

THIRD-PARTY BILLING AGREEMENT

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I 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." In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

Exhibitor Company Name: _____	Booth _____
Exhibitor Name: _____	
Exhibitor Contact Info: _____	Phone: _____ Email: _____
All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:	
Exhibitor Signature: _____	Date _____

The following items are to be charged to the third party:

ALL SERVICES OR:

- | | | |
|--|---|---|
| <input type="checkbox"/> FURNITURE/CARPET | <input type="checkbox"/> SIGNS/GRAPHICS | <input type="checkbox"/> BOOTH CLEANING |
| <input type="checkbox"/> MATERIAL HANDLING | <input type="checkbox"/> HARGROVE LOGISTICS | <input type="checkbox"/> LABOR/RIGGING/FORKLIFT |
| <input type="checkbox"/> BOOTH DISPOSAL | <input type="checkbox"/> OTHER | |

Third-Party Company Name: _____	
Third-Party Company Contact: _____	
Third-Party Company Contact Information: _____	Address: _____ City: _____ State: _____ Zip: _____
	Phone: _____ Email _____
We will be acting as the Exhibitor Appointed Contractor (EAC): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete and submit the EAC form. All EAC and COI forms must be completed and submitted prior to the Advance Order Deadline.	
All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:	
Third-Party Signature: _____	Date _____

PAYMENT POLICY: Online payment in full must accompany your order. Discounted rates will not apply to orders without payment. Please note: We will use the payment information submitted online as authorization to charge your credit card account for all orders noted above, 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.

NOTE: Online accounts will not be activated until a Third-Party Billing Agreement form is completed, signed by both parties and submitted to Hargrove. A separate form must be completed, signed and submitted for EACH exhibitor you represent. Please know, after your completed form is received at Hargrove, it can take up to three business days for an online account to be setup/activated.

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: 5044037WA)

* 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, 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.