

# Exhibit Booth Security Order Form



**Houston Auto Show 2025**  
**January 29 - February 2, 2025**  
**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: 832-667-1821  
 E-mail: [ExhibitorServices@nrgpark.com](mailto:ExhibitorServices@nrgpark.com)

**Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018:**

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

**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.

**ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)**

Please Check One:  Exhibiting Company  EAC (3rd Party Company)  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) - Please call 832-667-1707 for Rates. Prices are subject to change without notice.

Description	Rates (Subject to change w/out Notice)	Requirement
<input type="checkbox"/> Police Officer	\$49.56 per hour	4 Hour Minimum
<input type="checkbox"/> Security Event Staff	\$23.72 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 FOR NRG PARK**

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