



STAFF PRO BOOTH ORDER FORM



**LA Auto Show**  
**Los Angeles Convention Center**  
**November 22—December 16, 2009**

Staff Pro is pleased to offer high quality Exhibitor Booth Coverage Service for those exhibitors who desire booth coverage for their own individual booths beyond that level which has been arranged by Show Management.

**If you have any questions or need additional information please contact**  
**Doreen Weatherly at 714.230.7200 x 279 Toll Free 866.683.2103 or dweatherly@staffpro.com**

Please complete all the below information:

Company Billing Name _____	Booth Name _____	Booth # _____
Street Address _____	City _____	State _____ Zip Code _____
Contact Name _____	Phone _____	Email _____
Onsite Contact _____	Onsite Number _____	PO # _____

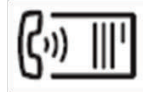
**Full Payment of the booth order fees must be received within 14 days of Exhibitor Booth Order Form/Contract.**

All orders submitted without a deposit will not be processed and coverage will not be provided until payment is received.

A \$20/day communication (radio) charge will be added to all orders. Along with a 5% service fee will be added to all credit card orders.

Please make all payments payable to **Staff Pro Inc.**  
 Completed orders can be returned via

Email: dweatherly@staffpro.com **\*\*Preferred\*\***  
 Fax: 714.230.7215  
 Mail: 15272 Newsboy Circle  
 Huntington Beach, CA 92649



2009 Rates

**\$26.00/hr** : Orders received 15 days prior to the first Move In day  
**\$37.00/hr** : Orders received 14 day or FEWER PRIOR to the first Move In day  
**\$5.00/hr** : Orders received ON or AFTER the start of the first Move In day

Armed Guards : Call for Rate & orders must be received 10 days prior to the first Move In day  
 No Onsite orders for Armed Guards

ALL SECTION BELOW MUST BE COMPLETED TO PROCESS CREDIT CARD PAYMENT

Visa     MC     AMX     Sending Check

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appear on the card \_\_\_\_\_ Security Number on Back of Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*\*Important\*\***

Should our booth staff remain onsite until a company representative arrives onsite?

Yes     No    If so, Name(s) \_\_\_\_\_

**Would you like Staff Pro to charge this card for the balance due at the end of the event?**     Yes     No, Please send invoice

Date: _____	Post Time: _____	Date: _____	End Time: _____	Total Hours: _____
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**PLEASE NOTE:**

- The time that you have listed on your order form for the booth staff to arrive is exactly that, their arrival time. It will take approximately 30 minutes for Staff Pro to check them in, brief them, and post them at your booth. If you want them at your booth at an exact time please list a time a half hour before the post time.

For Staff Pro Use Only: Amount Charged \_\_\_\_\_ Approval Code \_\_\_\_\_ Approval Date \_\_\_\_\_