



BusCon

Indiana Convention Center - Indianapolis, Indiana

October 2 - 3, 2018

Discount Deadline Tuesday, September 04, 2018

Return this form when a third party (any party other than exhibiting company) should be billed for services.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Event Code: I110891018

Connect With Us!

email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Third Party Payment Authorization

Exhibiting Company Name _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Please Sign



Exhibiting Company Authorized Signature _____

Exhibiting Company Authorized Name - Please Print _____

Step 2: Check Services Below to Invoice to the Third Party

All Services

- Booth Cleaning
- Carpet
- Exhibit Display Rentals
- Installation/Dismantling Labor
- Material Handling
- Rental Furniture
- Overhead Rigging/Labor
- Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Name _____ 3rd Contact Name _____

3rd Party Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Step 4: Complete Third Party Credit Card Charge Authorization with Signature

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____ (Please Print)

Please Sign



Card Holder Signature _____

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.