



Simmons Security Agency  
76 S. Winter Park Dr.  
Casselberry, FL 32707  
Phone: 407-699-5308  
Fax: 407-622-0675

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### Request for Booth Security

FACILITY: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

IF YOU REQUIRE ADDITIONAL SECURITY FOR YOUR BOOTH PLEASE FILL OUT THIS FORM, AND RETURN IT TO THE ABOVE ADDRESS.

RATE PER MAN HOUR WILL BE: ADVANCE ORDER RATE \$16.00. ON-SITE ORDER RATE \$18.00

I. NAME OF ASSOCIATION: \_\_\_\_\_

II. COMPANY NAME: \_\_\_\_\_

III. BILLING ADDRESS & PHONE NUMBER: \_\_\_\_\_

IV. BOOTH NUMBER: \_\_\_\_\_

V. BOOTH CONTACT: \_\_\_\_\_

VI. SIGNATURE OF PERSON AUTHORIZING WORK: \_\_\_\_\_

VII. GUARD SCHEDULE: \_\_\_\_\_

DATE	# OF GUARDS	TIME IN	TIME OUT	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL HOURS \_\_\_\_\_ x RATE \_\_\_\_\_ = \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

Reasonable care will be excised to provide safekeeping for exhibitor's equipment and merchandise (utilizing a completed booth inventory form). Simmons accepts no responsibility for any damage to, or for the loss or destruction of an exhibit, or for the property of an exhibitor, his/her agents or employees, either from fire, theft, accidents or other causes, or injury to any persons resulting for such causes.

**PAYMENT TERMS:** Full payment required with receipt of order. Advance orders must be received ten days prior to start of the event with payment. Five (5) hour minimum.

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I WISH TO RENT \_\_\_\_\_ RADIOS AT THE RATE OF \$ \_\_\_\_\_ PER  
RADIO PER DAY. I WILL BE RESPONSIBLE FOR THE LOSS OR DAMAGE TO THE  
ABOVE LISTED ITEMS.

Association/Company Contact Name: \_\_\_\_\_

Association/Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title