



ACCD Exhibitor Booth Security Order Form

Event:	Event Dates:	Security Discount Deadline:
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Exhibitor Information			
Company Name		Booth Number	
Contact Name		Contact Phone Number	
Address		Fax Number	
City	State	Zip	Email

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 Divisions.
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

Payment method:

 - Payment in full must accompany your 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. Order for booth security must be received by 1/31/2017 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: Please call the Security Services 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**
Base Rate of \$33.00/hr with a four (4) hr minimum.
Incentive Rate of \$25.00/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**
Base Rate of \$37.00/hr with a four (4) hr minimum.
Incentive Rate of \$37.00/hr with a four (4) hr minimum.
- TYPE 3 UNIFORMED LICENSED TEXAS PEACE OFFICER**
Base Rate of \$60.00/hr with a four (4) hour minimum.
(Only Austin Convention Center Department Licensed Peace Officers)

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SAMPLE:

Schedule for Booth Security							
DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST
4/16/2008	TYPE 2	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until	1	7	37	\$259.00

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security								
DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST	
ATTACH/FAX ADDITIONAL PAGE AS NEEDED							TOTAL	

Payment Method

AMEX
 DISCOVER
 MASTERCARD
 VISA
 CHECK
 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	Printed Name	Signature
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