



Show Dates:  
September 10-12, 2025

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## Third Party Payment

**THIS FORM IS TO BE FILLED OUT ONLY IF YOU HAVE HIRED A THIRD PARTY TO SET UP YOUR BOOTH.**

### THIRD PARTY PAYMENT CONDITIONS

This form must be completed and signed by BOTH PARTIES and returned to Expo CCI prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and Expo CCI was not provided with the completed Third Party Payment Policy prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

#### PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:

All Expo Services	<input type="checkbox"/>	Booth Cleaning	<input type="checkbox"/>	Booth Labor	<input type="checkbox"/>	<input type="checkbox"/>
Freight Handling	<input type="checkbox"/>	Furniture/Carpet	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo CCI prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature:

We accept American Express, Visa, MasterCard and Discover Card for your convenience. A non-official contractor form and COI must accompany the Third Party Payment form.

### EXHIBITING COMPANY

Exhibiting Company:  Booth #:

Address:

City:  State:  Country:  Zip:

Email:  Contact/s:

Credit Card Used For Payment: No.:  Expires:

Security Code:  [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card:

City:  State:  ZIP CODE:

Credit Card Holder (Print Name):  Card Holder Signature:

\*\*\*\*\*Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.**

### THIRD PARTY

Third Party Company:  Booth #:

Address:

City:  State:  Country:  Zip:

Email:  Contact/s:

Credit Card Used For Payment: No.:  Expires:

Security Code:  [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card:

City:  State:  ZIP CODE:

Credit Card Holder (Print Name):  Card Holder Signature:

\*\*\*\*\*Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. A non-official contractor form and COI must accompany the third Party Payment form.**

NEED  
**A CUSTOM  
BOOTH?**

click here

NEED  
**SHIPPING  
TO AND FROM  
A TRADESHOW?**

click here

NEED ANYTHING?

Phone: 305-751-1234  
| Fax: 305-751-1298