

# Exhibit Booth Security Order Form



**Houston Auto Show**  
**January 23 - 27, 2019**  
**NRG Park**  
**Houston, Texas**

**Remit to: NRG Park - Exhibitor Services**

Mail Orders & Payment To: One NRG Park Houston, TX 77054  
 Phone: 832-667-1707  
 Fax Orders & Payment To: 832-667-1821  
 E-mail Orders & Payment To: [ExhibitorServices@nrgpark.com](mailto:ExhibitorServices@nrgpark.com)

Order Services & Manage Orders Online at <https://nrgpark.boomerecommerce.com/>

**CANCELLATION POLICY:** If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

**NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS**

ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)			
Please Check One:	<input type="checkbox"/> Exhibiting Company	<input type="checkbox"/> EAC (3rd Party Company)	<input type="checkbox"/> Show Management

Company Name: \_\_\_\_\_

Order Contact: **(PLEASE PRINT)** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Booth # (s): \_\_\_\_\_

### EXHIBIT BOOTH SECURITY & POLICE RATE SCHEDULE

If you require more than 5 officers, you must request a Sergeant (Supervisor)

Description	Rates <i>(Subject to change w/out Notice)</i>	Requirement
<input type="checkbox"/> Police Officer	\$37.76 per hour	4 Hour Minimum
<input type="checkbox"/> Security Event Staff	\$19.65 per hour (price includes tax)	4 Hour Minimum

POST	DATE	START TIME	END TIME	SUBTOTAL HOURS	LEAD TIME *Required*	TOTAL HOURS
<i>Example</i>	<i>1/1/XXXX</i>	<i>8:00 AM</i>	<i>4:00 PM</i>	<i>8</i>	<i>0.5</i>	<i>8.5</i>
POST 1						
POST 2						
POST 3						
POST 4						
POST 5						
<b>GRAND TOTAL HOURS + LEAD TIME:</b>						

**\*LEAD TIME Calculation:** Lead time is calculated as **30 minutes for every 8 hour shift** for the security event staff or police officer to arrive to his/her post prior to the start of their actual shift & must be calculated into your final total.

**SPECIAL INSTRUCTIONS**

**All orders MUST HAVE A CREDIT CARD ON FILE. NRG Park will not begin work without a credit card on file.**