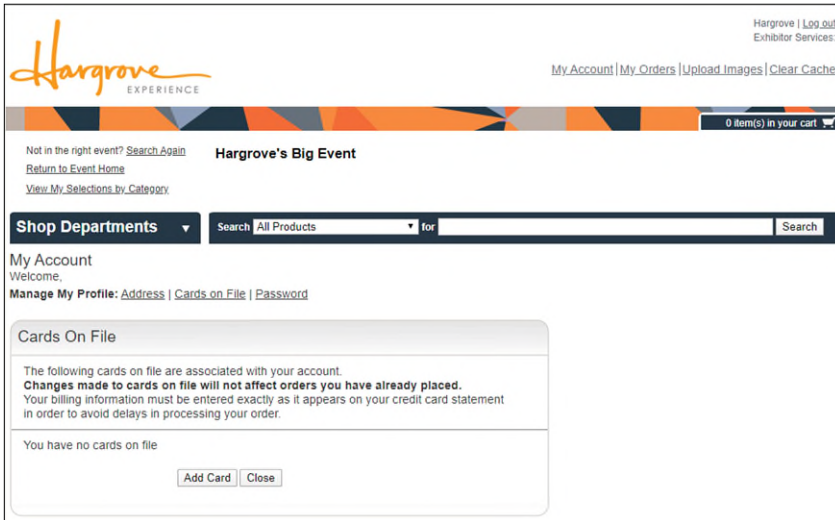


Hargrove Ordering & Payment Guide (cont.)

You can upload credit card payment information to your Hargrove account two ways.

Login to your Hargrove account at: <https://hargrove.boomerecommerce.com>

ADD A CREDIT CARD TO YOUR ACCOUNT



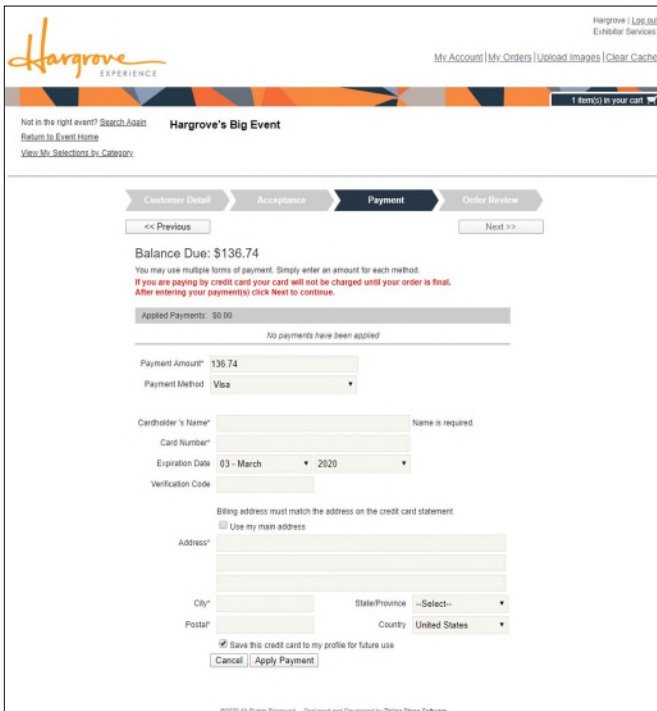
The screenshot shows the Hargrove account page. At the top, there's a navigation bar with 'Hargrove | Log Out | Exhibitor Services'. Below it, a banner for 'Hargrove's Big Event' is visible. The main content area is titled 'My Account' and includes links for 'Address', 'Cards on File', and 'Password'. The 'Cards On File' section is highlighted, showing a message: 'The following cards on file are associated with your account. Changes made to cards on file will not affect orders you have already placed. Your billing information must be entered exactly as it appears on your credit card statement in order to avoid delays in processing your order.' Below this, it states 'You have no cards on file' and provides 'Add Card' and 'Close' buttons.

Select My Account.

Under Manage My Profile, select Cards On File.

Here you can add a credit card to your Hargrove account. A credit card will need to be on file in order to process your orders.

ADD A CREDIT CARD WHEN PLACING ORDERS



The screenshot shows the Hargrove checkout page. It features a progress bar with steps: 'Customer Detail', 'Acceptance', 'Payment', and 'Order Review'. The 'Payment' step is active. The page displays 'Balance Due: \$136.74' and 'Applied Payments: \$0.00'. Below this, there's a section for 'Payment Amount' and 'Payment Method' (Visa). The 'Cardholder's Name' field is required. The 'Card Number' field is also required. The 'Expiration Date' is set to '03 - March' and '2020'. The 'Verification Code' field is present. A note states 'Billing address must match the address on the credit card statement'. The 'Address' field is labeled 'Use my main address'. The 'City', 'State/Province', and 'Country' fields are present. The 'Posta' field is partially visible. At the bottom, there's a checkbox for 'Save this credit card to my profile for future use' and 'Cancel' and 'Apply Payment' buttons.

When you are done ordering, check out by clicking on your Cart.

Review your order & customer details.

After reviewing and accepting the Terms & Conditions, add your credit card under the Payment section.

Complete the credit card information fields.

Select **Save this credit card to my profile for future use.** – This saves the card to your account for future orders, material handling charges, and any potential refunds.

Apply payment & finalize your order.

PAYMENT FORM

Advance Order Deadline: **Thursday, March 21, 2024**

BY SUBMITTING THIS FORM TO HARGROVE, LLC, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE “SERVICE KIT,” INCLUDING BUT NOT LIMITED TO THE “EXHIBITOR TERMS AND CONDITIONS.”

Payment Policy:

Online payment in full must accompany your order. Discounted rates will not apply to orders submitted without payment.

Please note: We will use the payment submitted online as authorization to charge your credit card account for all orders, at any time, 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, ACH and wire transfer*. For tax-exempt status, please submit a current Federal Tax Exempt certificate or a current tax exempt certificate for the state in which the show is held.

Order Payment Method:

NOTE: Online ordering rates are not available if you pay by check, wire transfer or ACH payment. Advance rates may be available.

☐ Credit Card – Credit card information must be submitted online at <https://hargrove.boomerecommerce.com/>
For your protection and ours, Hargrove will only accept credit card information online via Boomer.

In the event that you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 for assistance. A service fee may apply.

☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 50-44937)

☐ ACH payment* on _____
(Date)

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

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

Hargrove, LLC
c/o JPM Chase
270 Park Avenue
New York, New York 10017-2014
USA

ABA #021000021, Account #389918399, SWIFT Code: CHASUS33

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.