

Allied Universal Event Services is pleased to offer high-quality EXHIBITOR BOOTH COVERAGE SERVICE for those exhibitors who desire booth coverage for their individual booths beyond the level arranged by Show Management. Please direct inquires and orders regarding this service to:



Allied Universal Event Services  
 1400 N Harbor Blvd. 7th Floor  
 Fullerton, CA 92835  
 Tel 714.622.1404  
 Email: cassidy.sullivan@aus.com

BOOTH # \_\_\_\_\_

**EXHIBITOR INFORMATION** Full Payment is due on the estimated total cost of service MUST be received PRIOR to acceptance of order. Payments will be accepted in the form of: Credit Card, check or money order

Email Order Requests to: Cassidy Sullivan - Client Relations Manager <a href="mailto:cassidy.sullivan@aus.com">cassidy.sullivan@aus.com</a>	Mail Checks to: Allied Universal Event Services 1400 N Harbor Blvd. 7th floor Fullerton, CA 92835 Please enclose a copy of the booth order form to allow accounting department to properly allocate the payment.
---	--

Complete/update your company information below. Please type or print clearly

COMPANY NAME _____		COMPANY CONTACT FOR BILLING PURPOSES _____	
STREET ADDRESS _____		CITY _____	STATE _____ ZIP _____
PHONE _____	FAX _____	WEB _____	EMAIL _____
ONSITE NAME/PHONE _____	ONSITE NAME/PHONE _____	ONSITE NAME/PHONE _____	ONSITE NAME/PHONE _____

**DEPOSITS AND PAYMENTS** We understand this Booth Coverage order becomes a binding contract when accepted by Staff Pro Inc. We agree to abide by the attached Term and Conditions detailed on the 2nd page of this contract.

Full payment of the booth order fees must be received within 14 days of the completed Exhibitor Booth Coverage Order Contract. If placed on a wait list your payment will be held. Any additions to the order will be billed to client via US Postal unless otherwise instructed on this contract.  All orders submitted without a deposit will not be processed and coverage will not be provided until payment is received.  Important: Exhibitor hereby irrevocably and unconditionally authorizes Allied Universal Event Services to automatically charge Total Deposit upon acceptance of contract on or before services begin.	<p style="text-align: center;"><b>ALL SECTIONS MUST BE COMPLETED BELOW TO PROCESS CREDIT CARD PAYMENT</b></p> <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX Credit Card Number : _____ Exp. Date: _____  Authorized Signature: _____ _____ (Print name as it appears on card)                      Title  _____ Street Address  _____ City                      _____ State                      _____ Zip  If this authorization is for a deposit, would you like Staff Pro to charge the balance due at the end of the event? <input type="checkbox"/> Yes <input type="checkbox"/> No, Please bill me per contract terms  A 5% service fee will be added to all credit card orders.
---	---

**RATES**

Booth Staff:	\$35.00 per hour; applied to all orders received <b>BY December 15, 2019</b>
Booth Staff:	\$45.00 per hour; applied to all orders received <b>AFTER December 15, 2019</b>
Booth Staff:	\$55.00 per hour; applied to all orders received on or <b>AFTER January 15, 2020 and any NAMM requested Crowd Control</b>
Black Suit Staff:	\$40.00 per hour; applied to all orders

**HOURS REQUESTED** NOTE: All coverage will have 30 MINUTES added to the post time for deployment (briefing, paperwork and arriving to location on time)

\* An estimate will be sent in addition to this Booth Order Form that breaks out total # of Shifts Requested

Would you like 24 hour Coverage? Y / N	Overnight Booth Watch Coverage Shift Times: 6:00 PM - 1:30 AM 1:30 AM - 9:00 AM	Radio fee of \$20/radio per day all personnel covering your booth.
Shift Times: 11:00 PM - 7:00 AM 7:00 AM - 3:00 PM 3:00 PM - 11:00 PM	Please circle date(s) needed below Load In Days: 1/8 1/9 1/10 1/11 1/12 1/13 1/14 1/15 Show Days: 1/16 1/17 1/18 1/19 Load Out Days: 1/20 1/21 1/22	Total Hours: _____ Applied Rate: \$ _____ Radio Charge: \$ _____ Subtotal: \$ _____ 5% Credit Card Fee (if applicable): \$ _____ Estimated Total Due With Order: \$ _____
Please indicate start date and end time below Start Date: _____ End Date: _____		

\* Any requested start time outside of the above mentioned shift times will result in an overtime charge of 1.5 times the applied rate

\* Any onsite requests that come directly from NAMM for Crowd Control will be charged at \$53/hour for a minimum of four (4) hours. This is per AUES' Terms and Conditions on reverse side of order form

Should booth staff remain until a company representative arrives onsite? Please check one		
<input type="checkbox"/>	YES	
<input type="checkbox"/>	NO	AUES personnel will walk off at end time

## Terms and Conditions

A. There shall be no charge to Client when oral notice is given directly to Allied Universal Event Services authorized representative more than forty-eight (48) hours, before the scheduled start of the event. If any event is cancelled by the Client, with less than forty-eight (48) hours notice, Client shall pay Staff Pro one-half (1/2) the amount of the estimated bill.

B. It is understood and agreed between Allied Universal Event Services and the Client, that Allied Universal Event Services is not an insurer and that the rates being paid to Allied Universal Event Services for services are for a service designed to deter certain risks of loss and such rates are not necessarily related to the value of personal or real property protected. Amounts being charged by Staff Pro are insufficient to guarantee that no loss will occur, and Allied Universal Event Services makes no such warranty, implied or otherwise, that a loss will not occur or that the service supplied will avert or prevent occurrences, losses, claims or causes of action which the services are designed to help deter or avert.

C. Client shall protect, indemnify, and hold harmless Allied Universal Event Services and its officers, agents, and employees, from and against any and all loss to property and/or personal injuries, not due to the negligence of Allied Universal Event Services, or its agents, servants, employees or personnel. Allied Universal Event Services shall only be liable for claims and damages caused by its own negligence and the negligence of its employees, servants and agents.

D. It is expressly understood and agreed that under no circumstances will Allied Universal Event Services be responsible for the theft or other loss of Client's property not directly attributable to theft by Allied Universal Event Services personnel, agents, or servants. In no event shall the liability of Allied Universal Event Services for theft by their personnel exceed the total compensation paid by Client to Allied Universal Event Services for services rendered during the day of such theft.

E. Client shall assume all risk of loss or physical damage to its plant, facility, equipment, or any other property, occurring as a result of fire, earthquake, flood or other casualty. Client waives any right of recovery against Allied Universal Event Services for any loss or damage resulting from any such risk.

G. Should the actual amount due Allied Universal Event Services for services rendered exceed the estimated amount as quoted at the bottom of this Order Form, Client agrees to remit any such excess amount to Allied Universal Event Services within fifteen (15) days of receipt of the final invoice for such services. If Client has authorized use of credit card for such charges, then Client hereby authorizes Allied Universal Event Services to additionally charge the same credit card for excess amounts, and Staff Pro will so notify client along with submission of a final invoice for the actual amounts due.

H. The minimum billing time for any individual is eight (8) hours per person.

I. This Exhibitor Booth Coverage Order agreement shall in all respects be governed, interpreted, and enforced in accordance with the laws of the State of California. The venue for any actions or proceedings arising out of this Agreement shall be in Orange County, California.

J. Client shall pay Allied Universal Event Services time and one-half for work performed by Staff Pro on the following Holidays: Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

K. Payment terms are full payment in advance, unless credit arrangements have been established. If credit is extended, any invoice that remains unpaid for a period of thirty (30) days beyond the date of the invoice will be subject to a late payment charge of 1.5% per month. Client shall be liable for all reasonable costs and fees incurred in the event Allied Universal Event Services must retain an attorney a collection agency service, or otherwise commence legal or collections proceedings to enforce collection of any invoice.

L. Should a Federal or State of California mandated wage increase occur during the term of this contract Allied Universal Event Services shall increase its rates charged to the Client. The rate increase to the client will be whatever the mandated wage increase is multiplied by a factor of 1.4. This multiplier only pays the attendant burden associated with paying the employee the mandated wage increase. The rate increase does not result in additional profit for Allied Universal Event Services.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date written below.

**Allied Universal Event Services:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CLIENT:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## BOOTH COVERAGE TIPS ON SAFEGUARDING BOOTH PROPERTY

**DO:**

1. Try to be on site when your product is being delivered to your booth.
2. Conduct a physical inventory after your product has been delivered, noting any missing or damaged items.
3. When setting up your booth, place your products within a visible vicinity.
4. After setting up your booth, conduct a visual inventory of your product and the way in which it is displayed.
5. Store any excess product or give-aways either with the decorator or in a locked cabinet.
6. Either carry VCRs, DVDs, MP3 players and laptop computers with you, or store them in a locked cabinet.
7. Utilize overnight security storage if available.
8. Cover your displays with a tarp or other non-see-through materials; it creates a mental block to any perpetrator.
9. When arriving in the morning, go directly to your booth to prevent any early personnel from free shopping in your booth.
10. During the start of move-out, please stay with your booth until you either pack it or the official decorator brings your empties and packs it.
11. At the closing of the show, don't leave your booth immediately; spend some time in your booth until the floor clears. This is one of the premium times during which theft occurs.
12. Display your product in such a way that it is not accessible from outside your booth during the event.
13. If your booth contains a lot of valuables which are difficult to secure or time-consuming to setup or teardown on a daily basis, it is recommended that you hire your own security guard over night. The expense will be justified should you lose one item.
14. Blocking the entrance to your booth prior to leaving provides a mental barricade to any perpetrator. Use either caution tape or place chairs at the entrance.
15. Try to greet anyone that comes into your booth as this will send a signal that you are aware of their presence; this will discourage any perpetrators from attempting to steal.
16. Obtain proper insurance coverage for your goods, including transit to and from the show site.

**DO NOT:**

1. Leave your product scattered all over your booth.
2. Forget to account for your product when it is delivered to your booth.
3. Put any valuables in areas with easy access.
4. Leave immediately after event closing or move-out begins.
5. Leave electronic equipment on tables, shelves, or in other areas without securing it during non-event hours.
6. Leave your booth unattended to go shopping on the floor during event time.
7. Allow yourself to become less aware of persons approaching or leaving your booth during the event.
8. Leave purses or briefcases on tables near the entrance of the booth or in an unattended blind spot.
9. Leave any prototype product unsecured in your booth.
10. Leave your bill of lading unattended in your booth.
11. Secure any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place that any perpetrator will be targeting.
12. Leave your booth unattended during lunch time. Try to work out a schedule between you and your coworkers on how to stagger your lunches.