



Staff Pro Inc. Exhibitor Booth Coverage Order Form

SEMA Show 2017
Las Vegas NV
October 31-November 3, 2017



STAFF PRO is pleased to offer high-quality EXHIBITOR BOOTH COVERAGE SERVICE for those exhibitors who desire booth coverage for their individual booths beyond that level which has been arranged for by Show Management. Please direct inquires and orders regarding this service to:

STAFF PRO INC.
15272 Jason Circle
Huntington Beach, CA 92649
Fax (714) 230-7201 Office & On-Site (714) 793-7972
Email: sfullmer@staffpro.com
Attn: Stephen Fullmer

Hall _____ 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: (Preferred)
sfullmer@staffpro.com
Fax Completed Orders to:
(714) 230-7201
On-Site Contact: Stephen Fullmer (714) 793-7972



Mail Checks to:
Staff Pro Inc. Attn: Stephen Fullmer
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)

Please list below any additional onsite contacts and phone numbers:

NAME/PHONE _____ NAME/PHONE _____

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 security fees must be received within 14 days of the faxed 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

RATES

BOOTH OFFICER: \$28.50 per hour; applied to all orders received 15 days prior to the first Move In day or earlier
BOOTH OFFICER: \$32.50 per hour; applied to all orders received 14 days OR FEWER PRIOR to the first Move In day.
BOOTH OFFICER: \$35.00 per hour, applied to all orders received on or after the start of the first Move In day and On-Site

Hours Requested: Please indicate what time you would like to have officer arrive at the booth.

NOTE: All coverage will have 1/2 hour added to each post time for deployment (briefing, paperwork and arriving to location on time)

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

Table with 5 columns: Day/Date, Post Time, Day/Date, End Time, Total Hours. Multiple rows for scheduling.

Total Hours requested: _____

Applied Rate: _____

add 3% for Credit Card Orders

Total Due With Order: _____