



ACCD Exhibitor Booth Security Order Form

Event: 100009106 - 2011 TMC ITEXPO Event Dates: 9/11/2011 to 9/15/2011

Security Discount Deadline: 8/11/2011

Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

IMPORTANT ORDERING INFORMATION

- Complete the exhibitor information above.
- Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.
- 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.
- Mailing your order:
 - Mailing address: Austin Convention Center
Attn: Security Services Division
P.O. Box 1088
Austin, TX 78767
 - To prevent duplication of your order, please **do not mail and fax your order form.**
- Payment method:
 - Payment in full must accompany your order.
 - Payment may be made by credit card, money order, cash or check.
 - Checks or Money Orders - Make payable to the Austin Convention Center
 - Credit Cards - Be sure to provide complete customer information.
 - All outstanding balances must be settled on site.
- Questions:
 - Please call 512-404-4000 and request the Security Services Division

UNARMED BOOTH SECURITY

- 2011 TMC ITEXPO requests for **unarmed security** must be received by 8/11/2011 to receive the incentive rate of \$23.00/hr with a four (4) hr minimum. Requests received after 8/11/2011 will be billed at the base rate of \$31.00/hr with a four (4) hr minimum. **Requests for unarmed security on a holiday will be billed the holiday rate of \$34.00/hr with a four (4) hr minimum.**
- Requests for unarmed security are limited to available resources on site. If unarmed security is not available, a licensed peace officer will be used to fill the position at the rate of \$60.00/hr with a four (4) hr minimum.
- Provide specific instructions required for booth security staff duties.
- Identify the quantity of the booth security staff you need.
- Provide the date/s and time/s the booth security staff will be scheduled to work.
- List the total number of hours security is scheduled for this event.
- All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

LICENSE TEXAS PEACE OFFICERS

- The rate for a licensed peace officer is \$60.00/hr with a four (4) hour minimum. Please call for availability.
- Only** Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

TERMS AND CONDITIONS

- Credit will not be given for services ordered and not used.
- A four (4) hour minimum will be charged unless otherwise specified.
- Charges will be made in one-half (1/2) hour increments after the initial four (4) hour minimum.

AUSTIN



CONVENTION CENTER
DEPARTMENT

Austin Convention Center Department
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4123

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SAMPLE:

Schedule for Booth Security

DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
4/16/2008	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until released.	7
4/16/2008	12:00AM - 10:30AM	Same as above.	10.5
TOTAL # OF HOURS:			17.5

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security

DATE	SCHEDULED HOURS	INSTRUCTIONS	TOTAL HOURS
TOTAL # OF HOURS:			

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.'

<input type="checkbox"/> CHECK <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> BANK TRANSFER
Credit Card Number _____ Expiration _____		For wire transfers, please contact Toni Fulton at 512-404-4229. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account. Note: Customers are responsible for all bank processing fees.
Cardholder _____	Signature _____	

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.	
Authorized Signature _____	Date _____