



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpoeast.com



March 3-5, 2020
 Pennsylvania Convention Center
 Philadelphia, PA USA

Third Party Authorization

Use this form if you authorize a third party to invoice for some or all services.

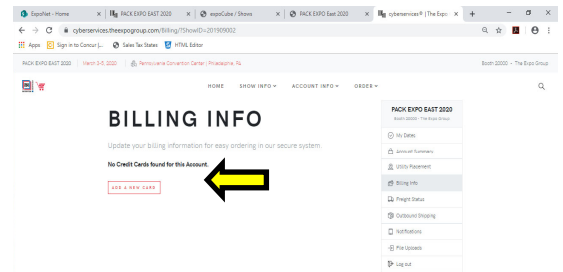
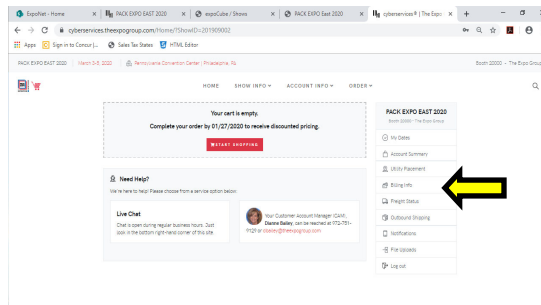
Exhibiting Company: _____ Booth Number: _____

Third Party Information

Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to PACK EXPO Services.
- Form is completed and signed by both parties and returned to PACK EXPO Services at least 14 days prior to show move-in.
- PACK EXPO Services will provide an online password for third party after account is set-up.
- Provide your credit card online at <https://cyberservices.theexpogroup.com/>, and Login with your Show ID and Password.
- Once logged in, go to "Billing Info" then Add A New Card.



- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.**

Services to be Invoiced to Third Party

All Services
 Furniture/Carpet
 Forklift Labor
 Booth Labor
 Hanging Sign Labor
 Booth Cleaning
 Material Handling
 Other: _____

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 PACK EXPO Services prior to the close of the show. (Authorized Firms Representative's signature required below.)

PLEASE SIGN

X _____