



Discount Deadline: Thursday, July 2, 2026

**Third Party Authorization**

Company Name	Booth #
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**IMPORTANT INFORMATION**

Exhibitors may arrange for a third party to handle their display and be charged for services.

TriCord Tradeshow Services will agree to this arrangement if the third party has a credit card on file.

Both firms must complete this form, including the Third Party Credit Card Charge Authorization below, and return the form by the deadline of: **Thursday, July 2, 2026**

It is understood and agreed that the exhibiting company is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will default to the exhibiting company. All invoices are due and payable upon receipt.

**Exhibiting Company Authorization of Third Party Billing**

Company Name	Main Contact
Signature	Date
Phone #	Email

**Credit Card Information**

Company Name	Main Contact	
Signature	Date	
Phone #	Email	
Credit Card Number		
Card Type	Expiration	CCID/Security Code
Billing Address		
City	State	Zip Code
Authorized Signature		
Print Name		

*Please note that TriCord is not responsible for any change or mark ups to our pricing from third party companies. Our prices are all listed in the Exhibitor Kit and all exhibitors have access to review our pricing.*

Need more help? Please email us with any questions or concerns, [orders@tricord.net](mailto:orders@tricord.net) or call (831) 883-8600



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**Exhibitors Only - EAC Information Form**

Company Name	Booth #
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If an exhibitor plans to use an outside contractor other than the “Official Service Contractor” please list below the non-official contractor’s company name, contact name, phone number and email.

The Exhibitor Appointed Contractor (EAC) must have all business licenses, permits and Workman’s Compensation insurance required by the State and City governments and the facility prior to commencing work, and shall provide TriCord evidence of compliance.

The Exhibitor Appointed Contractor (EAC) must carry a minimum insurance coverage of \$1,000,000.00 in commercial general liability insurance, \$500,000.00 in property damage, and \$1,000,000.00 in worker’s compensation coverage and must provide TriCord with a certificate of insurance (COI) showing coverage and amounts 30 days prior to the first day of exhibitor move in.

Please make sure the show name, dates, facility and client’s name are listed on the Certificate of Insurance as well as TriCord Tradeshow Services named as additional insured. See the sample COI on the following page. All Exhibitor Appointed Contractors must be aware and abide by all union rules and regulations.

PLEASE EMAIL OR MAIL TO TRICORD TRADESHOW SERVICES -  
 orders@tricord.net or 738 Neeson Road, Marina, CA 93933

**30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE IN**

**Exhibiting Company Authorization of Third Party Billing**

Address	City
State/Zip	Phone #
Email	Main Contact
Signature	Print Name

**Exhibit Appointed Contractor Information**

Please list below your Exhibitor Appointed Contractors (EAC) information:

	Company	Contact Name	Phone	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

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