

UITP MONTRÉAL 2017
 May 15-17, 2017
 Palais des congrès de Montréal

WHEN SHOULD YOU FILL OUT THIS FORM?

When a 3rd Party should be billed for services ordered for your booth

Step 1 Provide Exhibitor Info

COMPANY NAME		BOOTH #	EXHIBITOR CONTACT NAME
STREET	PHONE	CITY	
PROVINCE/STATE	POSTAL CODE	EMAIL	

Step 2 Check Services below to invoice to the 3rd Party

- All Services**

 OR

 Exhibit System

 I&D Labor
 Rental furniture and Carpet

 Material Handling
 Booth Cleaning

 Other _____

Step 3 Provide 3rd Party Contact Info

COMPANY NAME		CONTACT NAME	
STREET	PHONE	CITY	
PROVINCE/STATE	POSTAL CODE	EMAIL	

Step 4 Complete 3rd Party Credit Card Charge Authorization

CARDHOLDER'S NAME _____	X _____ SIGNATURE
<input checked="" type="checkbox"/> I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	
_____ / _____ / _____ VISA / MASTERCARD / AMEX	EXPIRATION DATE: ____ / ____ SECURITY CODE: _____

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 Company is ultimately responsible for payment of charges for services requested by the Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES Terms and Conditions of Contract and GES's Payment Policy apply to both the Exhibiting Company and all agents. We require your complete credit card info even if you are paying by check or bank wire transfer.