



Staff Pro Inc. Exhibitor Booth Coverage Order Form

EVENT: LA AUTO SHOW
DATES: November 19-28 2010
VENUE: LACC



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 Newsboy Circle
Huntington Beach, CA 92649
Tel 714-230-7210 x279 Fax 714-230-7215
Email: dweatherly@staffpro.com
Attn: Doreen Weatherly

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)
dweatherly@staffpro.com

Fax Completed Orders to: Doreen Weatherly
(714)230-7215



Mail Checks to:
Staff Pro Inc.
15272 Newsboy 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, STREET ADDRESS, PHONE, FAX, WEB, COMPANY CONTACT FOR BILLING PURPOSES, CITY, STATE, ZIP, EMAIL, PO#, 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.

ALL SECTIONS MUST BE COMPLETED BELOW TO PROCESS CREDIT CARD PAYMENT

Full payment of the booth order 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.

A \$20/day communication (Radio) charge will be added to all orders.

A 5% service fee will be added to all credit card orders.

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 STAFF: \$27.00 per hour; applied to all orders received 15 days prior to the first Move In day or earlier
BOOTH STAFF: \$38.00 per hour; applied to all orders received 14 days OR FEWER PRIOR to the first Move In day.
BOOTH STAFF: \$50.00 per hour, applied to all orders received on or after the start of the first Move In day
ARMED/POLICE OFFICER: Call for Rate: applied to all orders received at least 10 days prior to the event
NO ON-SITE ORDERS FOR ARMED OR POLICE OFFICERS.

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: (repeated 5 times)

Please do not fill in below this line. For Accounting Purposes Only

Total Amount Charged: \$ Check Information Total Hours requested:
Approval Code: # Check: # Applied Rate:
Date Charged: Check Amount: Total Due With Order: