

**This form MUST BE COMPLETED BY THE EXHIBITING COMPANY and returned to [customerservice@theexpogroup.com](mailto:customerservice@theexpogroup.com) if orders or payments are to be made to THE EXPO GROUP by a party other than the EXHIBITING COMPANY.**

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

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

**Third Party Information:**

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

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

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

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

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

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

**Services to be Invoiced to Third Party**

- All The Expo Group Services
- Furniture/Carpet
- Forklift Labor
- Booth Labor
- Suspended Sign Labor
- Booth Cleaning
- Material Handling
- Other: \_\_\_\_\_

**Third Party Payment Policy**

- Payment information must be entered online when orders are placed.
- The payment history of the Third Party must be acceptable to The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.**

**Acknowledgement by Third Party Provider**

We understand and agree to the payment policy noted above.

**PLEASE SIGN**

X \_\_\_\_\_

**Acknowledgement by Exhibiting Company**

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 the close of the show. (Authorized Firms Representative's signature required below.)

**PLEASE SIGN**

X \_\_\_\_\_