



EXHIBITOR BOOTH SECURITY ORDER FORM

500 EAST CESAR CHAVEZ STREET
AUSTIN, TEXAS 78701
PHONE: (512) 404-4110
FAX: (512) 404-4123

Event Name: _____ Event Date(s): _____

Exhibitor Information

Company Name: _____ Contact Name _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone #: (____) _____ Email _____ Fax #: (____) _____

IMPORTANT ORDERING INFORMATION

1. Complete the exhibitor information above along with page two of this order form.
 2. Select the products/services you wish to order from the Austin Convention Center Department Event Security Division.
 3. **Faxing Your Order:**
 - Fax orders to (512) 404-4123
 - All faxed orders must include 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 78767-8838
- Payment Method for Mail Orders:
- Payment in full must accompany order.
 - Payment may be made by credit card, money order or check. (Please do not send cash)
 - Checks or Money Orders - Make payable to the “Austin Convention Center”.
 - Credit Cards - Be sure to provide complete customer information.
 - To prevent duplication of your order, **please do not mail and fax your order form.**
5. Orders for booth security must be received thirty-one (31) days or more before the first contract date of the event in order to receive the incentive rate. (Please contact client or show management if unsure of the first contracted date of the event)
 6. All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.
 7. Questions: Call the Security Division at (512) 404-4110.

On page two please indicate which of the three booth security options are requested, how many staff members are needed, specific dates and times for the scheduled booth security, total hours requested for each day/type of security and any additional instructions for the security staff assigned:

TYPES OF BOOTH SECURITY

TYPE 1 UNARMED NON-UNIFORMED BOOTH SECURITY

Standard Rate of \$31/hr with a four (4) hr minimum. Incentive rate of \$23.00/hr with a four (4) hr minimum. Holiday rate of \$35.00/hr with a four (4) hr minimum.

TYPE 2 UNARMED UNIFORMED SECURITY GUARD

Standard Rate of \$37/hr with a four (4) hr minimum. Incentive rate of \$28.00/hr with a four (4) hr minimum. Holiday rate of \$41.00/hr with a four (4) hr minimum.

TYPE 3 UNIFORMED LICENSED TEXAS PEACE OFFICER

Standard/Incentive/Holiday rate for the licensed peace officer is \$60.00/hr. with a four (4) hour minimum. **Only** Certified Texas Peace Officer(s) are allowed to work security carrying firearms in the facility.

AUSTIN



CONVENTION CENTER
D E P A R T M E N T

EXHIBITOR BOOTH SECURITY ORDER FORM

SAMPLE		SCHEDULE FOR BOOTH SECURITY					
DATE NEEDED	TYPE (SEE PAGE 1)	SCHEDULED HOURS	INSTRUCTIONS	#STAFF X HOURS X RATE = COST			
3/16/11	TYPE 2	5:00PM – 11:59PM	REMAIN IN BOOTH AREA; ONLY ALLOW PERSONNEL ENTRY BASED ON PROVIDED LIST OF NAMES.	1	7	28	\$196.00

PLACE YOUR SECURITY ORDER BELOW:

SCHEDULE FOR BOOTH SECURITY							
DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF X HOURS X RATE = COST			
ATTACH/FAX ADDITIONAL PAGE AS NEEDED							<u>TOTAL</u>

TERMS AND CONDITIONS

1. Credit will not be given for services ordered and not used.
2. Charges will be made in one-half (1/2) hour increments after the initial four (4) hour minimum.
3. All outstanding balances must be settled on site.

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