

## Booth Security Guard

Please email completed form to [orderservices@nashvillemcc.com](mailto:orderservices@nashvillemcc.com) for quote

*Please Note: The quote process may take several business days to complete.*

**\*Payment must be received 14 days prior to 1st move in date to receive Advance Rate.\***

Company Name _____	Event Name: _____
Address _____	Event Date _____ Booth/Room# _____
City, State, Zip _____	Ordered By _____
E-mail _____	Phone _____ Fax _____

### Order Request Information

*Be sure to schedule maximum hours needed (4.0 hour minimum). "From" should be 30 minutes prior to post.*

Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____
Date _____	From _____	To _____	= Total Hours _____

### Post Instructions:

Please provide a brief description of any details that may need to be shared with the guard working your booth:  
(Example: Persons authorized to remove product, etc.)

Your signature on this form serves as acceptance of the terms listed.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once quote is completed below by MCC staff,  
payment can be made online at

<https://msbpay.com/NashvilleMusicCityCenter/>

*please include booth number and event name*

### Quote to be completed by MCC Staff ONLY:

*Details will be attached at time quote is given*

**TOTAL DUE:**        \$

- A detailed staffing plan must be submitted for review and approval to MCC Security no less than 14 days prior to the event.
- All event personnel are scheduled to arrive 30 minutes before the event post time.
- Should your schedule requirements change, so will your estimate of cost.
- Any additions in your schedule made after the lease period begins, a double time rate will be assessed.
- MCC Security reserves the right to deny any orders that are placed onsite. Advance notice is required.
- Exhibitors must provide Order Services with valid payment information 14 days prior to event to qualify for advance rate.
- Credit will not be given for equipment or personnel ordered and not used.
- Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- You can reduce hours after the four (4) hour minimum is met with no penalty.
- Please verify all times on this schedule to ensure that they are the maximum amount of hours you may require for your booth.
- Rates are subject to change without notice.
- Client alone shall assume responsibility for loss or damage to equipment possessed.