

Staff Pro Inc. Exhibitor Booth Coverage Order Form

Long Beach Convention Center



STAFF PRO 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:

STAFF PRO INC.
15272 Jason Circle
Huntington Beach, CA 92649
Tel 714-230-7210 x2220
Email: alittle@staffpro.com
Attn: Amanda Little

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 Completed Orders to
Amanda Little-Client Relations Manager
alittle@staffpro.com



Mail Checks to:
Staff Pro Inc.
15272 Jason Circle
Huntington Beach, CA 92649
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 _____	PO#: _____ (Not Required)
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 Staff Pro Inc 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: \$31.00 per hour; applied to all orders received 31-60 days prior to SHOW DAY
BOOTH STAFF: \$37.00 per hour; applied to all orders received 16-30 days prior to SHOW DAY
BOOTH STAFF: \$47.00 per hour; applied to all orders received 1-15 days prior to SHOW DAY
BOOTH STAFF: \$62.00 per hour, applied to all orders received on SHOW DAY

Hours Requested: _____ Please indicate what time you would like to have booth coverage arrive at the booth.
NOTE: All coverage will have 1/2 hour added to the post time for deployment (briefing, paperwork and arriving to location on time)

NOTE: Should booth staff remain until a company representative arrives onsite? Yes No

Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____

PORTION BELOW TO BE FILLED OUT BY STAFF PRO SALES AND ACCOMPANIED BY AN ESTIMATE WITH SHIFT TIMES, ANY OVERTIME, RADIO CHARGE, AND CREDIT CARD FEE (IF APPLICABLE)

Radio Fee of \$20/radio per day for all will be added for all personnel covering your booth

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Rate	
Radio Charge	
Subtotal	
5% Credit Card Fee (if applicable)	
Total Due With Order:	

Terms and Conditions

A. There shall be no charge to Client when oral notice is given directly to Staff Pro's 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 shall pay Staff Pro one-half (1/2) the amount of the estimated bill.

B. It is understood and agreed between Staff Pro and the Client, that Staff Pro is not an insurer and that the rates being paid to Staff Pro 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 Staff Pro are insufficient to guarantee that no loss will occur, and Staff Pro 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

C. Client shall protect, indemnify, and hold harmless Staff Pro 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 Staff Pro, or its agents, servants, employees or personnel. Staff Pro shall only be liable for claims and damages 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 Staff Pro be responsible for the theft or other loss of Client's property not directly attributable to theft by Staff Pro personnel, agents, or servants. In no event shall the liability of Staff Pro for theft by their personnel exceed the total compensation paid by Client to Staff Pro for services rendered

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 Staff Pro for any loss or damage resulting from any such risk.

F. Staff Pro 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 Staff Pro's sales department to validate the confirmation 14 days in advance from the event date.

G. Should the actual amount due Staff Pro for services rendered exceed the estimated amount as quoted at the bottom of this Order Form, Client agrees to remit any such excess amount to Staff Pro 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 Staff Pro to additionally charge the same credit card for excess amounts, and Staff Pro will so notify client along with submission of a final invoice for the actual amounts due.

H. The minimum billing time for any individual is four (4) hours per person.

I. This Exhibitor Booth Coverage Order agreement 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.

J. Client shall pay Staff Pro time and one-half for work performed by Staff Pro on the following Holidays: Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

K. Payment terms are full payment in advance, unless credit arrangements have been established. If credit is extended, 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 Staff Pro must retain an attorney, a collection agency service, or otherwise commence legal or collections proceedings to enforce collection of any invoice.

L. Should a Federal or State of California mandated wage increase occur during the term of this contract Staff Pro 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 Staff Pro.

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

STAFF PRO INC:

CLIENT:

By:

By:

Title:

Title:

Date:

Date:

BOOTH COVERAGE TIPS ON SAFEGUARDING BOOTH PROPERTY

DO:

1. Try to be on site when your product is being delivered to your booth.
2. Conduct a physical inventory after your product has been delivered, noting any missing or damaged items.
3. When setting up your booth, place your products within a visible vicinity.
4. After setting up your booth, conduct a visual inventory of your product and the way in which it is displayed.
5. Store any excess product or give-aways either with the decorator or in a locked cabinet.
6. Either carry VCRs, DVDs, MP3 players and laptop computers with you, or store them in a locked cabinet.
7. Utilize overnight security storage if available.
8. Cover your displays with a tarp or other non-see-through materials; it creates a mental block to any perpetrator.
9. When arriving in the morning, go directly to your booth to prevent any early personnel from free shopping in your booth.
10. During the start of move-out, please stay with your booth until you either pack it or the official decorator brings your empties and packs it.
11. At the closing of the show, don't leave your booth immediately; spend some time in your booth until the floor clears. This is one of the premium times during which theft occurs.
12. Display your product in such a way that it is not accessible from outside your booth during the event.
13. If your booth contains a lot of valuables which are difficult to secure or time-consuming to setup or teardown on a daily basis, it is recommended that you hire your own security guard over night. The expense will be justified should you lose one item.

DO NOT:

1. Leave your product scattered all over your booth.
2. Forget to account for your product when it is delivered to your booth.
3. Put any valuables in areas with easy access.
4. Leave immediately after event closing or move-out begins.
5. Leave electronic equipment on tables, shelves, or in other areas without securing it during nonevent hours.
6. Leave your booth unattended to go shopping on the floor during event time.
7. Allow yourself to become less aware of persons approaching or leaving your booth during the event.
8. Leave purses or briefcases on tables near the entrance of the booth or in an unattended blind spot.
9. Leave any prototype product unsecured in your booth.
10. Leave your bill of lading unattended in your booth.
11. Secure any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place that any perpetrator will be targeting.
12. Leave your booth unattended during lunch time. Try to work out a schedule between you and your co-workers on how to stagger your lunches.