Allied Universal Event Services Exhibitor Booth Coverage Order Form

Staff Pro Inc. dba 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:

AIMEXPO
POWERSPORTS TRADESHOW | MC • ATV • SXS
CONNECT ENGAGE UNITE
ORLANDO, FL | MAR 3-5, 2027

BOOTH # _____

Exhibitor Information

Full Payment of 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: (Preferred)

Jesse Garcia
Allied Universal Event Services
(346) 802-1584
jesse.garcia@aus.com

Mail Checks to:
Allied Universal Event Services
PO Box 828854
Philadelphia, PA 19182-8854

Please enclose a copy of this Booth Coverage 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)

Please list below any additional onsite contacts and phone numbers:

NAME/PHONE | **NAME/PHONE** | **NAME/PHONE**

RATES

BOOTH STAFF:	**$37.00 per hour**; applied to all orders received 31-60 Days Prior to SHOW DATE
BOOTH STAFF:	**$45.00 per hour**; applied to all orders received 16-30 days prior to SHOW DATE
BOOTH STAFF:	**$55.00 per hour,** applied to all orders received 1-15 days prior to SHOW DATE
BOOTH STAFF:	**$65.00 per hour,** applied to all orders received on SHOW DAY(S)

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:

Total Hours requested: _____

Applied Rate: _____

65% Deposit Due With Order: _____

PAYMENT NOTICE: Credit card payments are subject to a 5% processing fee.
Applicable sales tax will be added to the final invoice.

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.
14. Blocking the entrance to your booth prior to leaving provides a mental barricade to any perpetrator. Use either caution tape or place chairs at the entrance.
15. Try to greet anyone that comes into your booth as this will send a signal that you are aware of their presence; this will discourage any perpetrators from attempting to steal.
16. Obtain proper insurance coverage for your goods, including transit to and from the show site.

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 non-event 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.

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.

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.

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

I. 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.

J. Client shall pay Allied Universal Event Services time and one-half for work performed by Allied Universal Event Services on the following Holidays: President's Day, 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. 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.

L. 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.

M. 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.

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

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