

## GES Payment Policies

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Payment for Services	GES requires payment in full at the time services are ordered. Orders will not be processed unless a credit card authorization, check or wire transfer accompanies your order. You will not receive an order confirmation until the order is paid in full. If your choice of payment is check or wire transfer for your initial order, it is strongly suggested to apply a credit card to your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.		
Discount Prices	To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).		
Method of Payment	GES Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.		
Third Party Billing	Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Global Experience Specialists reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form on pages 36.		
Tax Exempt	If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.		
Adjustments & Cancellations	No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES setup costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.		
Wire Transfer Information	<p><b>Bank wire transfer payment information:</b> <b>Beneficiary: Global Experience Specialists</b></p> <table><tr><td>c/o Bank of America 901 Main Street Dallas, TX 75202-3714 Telephone: 1-800-657-9533 ext. 59248</td><td><b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959</td></tr></table> <p><b>If requested, the following is the physical address for routing identifiers:</b> Bank of America, Wire Transfer-Customer Services 200 Clayton Road, Concord, CA 94520 US</p>	c/o Bank of America 901 Main Street Dallas, TX 75202-3714 Telephone: 1-800-657-9533 ext. 59248	<b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959
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To Properly Credit Your Account	<p>Send the following information to the GES address listed on the order forms:</p> <ul style="list-style-type: none"><li>▪ Exhibiting Collection Name, show name, show facility, and booth number</li><li>▪ date and amount of wire transfer</li><li>▪ bank and country where transfer originated</li><li>▪ Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer; however, we require your credit card charge authorization to be on file with GES.</li><li>▪ You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.</li><li>▪ For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.</li></ul>		
Questions	If you have any questions regarding our payment policy, please call GES at 800.801.0554 or 201.375.9191 or visit the GES Servicer® at the show.		