

**Allied Universal Event Services Exhibitor Booth Coverage Order Form**



JCK & Luxury Show  
Venetian Expo  
June 2-5, 2023



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](mailto: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 _____	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.

**ALL SECTIONS MUST BE COMPLETED BELOW TO PROCESS CREDIT CARD PAYMENT**

VISA                       MC                       AMEX

Credit Card Number : \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

(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?  
 Yes                       No, Please bill me per contract terms

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

**RATES**

- Booth Staff: \$34.00 per hour; applied to all orders received 45 DAYS PRIOR to the first show day.
- Booth Staff: \$40.00 per hour; applied to all orders received 21 DAYS OR LESS PRIOR to the first show day.
- Booth Staff: \$44.00 per hour; applied to all orders received ON OR AFTER THE FIRST move-in day.
- Armed Guard: \$62.00 per hour; applied to all orders received 45 DAYS PRIOR to the first show day.
- Armed Guard: \$68.75 per hour; applied to all orders received 21 DAYS OR LESS PRIOR to the first show day.

**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

Shift Times	11:00 PM - 7:00 AM
	7:00 AM - 3:00 PM
	3:00 PM - 11:00 PM

Please indicate start date and end time below

Start Date:	_____
End Date:	_____

Overnight Booth Watch Coverage

Shift Times	6:00 PM - 1:30 AM
	1:30 AM - 9:00 AM

Please circle date(s) needed below

Load In Days:	5/31 6/1
Show Days:	6/2 6/3 6/4 6/5
Load Out Days:	6/6 6/7

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

Total Hours	_____
Applied Rate	\$ _____
Radio Charge	\$ _____
Subtotal	\$ _____
5% Credit Card Fee (if applicable)	\$ _____
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

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