



Allied Universal Event Services Exhibitor Booth Coverage Order Form

Vision Expo West
Venetian Expo
September 19-21, 2024



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 inquiries and orders regarding this service to:



Allied Universal Event Services
5455 Garden Grove Blvd., Suite 600
Garden Grove, CA 92683
Tel 702.262.7851
Email: drew.hicks@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:
Drew Hicks
drew.hicks@aus.com



Mail Checks to:
Allied Universal Event Services
5455 Garden Grove Blvd., Suite 600
Garden Grove, CA 92683

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

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.

Form with checkboxes for credit card payment options and fields for card information.

If this authorization is for a deposit, would you like Staff Pro to charge the balance due at the end of the event?

Yes/No checkboxes for charging balance at the end of the event.

A 5% service fee will be added to all credit card orders.

RATES

Booth Staff: \$36.00 per hour; applied to all orders received PRIOR to the first show day.
Booth Staff: \$46.00 per hour; applied to all orders received ON OR AFTER THE FIRST move-in day.

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

HOURS REQUESTED

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

Radio fee of \$20/radio per day all personnel covering your booth.

Form for 24 hour coverage and shift times (11:00 PM - 7:00 AM, 7:00 AM - 3:00 PM, 3:00 PM - 11:00 PM).

Form for Overnight Booth Watch Coverage with shift times (6:00 PM - 1:30 AM, 1:30 AM - 9:00 AM).

Form for load in/out days and show days (9/17 9/18, 9/19 9/20 9/21, 9/22 9/23).

Table with columns for Total Hours, Applied Rate, Radio Charge, Subtotal, 5% Credit Card Fee, and Estimated Total Due With Order.

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

Form asking if booth staff should remain until a company representative arrives onsite, with YES/NO options.