

## PAYMENT OPTIONS

A Credit Card Authorization **MUST** be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment. Cash payments will not be accepted.

### CREDIT CARD PAYMENT:

The Expo Group only accepts credit card information electronically.  
For your convenience we accept MasterCard, Visa, Discover and American Express.

- Securely submit your credit card online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)
- Login with your Show ID and Password
- Your secure login info will be provided via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card"

### COMPANY CHECK PAYMENT:

Please mail your check along with your order forms to The Expo Group. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

**Checks must include Exhibiting Company Name, Booth Number, and Name of Show.**

### ACH OR WIRE TRANSFER PAYMENT:

- **Domestic ACH or Wire Transfer:**

The Expo Group LLC.

Routing Number            111017979

Account Number            1411023532

- **International Wire Transfer:**

Instruct the foreign banks US Dollar Correspondence to send via:

FED Wire directly to:        Texas Capital Bank, N.A.

Wire Routing Number:        11017979

SWIFT BIC:                    TXCBUS44

Account Number:            1411023532 | The Expo Group, LLC.

### THIRD PARTY AGENTS:

If The Expo Group is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

**NOTE: The exhibiting firm is ultimately responsible for payment of all services rendered and payment is due prior to the last day of the event.**

### TAX EXEMPT STATUS:

- If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate with your initial order. The certificate must be issued by the federal government or by state in which your event is taking place.