



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

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Outdoor Adventure and Travel Show 2023

BMO Centre
March 18 - 19, 2023



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.

ON-SITE PRICING:

All orders received beginning on the first day of event move-in, through to the completion of the event, will be charged the On-Site Price. The On-Site Price is calculated at an increase of 20% to the Standard Price listed online and on the order forms.

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 GES products and/or 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 5% G.S.T. ON ALL ORDERS WHEN EXHIBITING IN ALBERTA.