

2012 REQUEST FOR EXHIBIT SECURITY



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

SECURITY SERVICES

- Four (4) hour minimum required for each shift
- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out security guards at booth site
- Security call will be scheduled with unarmed, uniformed personnel.
- If security is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Security services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

SCHEDULE INFORMATION:

Date	Start Time AM / PM	End Time AM / PM	Total Hours	*Advance Rate	Standard Rate	On-Site Rate	Total
				\$30.00	\$35.00	\$40.00	\$
				\$30.00	\$35.00	\$40.00	\$
Total							\$

On-site contact: (print)

Contact mobile #:

POLICE SERVICES

- Four (4) hour minimum required for each shift
- All police calls are based on scheduled start and end time. If shift ends early, police are billed based on original schedule.
- 48 hours minimum notice to ensure availability
- All individual police details will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out police at booth site
- Police call will be scheduled with armed, uniformed personnel.
- If police is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Police services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

SCHEDULE INFORMATION:

Date	Start Time AM / PM	End Time AM / PM	Total Hrs.	Surcharge Hrs. (hours above 8)	*Advance Rate	Standard / On-Site Rate	Advance Rate Surcharge	Standard Rate Surcharge	Total
					\$43.75	\$53.00	\$53.25	\$66.25	\$
					\$43.75	\$53.00	\$53.25	\$66.25	\$
Total									\$

Any daily hours above 8 qualify for Rate Surcharge

On-site contact: (print)

Contact mobile #:

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
 Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa
 MasterCard
 American Express
 Discover
 Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2011
- * In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102
 Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com