



Austin Convention Center Department
500 East Cesar Chavez Street
Austin, Texas 78701
Phone: (512) 404-4110

ACCD Exhibitor Booth Security Form

Event: Event Dates:

Exhibitor Information table with fields: Company Name, Booth Number, Contact Name, Contact Phone Number, Address, Fax Number, City, State, Zip code, Email Address.

Important ordering information:

- 1. Complete the exhibitor information above.
2. Select only the products/services you wish to order from the Austin Convention Center Department (ACCD) Event Security Services Division.
3. To place an order, submit this form to this email: ACCDSecurityCoordinators@austintexas.gov
4. 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.
5. 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.
6. All security/licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.
7. Questions: please contact the Security Division at (512) 404-4110.
8. 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.
- Holiday Rate of \$41.00/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: