

**ACCD Exhibitor Booth Security Form**

Event:	Event Dates:
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Exhibitor Information	
Company Name:	Booth Number
Contact Name:	Contact Phone Number:
Address:	Fax Number: (Optional)
City                                  State                                  Zip code	Email Address: (Required)

**Important ordering information:**

- Complete the exhibitor information above.
- Select only the products/services you wish to order from the Austin Convention Center Department (ACCD) Event Security Services Division.
- To place an order, you may either:
  - Email your order to: [ACCDSecurityCoordinators@austintexas.gov](mailto:ACCDSecurityCoordinators@austintexas.gov)
  - Mail your order to: Austin Convention Center Department  
Attn: Security Services Division  
P.O. Box 1088  
Austin, Texas 78767
- Payment information:
  - Do not include payment with your order.
  - After placing your order, you will be contacted by a Security Coordinator to confirm your booth security order and the invoice amount.
  - After confirming your order, you will then be provided with a link to an online payment portal to submit your payment.
- To receive the "**incentive rate**" shown for some services, orders for booth security must be received thirty-one (31) days or more prior to the first contracted date of the event. (Please contact the Client or Show Management if you are unsure of the first contracted date of the event).
- All security/licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.
- Questions: please contact the Security Division at (512) 404-4110.
- On the following page are listed the three (3) types of booth security offered by the Austin Convention Center Department. On the form provided, please indicate:
  - Which of the three types of security you want;
  - How many staff members are needed;

- Specify the dates and times for the scheduled booth security;
- Specify the total hours requested for each date and type of security;
- Any additional instructions for the security staff members assigned.

**Types of Booth Security**

**Type 1 – Unarmed Non-Uniformed Booth Security**

- Standard Rate of \$33.00/hour with a four (4) hour minimum.
- Incentive Rate of \$25.00/hour with a four (4) hour minimum.
- Holiday Rate of \$35.00/hour with a four (4) hour minimum.

**Type 2 – Unarmed Uniformed Security Guard**

- Standard Rate of \$37.00/hour with a four (4) hour minimum.

**Type 3 – Uniformed Licensed Texas Peace Officer**

- Standard Rate of \$60.00/hour with a four (4) hour minimum.

Sample - Schedule for Booth Security							
Date	Type	Scheduled Hours	Instructions	#Staff X Hours X Rate = \$Cost			
10/12/2017	Type 2	5:00am – 11:59pm	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until you are notified.	1	7	\$37.00	\$259.00

**Place Booth Security Order Below**

Schedule for Booth Security							
Date	Type	Scheduled Hours	Instructions	#Staff X Hours X Rate = \$Cost			
Attach Additional Pages as needed						<b>Total</b>	

Authorization		
I have read and agree to comply with the terms and conditions herein and attached.		
Date:	Print Name:	Signature: