



Request for Third Party Authorization Form

Our company has been hired by an exhibiting company to handle exhibit details and logistics, meeting/event planning, or promotions and advertising.

Please see information below.

Academy staff will contact the exhibiting company upon receipt to confirm this arrangement.

Third Party Company Information

Name: _____ Title: _____

Company name: _____

Telephone: _____ Email: _____

Exhibiting Company Information

Our company is working on behalf of:

Exhibiting company name: _____

Contact name: _____

Title/Department: _____

Telephone: _____ Email: _____

We have been hired to handle the following services for the exhibiting company named above:
(Please select all services that apply)

- Advertising/Promotions
- Event/Meeting Planning
- Exhibit details and logistics (does not include install, dismantle or other services)

Requested by (please print)

Signature of Requestor

Date

Please return completed signed form via email or fax
exhibitions@aao.org
415.561.8576