

EXHIBITOR BOOTH SECURITY ORDER FORM

500 EAST CESAR CHAVEZ STREET
AUSTIN, TEXAS 78701
PHONE: (512) 404-4000
FAX: (512) 404-4123

EVENT NAME: _____ **EVENT DATE(S):** _____

EXHIBITOR INFORMATION

COMPANY NAME: _____ **BOOTH #:** _____
ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____
PHONE #: _____ **FAX #:** _____

IMPORTANT ORDERING INFORMATION

1. Complete the exhibitor information above.
2. Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Division.
3. Faxing Your Order:
 - Fax orders to (512) 404-4123
 - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.
4. Mailing Your Order:
 - Mailing Address: Austin Convention Center
Attn: Security Services Division
P.O. Box 1088
Austin, TX 78767
 - To prevent duplication of your order, please **do not mail and fax your order form.**
5. Payment Method:
 - Payment in full must accompany order.
 - Payment may be made by credit card, money order, cash, or check.
 - Checks or Money Orders - Make payable to the Austin Convention Center.
 - Credit Cards - Be sure to provide complete customer information.
 - All outstanding balances must be settled on site.
6. Questions:
Please call (512) 404-4000 and request the Security Services Division.

UNARMED BOOTH SECURITY

1. Requests for **unarmed security** must be received thirty-one (31) days or more from the first contract day of the event to receive the incentive rate of \$23.00/hr with a four (4) hr minimum. Requests received thirty (30) days or less from the first contract day will be billed at the base rate of \$30.00/hr with a four (4) hr minimum.
Requests for unarmed security on a holiday will be billed the holiday rate of \$33.00/hr with a four (4) hr minimum.
2. Requests for unarmed security are limited to available resources on site. If unarmed security is not available, a licensed peace officer will be used to fill the position at the rate of \$68.00 per hour with a four (4) hour minimum.
3. Provide specific instructions required for booth security staff duties.
4. Identify the quantity of the booth security staff you need.
5. Provide the date(s) and time(s) the booth security staff will be scheduled to work.
6. List the total number of hours security is scheduled for this event.
7. All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

LICENSE TEXAS PEACE OFFICERS

1. The rate for a licensed peace officer is \$68.00/hr. with a four (4) hour minimum. Please call for availability.
2. **Only** Certified Texas Peace Officer(s) are allowed to carry firearms in the facility.

TERMS AND CONDITIONS

1. Credit will not be given for services ordered and not used.
2. A four (4) hour minimum will be charged unless otherwise specified.
3. Charges will be made in one-half (1/2) hour increments after the initial four (4) hour minimum.



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SAMPLE:

SCHEDULE FOR BOOTH SECURITY			
DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
4/16/08	5:00PM – 11:59PM	REMAIN IN BOOTH AREA; ONLY ALLOW PERSONNEL ENTRY BASED ON PROVIDED LIST OF NAMES. DO NOT LEAVE UNTIL RELEASED.	7
4/17/08	12:00AM – 10:30AM	SAME AS ABOVE	10.5
TOTAL # OF HOURS:			17.5

PLACE SECURITY ORDER BELOW:

SCHEDULE FOR BOOTH SECURITY			
DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
TOTAL # OF HOURS:			

PAYMENT METHOD		
<input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER		
CREDIT CARD NUMBER:		EXPIRATION:
CARDHOLDER:	SIGNATURE:	
AUTHORIZATION		
I HAVE READ AND AGREE TO COMPLY WITH THE TERMS & CONDITIONS HEREIN AND ATTACHED.		
DATE:	PRINT NAME:	SIGNATURE:

