

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



JCK & Luxury Show  
Venetian Expo  
June 4-9, 2025



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**  
5455 Garden Grove Blvd., Suite 600  
Westminster, 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  
Westminster, 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.

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

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.

<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> 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: \$38.00 per hour; applied to all orders received PRIOR to the first day of move in.
- Booth Staff: \$50.00 per hour; applied to all orders received ON OR AFTER THE FIRST move-in day.
- Armed Guard: \$70.00 per hour; applied to all orders received PRIOR to the first day of move-in.
- Armed Guard: \$77.00 per hour; applied to all orders received ON OR AFTER THE FIRST move-in day.

**HOURS REQUESTED**

NOTE: All coverage must be a minimum of 4 hours and 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

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

Would you like 24 hour Coverage? Y / N	
Times (4 HOUR)	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 (4 HOUR MIN)	6:00 PM - 1:30 AM
	1:30 AM - 9:00 AM

Please circle date(s) needed below	
Load In Days:	6/2 6/3
Show Days:	6/4 6/5 6/6 6/7 6/8 6/9
Load Out Days:	6/10 6/11

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