



PACK EXPO East
 March 18-20, 2024
 Pennsylvania Convention Center
 Philadelphia, PA

Third Party Authorization

**Discount Deadline:
 February 12, 2024**

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 PACK EXPO Services (PES).
- Form must be signed and signed by the Exhibitor and returned to PACK EXPO Services at least 14 business days prior to show move-in date.
- PACK EXPO Services will provide online password for the third party after the form is processed.
- Securely submit your credit card [online](#).
- Login with your Show ID and Password.
- Your secure login info will be provided via email from PES.Service@packexposervices.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 PES 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 PES.Services@packexposervices.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 PACK EXPO Services prior to last day of the event. (Exhibiting Company's signature required below.)

PLEASE SIGN

X _____