



Allied Universal Event Services Exhibitor Booth Coverage Order Form



Staff Pro Inc. o	dba Allied Universal Event Services is pleased to off			Event Services	lesire booth coverag		aal booths beyond the level a		inquires and orders	
Exhibitor Ir	nformation	Full Payment of the estimated total acceptance of order. Payments will					ey order			
	Email Order Marisol Martin	Requests to: in – Operations Support Manager n@aus.com			Please enclose	Mail Checks to: Allied Universal Event Services 5455 Garden Grove Blvd Suite 600 Westminster, CA 92683 use a copy of the booth order form to allow accounting to properly allocate the payment.				
Complete/upo	date your company information below. Pla	ease type or print clearly								
	COMPANY NAME	•	COMPANY	CONTACT FOR E	BILLING PURPO	SES				
STREET ADDRESS			CITY			STATE ZIP				
	PHONE FAX					EMAIL		_		
	ONSITE NAME/PHONE	ONSITE NAM	ONSITE NAME/PHONE			ONSITE NAME/PHONE				
Rates										
Hours Req NOTE:	BOOTH STAFF: \$52.50 per he BOOTH STAFF: \$62.50 per he BOOTH STAFF: \$72.50 per he uested: All coverage will	our, applied to all orders received 31- our, applied to all orders received 16- our, applied to all orders received 1-1 our, applied to all orders received on a Please indicate what time you w Il have 1/2 hour added to the post to	-30 days prio 5 days prio SHOW DAY ould like to	or to SHOW DATE (S) o have booth coeployment (brief	TE overage arrive fing, paperwo	rk and arriv	ing to location on tir	me)		
	Would you like 24 hour Coverage?									
Yes / No			Overnight Booth Watch Coverage		ge					
	11:00 PM - 7:30 AM	Shift	Shift Times		1:30 AM	R	Radio fee of \$25/radio per day all personnel covering			
Shift Times					1:00 AM - 9:00 AM					
	3:00 PM - 11:30 PM					¬				
Please indicate start date and end time below Start Date:		W Ple	Please circle date(s) needed below				Should booth staff remain until a company representative arrives onsite? Please check one			
End Date:		Days:	Days: 1/12 1/13 1/14 1/15 1/16 1/17 1/		/17 1/18 1/19	YES				
		Show Days:			/24		NO AUES persor	nnel will walk off at end time		
		Load Out Days:	1/25	5 1/26 1/27						
Any onsite	ted start time outside of the above men requests that come directly from NAMI s per AUES' Terms and Conditions on	M for Crowd Control will be charged a								
2. Cond 3. Whe 4. After 5. Store 6. Eithe 7. Utilize 8. Cove 9. Wher 10. Duri empties 11. At the is one of 12. Disp 13. If your basis, it item. 14. Bloot tape or 15. Try discour	o be on site when your product is being delived duct a physical inventory after your product have setting up your booth, place your products setting up your booth, conduct a visual inventor eany excess product or give-aways either with carry VCRs, DVDs, MP3 players and laptor the overnight security storage if available. For your displays with a tarp or other non-see-ting the start of move-out, please stay with your bring the start of move-out, please stay with your sand packs it. The closing of the show, don't leave your booth of the premium times during which theft occuplay your product in such a way that it is not a your booth contains a lot of valuables which a trace is recommended that you hire your own second the entrance to your booth prior to leaving the entrance to your booth prior to leaving any perpetrators from attempting to steptating proper insurance coverage for your goods	as been delivered, noting any missing or dar within a visible vicinity. Intory of your product and the way in which it the the decorator or in a locked cabinet. In computers with you, or store them in a lock through materials; it creates a mental block to booth to prevent any early personnel from free four booth until you either pack it or the official thimmediately; spend some time in your booth urs. In accessible from outside your booth during the lare difficult to secure or time-consuming to curity guard overnight. The expense will be say this will send a signal that you are aware eal.	maged items. is displayed. ked cabinet. o any perpetrice shopping ir al decorator be oth until the flo e event. setup or tear justified show etrator. Use e	rator. In your booth. Irings your Irings y	DO NOT: 1. Leave you 2. Forget to 3. Put any vi 4. Leave imr 5. Leave ele hours. 6. Leave you 7. Allow you 8. Leave pur 9. Leave any 10. Leave you 11. Secure a place that ar 12. Leave you	ur product scatt account for you aluables in area mediately after ctronic equipment of the become reself to become reses or briefcas y prototype propur bill of lading any purses, briefly perpetrator your booth unatter	ered all over your booth. It product when it is delive as with easy access. Event closing or move-out ent on tables, shelves, or anded to go shopping on the eless aware of persons ag es on tables near the entre duct unsecured in your booth of unattended in your booth of cases, or valuables behir will be targeting.	t begins. in other areas without securing it during ne floor during event time. pproaching or leaving your booth during rance of the booth or in an unattended blooth.	the event. lind spot. the first	

Terms and Conditions

A. There shall be no charge to Client (defined as the Company indicated on the Exhibit Booth Coverage Order Form) when written notice of cancellation 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 forfeits payment to Allied Universal Event Services.

- 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 Allied Universal Event Services 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
- 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 to the extent 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.
- F.ALLIED UNIVERSAL EVENT SERVICES SHALL HAVE NO LIABILITY FOR ANY TYPE OF ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF OPPORTUNITY OR LOSS OF REVENUE OR PROFIT ARISING OUT OF OR RELATED TO THIS CONTRACT OR THE SERVICES HEREUNDER. EXCEPT AS SET FORTH ABOVE, EACH PARTY IS RESPONSIBLE FOR ITS OWN ACTS AND OMISSIONS AND THE RESULTS THEREOF AND SHALL NOT BE RESPONSIBLE FOR THE ACTS AND OMISSIONS OF THE OTHER PARTY. IN ADDITION TO THE FOREGOING AND WITHOUT LIMITING SAME IN ANY MANNER, ALLIED UNIVERSAL EVENT SERVICES'S LIABILITY FOR LOSSES OR ANY DAMAGES WILL BE LIMITED TO ACTUAL AND DIRECT DAMAGES AND NOT EXCEED THE CUMULATIVE AGGREGATE OF THE AMOUNTS PAID ALLIED UNIVERSAL EVENT SERVICES FOR SERVICES RENDERED DURING THE PRIOR TWELVE (12) MONTHS UNDER THIS CONTRACT.
- G. Allied Universal Event Services will accommodate our agreed upon work order request pending your official confirmation arrival via telephone, fax, or e-mail; coupled with a return reply by Allied Universal Event Services sales department to validate the confirmation 14 days in advance from the event date.

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

G. Should the actual amount due Allied Universal Event Services for services rendered

exceed the Deposit paid, 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 Allied Universal Event Services will so notify client along with submission of a final invoice for the actual amounts due.

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

- H. This Exhibitor Booth Coverage Order Contract 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.
- I. Client shall pay Allied Universal Event Services time and one-half for work performed by Allied Universal Event Services on the following Holidays: MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
- J. Payment terms are full payment in advance. If any services are added or coverage is increased, 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.
- K. 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.
- L. This Contract is entered into solely for the mutual benefit of the parties hereto and no benefits, rights, duties or obligations are intended or created by this Contract as to any third parties.

STAFF PRO INC dba Allied Universal Event Services:	CLIENT:
Ву:	Ву:
Title:	Title:
Date:	Date: