



Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**Third Party Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**THIRD PARTY  
 PAYMENT  
 POLICY**

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form must be signed and signed by the Exhibitor and returned to The Expo Group at least 14 business days prior to show move-in date.
- The Expo Group will provide online password for the third party after the form is processed.
- Securely submit your credit card online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com).
- Login with your Show ID and Password.
- Your secure login info will be provided via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card".
- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- All Accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be given after the show. We will send account summaries electronically from show-site for your review. Please send us contact information including name and email for the person that would be responsible to review and approve all charges.

**SERVICES TO BE  
 INVOICED TO  
 THIRD PARTY**

- |  |   |  |                                      |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> All Expo Group Services | <input type="checkbox"/> Furniture/Carpet | <input type="checkbox"/> Forklift Labor    | <input type="checkbox"/> Booth Labor |
| <input type="checkbox"/> Suspended Sign Labor    | <input type="checkbox"/> Booth Cleaning   | <input type="checkbox"/> Material Handling |                                      |
| <input type="checkbox"/> Other _____             |   |  |                                      |

*\*If a representative of your company will be on the show floor, please also fill out and return the EAC Requirements and Forms paperwork to [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).*

**THIS ACKNOWLEDGEMENT TO BE COMPLETED AND SIGNED BY THE EXHIBITING COMPANY REPRESENTATIVE**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to last day of the event. (Exhibiting Company's signature required below.)

**PLEASE SIGN**

X \_\_\_\_\_