

PAYMENT POLICY



Services d'expositions Exposition Services

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gesexpo.ca

SALON Éducation et Salon Formation Carrière 2008

Payment for Services

GES CANADA/Exposervice Standard requires payment in full at the time services are ordered. Further, *GES / ESS* requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for regular pricing, orders must be received with payment on or before the regular price deadline date(s).

Method of Payment

We accept MasterCard, Visa, American Express, check* (if received 2 weeks prior to show move-in date) and bank wire transfer. Purchase orders are not considered payment. All payments must be made in Cdn funds.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. We reserve the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

Bank wire transfer information:

GES CANADA / Exposervice Standard.
c/o Canadian Imperial Bank of Commerce
1155 Blvd. René-Lévesque, West
Montreal, Quebec H3C 3B2
Account # 00001-010-8611718
Telephone # 1-800-324-7542
SWIFT CIBC CATT

To properly credit your account, send the following information to the GES CANADA / Exposervice Standard address listed on the order forms.

- Exhibiting company name, show name and booth number
- Date and amount of transfer

Bank and country where transfer originated

If you have any questions regarding our payment policy, please call *GES Canada / Exposervice Standard Inc.* at (514)367-4848 or visit our Service center at the show.

*Exhibitors will be charged a \$25.00 fee for returned NSF checks.

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