]	- []	- []	- []
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PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE []

CARDHOLDER'S NAME	PLEASE PRINT	
CARDHOLDER'S BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Credit card charge authorization signature required below.

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

[]	- []	- []	- []
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PROVIDE EXPIRATION DATE MasterCard VISA American Express

EXPIRATION DATE []

CARDHOLDER'S NAME	PLEASE PRINT	
CARDHOLDER'S BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

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PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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