



CREDIT CARD AUTHORIZATION FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Toll Free: 1.877.437.4247
torontoexhibitorservices@ges.com www.ges.com/ca Instagram/Twitter: GES_Canada

The Green Living Show 2020
Metro Toronto Convention Centre - North, Halls A/B
March 13 - 15, 2020

Online Savings are Just a Click Away **EXPRESSO**
Order online before the advance price deadline for best pricing

Exhibiting Company Name				Booth Number
Address	City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone	Email	
Name of Show Site Contact		Phone	Email	

Please indicate if you will be using a Third Party for billing of services:

No Yes (please complete/return the "Third Party Billing Form")

ORDER SUMMARY

PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)	PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)
Show Specials Order Form	\$	Exhibit Accessories Order Form	\$
Rental Exhibits Order Form	\$	Plants & Floral Order Form	\$
Graphics & Design Order Form	\$	Labour Order Form	\$
Furnishings Order Form (2 pages)	\$	In-Booth Forklift Order Form	\$
Carpet & Underpad Order Form	\$	Material Handling Order Form	\$
Specialty Furniture Order Form (2 pages)	\$		

Note: Not all forms/services are available for all events.

+ =

All funds listed in Canadian dollars.
HST # 104060264RT0001

CREDIT CARD AUTHORIZATION (required for all forms of payment)

Orders for GES products and/or services will not be accepted without the receipt of a completed "Credit Card Authorization Form". GES requires that a completed "Credit Card Authorization Form" be kept on file even if the Exhibitor is paying by EFT/Wire Transfer or cheque.

Cardholder Name (please print)				
Billing Address	City	Province/State	Postal/Zip	Country
Name of Primary Contact		Phone	Email	

Method of Payment: Credit Card EFT/Wire Transfer Cheque

Account Number:

Expiry Date:

VISA MasterCard American Express

CVV:

This "Credit Card Authorization Form" allows GES to charge any fees outstanding after event close to this credit card (including funds owed due to a cheque returned as NSF).

TOTAL AND SIGN

Please Sign

I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

X
Authorized Signature

Authorized Name (please print)

Date



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ADVANCE PRICING:

To qualify for the Advance Price, orders must be received **with full payment on or before the Advance Price Deadline Date**. Advance Price for online orders and offline (email/fax) orders varies. After the Advance Price Deadline Date has passed, orders will be charged the Standard Price as listed online and on the order forms. Orders without payment will not be processed until payment is received and may be charged the Standard Price.

METHOD OF PAYMENT:

GES accepts VISA, MasterCard, American Express, Debit, EFTs/Wire Transfers and cheques as methods of payment. Purchase Orders are not considered payment. Exhibitors will be charged \$20.00 for cheques returned as NSF.

EFT/WIRE TRANSFER INFORMATION:

To properly credit your account, please complete the "*Electronic Funds/Wire Transfer Form*" included within this exhibitor manual. **Note:** There is a minimum service charge applicable on all EFT/Wire Transfers (\$20.00 North America, \$40.00 International). Any additional fees are the responsibility of the Exhibitor and may vary depending on processing bank. Please ensure that transfers are received a minimum of ten (10) days prior to the event.

PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklift, and/or Labour Services without a completed "*Credit Card Authorization Form*" on file.

THIRD PARTY BILLING:

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party agent to manage their exhibit and order services on their behalf. GES will agree to this arrangement provided that the EAC/agent makes satisfactory payment arrangements with us. In the event that an authorized EAC/agent does not pay for GES services as agreed upon, the Exhibitor is ultimately responsible for all charges incurred on its behalf. See "*Third Party Billing Form*" included in this manual.

ADJUSTMENTS AND CALCULATIONS:

Adjustments to an invoice **will not be made after the close of the event**. Some items, services, and labour are subject to cancellation fees. Refer to each order form for specific details.

EXHIBITORS MUST PAY 13% H.S.T. ON ALL ORDERS WHEN EXHIBITING IN ONTARIO.



ELECTRONIC FUNDS / WIRE TRANSFER FORM

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Please complete and return this form, along with your transaction confirmation, to:
GES Accounts Receivable ar@ges.com

EXHIBITOR INFORMATION

COMPANY NAME: _____
CONTACT NAME: _____ PHONE: _____ EMAIL: _____
EVENT NAME: _____ BOOTH NUMBER: _____

GES BANKING INFORMATION

BENEFICIARY'S NAME: **GES Canada Limited**
BANK NAME: **Bank of Montreal**
BANK ADDRESS: **350 - 7th Avenue SW, Calgary, Alberta T2P 3N9**

TO SEND CANADIAN DOLLARS (\$CDN)

EFT / DIRECT DEPOSIT:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 1967-990
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 1967-990	SWIFT CODE: BOFMCAM2

TO SEND AMERICAN DOLLARS (\$US)

EFT / DIRECT DEPOSIT:	WIRE TRANSFER:
INSTITUTION CODE: 001	ACCOUNT NUMBER: 4773-410
TRANSIT NUMBER: 00109	BENEFICIARY'S BANK: //CC000100109
ACCOUNT NUMBER: 4773-410	INTERMEDIARY BANK: Wells Fargo Bank (FKA Wachovia)
	SWIFT CODE: PNBPUS3NNYC
	ROUTING / BIC / NCC / BSC / ABA NUMBER: 026005092

PAYMENT DETAILS

PLEASE NOTE: A minimum bank charge is applicable to all EFT/Direct Deposit/Wire Transfers and is payable by the exhibitor.
\$20.00 (within North America) or \$40.00 (International)

TOTAL AMOUNT OF ORDER/INVOICE: \$ _____	INVOICE/ORDER #: _____
BANK CHARGE (see note above): + \$ _____	DATE OF TRANSFER: _____
TOTAL PAYMENT: \$ _____	CURRENCY: <input type="checkbox"/> \$CDN <input type="checkbox"/> \$US

PLEASE NOTE:

- Please ensure transfer is made by the deadline date listed on your Order Form or Invoice.
- Additional charges will be applied for late payments and services may be delayed.
- **Minimum bank charges (as shown above) reflect GES' bank only. Exhibitor is responsible for payment of any additional fees applied by their financial institution.**