CompleteXPO Services
Meeting The Needs of Today's Events!
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NeoCon® East
PHILADELPHIA

October 28th-29th, 2015
Pennsylvania Convention Center
Philadelphia, Pennsylvania

Third Party Authorization Form

Return Deadline: ***October 9, 2015***

You may arrange for a third party to handle your display and be billed for the services. CompleteXPO Services will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Should the third party fail to present payment at show site, the exhibitor will assume responsibility for payment.

Exhibiting Company Name_____ Booth #_____

Contact Person (print or type) _____

Authorized Signature (Exhibiting Company) _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

( ) All Services ( ) Booth Cleaning ( ) Material Handling ( ) I & D Labor ( ) Rigging

( ) Booth Furnishings ( ) Signs ( ) Other-please specify _____

PAYMENT METHOD: ☐ Personal Credit Card ☐ Corporate Credit Card ☐ Company Check

CARD TYPE: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card Number Exp. Date

Please enter the CVV2 (security) Code on your card:

THIRD PARTY INFORMATION			
Cardholder's Name as Listed on Credit Card:			
Cardholder's Billing Address:			
City:	State:		ZIP:
Cardholder's Signature:			
Name of Service Firm/Third Party:			
Authorized On-Site Representative:		Title:	
Address:	City:	State:	ZIP:
Telephone:	On-Site Supervisor:		
Signature:	Email:		Date: