

N A T I O N A L  
*Stationery*  
S • H • O • W®

*Beyond paper. Beyond words.*

**GLM Official Policy for Exhibit Cancellation Due to VISA Denial**

According to the Exhibit Space Agreement issued by GLM, if an exhibiting company cancels participation for any reason after the stated balance due date, the exhibitor will remain liable for the full amount of the booth fee. In an effort to accommodate international exhibitors requiring a personal VISA to enter the U.S.A, GLM's policy has been revised.

If a company should be unable to exhibit due to the denial of VISA, the following policy applies:

- With cancellation notice at least 10 business days prior to the opening of Show, 90% of total exhibit fees will be either transferred to the next Show or refunded.
- A 10% administration fee is non-refundable, and non-negotiable.
- Documentation indicating the denial of VISA must be supplied to GLM before any transfer or refund is issued.
- With cancellation less than 10 business days before the Show, the exhibitor is liable for the full amount of the exhibit fee as stated on Exhibit Space Agreement. No transfers or refunds will be honored.

If you have any questions regarding this policy please feel free to contact us.



Patti Stracher  
Show Manager  
914-421-3394  
patti\_stracher@glmshows.com

George Little Management 10 Bank Street White Plains NY 10606-1954 U.S.A.  
Tel. 914-421-3200 Fax 914-948-6180