

Hargrove Ordering & Payment Guide

ONLINE ORDERING

https://hargrove.boomerecommerce.com

Hargrove's secure online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more. The exhibitor service kit for your event is also available here for reference.

LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. First time users will receive a temporary password for their initial login. If you have not received the email containing your login information, please contact Hargrove Exhibitor Services at <u>exhibitorservices@hargroveinc.com</u> or 301.306.4627.

PAYMENT INFORMATION

Hargrove is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 to provide payment information over the phone.

PAYMENT POLICIES

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

Please note: We will use this form or payment submitted online as authorization to charge your credit/debit 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, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Please review Hargrove's Terms & Conditions for additional policies pertaining to orders.



Hargrove Ordering & Payment Guide (cont.)

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

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

ADD A CREDIT CARD TO YOUR ACCOUNT

	Hargrove <u>Log out</u> Exhibitor Services:	
Experience	My Account My Orders Upload Images Clear Cache	Select I
	0 item(s) in your cart 🛒	
Not in the right event? Search Again Hargrove's Big Event Return to Event Home		Under I
View My Selections by Category		Cards (
Shop Departments v Search All Products v for	Search	
My Account Welcome, Manage My Profile: <u>Address Cards on File Password</u>		Here yo Hargro
Cards On File		to be o
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.		orders.
You have no cards on file		
Add Card Close		

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

EXPERIENCE			My Account My Orders Upload Images Cle	arca
			1 item(s) in yo	ur ca
iot in the right event? <u>Search Again</u> Hargrow Return to Exent Home New Mr. Selections by Category	e's Big Event			
Customer Detail	Acceptance	Payment	Order Review	
<< Previous			Next >>	
Balance Due:	\$136.74			
If you are paying by	forms of payment, Simply en credit card your card will n sayment(s) click Next to co	ot be charged until your or		
Applied Payments	\$0.00			
	No payment	s heve been applied		
Payment Amount*	136.74			
Payment Method	Visa	•		
Cardholder 's Name'			Name is required.	
Card Number				
Expiration Date	03 - March •	2020 *		
Verification Code				
	Billing address must match	the address on the credit ca	rd statement	
Address				
City		State/Province	-Select- *	
Postal		Country	United States *	
	Rave this credit card to	my profile for future use		

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.