



Advance Order Deadline: Thursday, August 8, 2019

Company Name: _____ Booth: _____

Address: _____

City: _____ State/Zip: _____

Contact Name: _____ Email: _____

Phone: _____ Cell / Mobile Phone: _____

Fax: _____

Payment Policy:

Please note: We will use this authorization to charge your credit/debit card account for all orders, at anytime, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC. including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:

Credit Card Number**:

[illegible]

Cardholder's Billing Address:

Cardholder: _____ Signature: _____

Order Payment Method:

☐ Charge the above listed credit card. **OR** ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 5040424MS) **OR**

☐ ACH payment* on _____ (Date) **OR**

☐ Wire Transfer* on _____ from _____ in _____
(Date) (Bank) (Country)

* Send **wire transfers** or **ACH payments** to:

Hargrove, LLC
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA

ABA #055003308, Account #0005157351151, SWIFT Code: BRBTUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

Third-Party Billing:

In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.



ORDER RECAP FORM

Company Name: _____ Booth: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Tables & Drapery	\$
Chairs, Accessories & Display Cabinets	\$
Carpet	\$
Cleaning	\$
Modular Rental Exhibits	\$
Fabric Rental Exhibits	\$
Material Handling Estimate	\$
Flat Cart Service	\$
Vehicle/Machinery Spotting Service	\$
Labor	\$
Shipping	\$
Other Hargrove Services:		\$
TOTAL DUE TO HARGROVE, LLC		\$

Order Payment Method:

☐ Charge the Credit Card listed on the **Payment Form**.

☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 5040424MS)

☐ Wire Transfer on _____ from _____ in _____
(Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.