



1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

WARDS AUTO Interiors Conference
Cobo Center
May 30, 2018



THIRD PARTY BILLING AND GUARANTY AGREEMENT

THIS AGREEMENT is made on _____
(Date)

between EXHIBITING FIRM:

Name: _____

Address: _____

Phone: _____ Fax: _____

and DISPLAY HOUSE:

Name: _____

Address: _____

Phone: _____ Fax: _____

and CONVENTION & SHOW SERVICES, INC.
1250 John A. Papalas Drive
Lincoln Park, MI 48146

To handle the display for

(Exhibiting Firm)

at the **WARDS AUTO Interiors Conference.**
(Show Name)

Now therefore, in consideration of the mutual covenants set forth herein, the parties agree as follows:

Exhibiting Firm has authorized and appointed Display House as its agents to handle Exhibiting Firm's display for the Show and to receive and pay CSS' invoices for services. This Agreement must be completed, signed, and returned to CSS no later than two (2) weeks prior to the first move-in day in order for third party billing to be accepted. All parties must sign this Agreement indicating acceptance or request for third party billing will be denied. This Agreement includes CSS' invoices for all services rendered in conjunction with Exhibiting Firm's participation in the Show, including but not limited to rental furniture, booth cleaning, drayage, labor, carpet, and signs, whether ordered by Exhibiting Firm, Display House, or other third parties.

CSS shall issue the invoices to Display House. Payment shall be made by Display House within thirty (30) days after each invoice is issued. In the event that for any reason Display House does not remit payment of CSS invoices by the date required such invoice(s) shall be submitted to Exhibiting Firm for immediate payment. Payments must be made in U.S. Funds. Invoices may be paid by cash, certified, company or traveler's check, VISA, MasterCard, or American Express. Payment by Exhibiting Firm to Display House shall not discharge Exhibiting Firm's obligations under this Agreement.

