

Payment & Credit Card Charge Authorisation



RETURN TO: Global Experience Specialists (GES) Ltd, Silverstone Drive, Gallagher Business Park, Coventry, CV6 6PA
 Fax: +44 (0)2476 380 220 Phone: +44 (0)2476 380 180 Email: customerservice@ges.com

MANDATORY FORM*			
Company Name		Exhibition	Stand Number
Company Address			Post Code
VAT	Phone	Email	Purchase Order Number

PAYMENT POLICY	CREDIT CARD CHARGE AUTHORISATION
----------------	----------------------------------

Payment for Services — Global Experience Specialists (GES) Ltd requires the customer, unless otherwise detailed on our Quotation/Contracts, to pay GES in sterling 100% of the total contract price prior to build inclusive of all tax. All orders raised within 10 days of the exhibition are required to be paid in full at the point of order. If the customer fails to make payment on the due date, GES is entitled, without prejudice to any other right and remedy available, to terminate the relevant contract and suspend any performance of contract work. GES reserve the right to charge interest at 3% above the Bank of England Base rate on amounts not paid on the due date.

Method of Payment — Global Experience Specialists (GES) Ltd accepts all major credit/debit cards, cheque and bank transfers. Purchase orders are not considered payment. If paying by card, for your convenience, we will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event. We require your payment authorisation form to be on file even if you are paying by cheque, cash or bank transfer. However, you do not need to complete card details unless you wish to pay by this method – simply tick the payment method you wish to use below. Please ensure you correctly enter your Show and Company details above.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees.

Bank Transfer and Cheque Payment Information:

Beneficiary: Global Experience Specialists (GES) Ltd	
Natwest Bank Regent Street Branch PO Box 4RY 250 Regent Street London W1A 4RY	Account: 27607275 Sort Code: 56-00-27 IBAN BIC: NWBKGB2L IBAN No: GB82NWBK56002727607275
To ensure your bank transfer is allocated correctly, please supply the following information to the address above or email customerservice@ges.com	
<ul style="list-style-type: none"> Exhibiting company name, account number, invoice number, show name, stand no. Date and amount of bank transfer Bank and country where transfer originated 	

I will be paying by:

Cheque or Postal Order	<input type="checkbox"/>
Bank Transfer	<input type="checkbox"/>
Other (please contact me)	<input type="checkbox"/>

I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED GLOBAL EXPERIENCE SPECIALISTS (GES) LIMITED TERMS AND CONDITIONS OF CONTRACT

Authorised Signature

_____ / ____ / ____

Authorised Name - Please Print Date

If you wish to pay by card 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 and Signature).
 Please complete the information and return payment in full with this form and your orders.

Card Number Corporate Card Personal Card

Debit Card (any)	<input type="checkbox"/>
Master Card Credit Card	<input type="checkbox"/>
Visa Credit Card	<input type="checkbox"/>
American Express	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>

Start Date _____

Expiry Date _____

Issue Number _____

CSC Number _____
(last 3 digits on the back of the card / signature strip)

Cardholder's Name Please Print

Cardholder's Billing Address

Post Code

Please Sign

_____ / ____ / ____

Cardholder's Signature Date

*** THIS FORM MUST BE RETURNED TO GLOBALEXPERIENCE SPECIALISTS (GES) LIMITED FOR YOUR ORDER TO BE PROCESSED**

If you have any questions regarding our payment policy, please call Customer Services on +44 (0)2476 380 180