Alamo Services LLC

832 Baronne St., Suite 102, New Orleans, La 70113
(504) 523-3372
info@alamoservices.com

Booth Monitoring Personnel Service Order

# of Personnel	Booth #	Start Date/ Time	End Date / Time	Total Hours

Special Instructions (Use add'l page if necessary)

Total Number of Man Hours _____

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	Pre- Order	On-Site
CivilianPersonnel:	$45.00	$55.00
Police Officers:	$75.00	$85.00

Sub Total $_____

5% Credit Card Convenience Charge $_____

TOTAL $_____

_____Original Order
_____Additional Order
_____Revise Order

TERMS & CONDITIONS

1. The full payment shall be paid in advance when the request is submitted.
2. Booth Monitoring personnel will remain on duty until released; **Exhibitor is responsible for any additional charges**.
3. There is a minimum of four (4) hours per person per shift.
4. Armed monitor must be placed a minimum of 24 hours in advance.
5. Booth Monitoring orders placed less than 24 hours in advance are not guaranteed.

ADVANCE PAYMENT MUST BE RECEIVED BY **(30 DAYS PRIOR TO THE FIRST SHOW DAY)** TO QUALIFY FOR DISCOUNT (INCENTIVE RATES). BASE RATES APPLY TO ALL ORDERS/PAYMENTS RECEIVED AFTER 30 DAY DEADLINES. ALL PAYMENT MUST BE MADE IN FULL BY CHECK OR MONEY ORDER (PAYABLE IN U.S. FUNDS ON U.S. BANKS) VISA, MASTERCARD OR AMERICAN EXPRESS. NO PURCHASE ORDERS ACCEPTED.

Incentive Deadline Date:

Tuesday, December 15,2026

Any Order after the incentive date will be at the on-site rate.

BILLING INFORMATION

PLEASE PRINT OR TYPE:

EVENT NAME: | BOOTH #

EXHIBITOR NAME: | CONTACT#

ADDRESS: | FAX#

CITY/STATE/ZIP | EMAIL:

ON-SITE CONTACT PERSON(S) | CONTACT#

ON-SITE CONTACT PERSON(S) | CONTACT #

Payment in Full Must Be Rendered Before Service is Provided

Remit Payment to:

Alamo Services
832 Baronne St. Suite 102
New Orleans, LA 70113

Make Check Payable to: Alamo Services

Method of Payment:

- ☐ Company Check or Money Order
- ☐ Visa/ Master Card
- ☐ American Express

*** There is a 5% Convenience Charge on all Credit Card Transactions***

Credit Card Account # _____ **Exp. Date** _____

Print Name: _____ **Security Code:** _____

Authorized Signature: _____ **Date:** _____

Alamo services is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations property of the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to Alamo Service's negligence or failure to perform. Alamo Services, its agent and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond control. The client, by signing this agreement, holds Alamo Services harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personnel damages and any claims arising from engaging in business and as exhibitor.