



Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

Deadline Thursday, December 12, 2019

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



3rd Party Payment Authorization

Event Code: 1198150120
 email: Indianapolis@shepardes.com
 phone: (317) 677-1235
 fax: (317) 389-5524

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____



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
- Logistics/Transportation
- 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) _____



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.