



Exhibitor Booth Security Order Form



Connected Car Expo 2015

JW Marriott at L.A. LIVE

Connected Car Expo Nov. 17th

Press & Trade Days Nov. 17th - 19th

The Connected Car Expo is pleased to offer high-quality **EXHIBITOR BOOTH COVERAGE SERVICE** for those exhibitors who desire booth coverage for their individual booths beyond the level arranged by Show Management. Please direct inquiries and orders regarding this service to:

Connected Car Expo
11835 W Olympic Blvd Suite 860
Los Angeles, CA 90064
Tel 310.444.1850 Fax 310.444.5971
Email: Elsa@laautoshow.com
Attn: Elsa Winter

BOOTH # _____

Exhibitor Information

Full Payment is due on the estimated total cost of service **MUST** be received **PRIOR** to acceptance of order. Payments will be accepted in the form of: Credit Card, check or money order



Email Completed Orders to: (Preferred)
Elsa@laautoshow.com

Fax Completed Orders to:
(310) 444-5971



Mail Checks to:

Connected Car Expo
11835 W Olympic Blvd Suite 860
Los Angeles, CA 90064

Please enclose a copy of the booth order form to allow accounting Department to properly allocate the payment.

Complete/update your company information below. Please type or print clearly

COMPANY NAME

COMPANY CONTACT FOR BILLING PURPOSES

STREET ADDRESS

CITY

STATE

ZIP

PHONE

FAX

WEB

EMAIL

PO#:

(Not Required)

Please list below any additional onsite contacts and phone numbers:

NAME/PHONE

NAME/PHONE

NAME/PHONE

DEPOSITS AND PAYMENTS

We understand this Booth Coverage order becomes a binding contract when accepted by Los Angeles Auto Show.
We agree to abide by the attached Term and Conditions detailed on the 2nd page of this contract.

Full payment of the booth order fees must be received within 14 days of the faxed Exhibitor Booth Coverage Order Contract. If placed on a wait list your payment will be held. Any additions to the order will be billed to client via US Postal unless otherwise instructed on this contract.

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

Important:

Exhibitor hereby irrevocably and unconditionally authorizes Connected Car Expo to automatically charge Total Deposit upon acceptance of contract on or before services begin.

Communications Fee (Radio) - \$20.00 Per Day

Credit Card Service Fee - A 5% service fee will be added

ALL SECTIONS MUST BE COMPLETED BELOW TO PROCESS CREDIT CARD PAYMENT

☐

VISA

☐

MC

☐

AMEX

Credit Card Number:

Exp. Date:

Authorized Signature:

Date

(Print name as it appears on card)

Title

Street Address

City

State

Zip

If this authorization is for a deposit, would you like Connected Car Expo to charge the balance due at the end of the event?

☐

Yes

☐

No, Please bill me per contract terms

RATES

BOOTH STAFF:

\$31.00 per hour; applied to all orders received 15 days prior to the first Move In day or earlier.

BOOTH STAFF:

\$37.00 per hour; applied to all orders received 14 days OR FEWER PRIOR to the first Move In day.

BOOTH STAFF:

\$52.00 per hour; applied to all orders received on or after the start of the first Move In day.

ARMED/POLICE OFFICER:

\$75.00 per hour; applied to all orders at least 10 days prior to the event.

NO ON-SITE ORDERS FOR ARMED OR POLICE OFFICERS.

Hours Requested:

Please indicate what time you would like to have booth coverage arrive at the booth.

NOTE: All coverage will have 1/2 hour added to the post time for deployment (briefing, paperwork and arriving to location on time)

NOTE: Should booth staff remain until a company representative arrives onsite?

☐

Yes

☐

No

Day/Date: _____

Post Time: _____

Day/Date: _____

End Time: _____

Total Hours: _____

Day/Date: _____

Post Time: _____

Day/Date: _____

End Time: _____

Total Hours: _____

Day/Date: _____

Post Time: _____

Day/Date: _____

End Time: _____

Total Hours: _____

Day/Date: _____

Post Time: _____

Day/Date: _____

End Time: _____

Total Hours: _____

Day/Date: _____

Post Time: _____

Day/Date: _____

End Time: _____

Total Hours: _____

Day/Date: _____

Post Time: _____

Day/Date: _____

End Time: _____

Total Hours: _____

Total Hours requested: _____

Applied Rate: _____

Total Due With Order: _____

Terms and Conditions

A. There shall be no charge to Client when oral notice of cancellation is given directly; provided that, in order to be valid, any oral notice must be promptly followed up with written notice to ANSA Productions Inc., which shall be given no later than one hour after. If any order/event is cancelled by the Client, with less than forty-eight (48) hours notice, Client shall pay Connected Car Expo one-half (1/2) the amount of the estimated bill.

B. It is understood and agreed between ANSA Productions Inc., and the Client, that neither ANSA Productions Inc., nor any subcontractor or agent is an insurer and that the rates being paid to ANSA Productions Inc., for services are for a service designed to deter certain risks of loss and such rates are not necessarily related to the value of personal or real property protected. Amounts being charged by ANSA Productions Inc. are insufficient to guarantee that no loss will occur, and ANSA Productions Inc. makes no such warranty, implied or otherwise, that a loss will not occur or that the service supplied will avert or prevent occurrences, losses, claims or causes of action which the services are designed to help deter or avert.

C. Client shall protect, indemnify, and hold harmless ANSA Productions Inc., and its officers, agents, and employees, from and against any and all loss to property and/or personal injuries not due to the gross negligence of ANSA Productions Inc., or its employees, agents or representatives.. ANSA Productions Inc., shall only be liable for claims and damages caused by its own gross negligence or willful misconduct.

D. It is expressly understood and agreed that under no circumstances will ANSA Productions Inc., be responsible for the theft or other loss of Client's property not directly attributable to theft by ANSA Productions Inc. employees, agents or representatives. . In no event shall the liability of ANSA Productions Inc., for theft by their personnel exceed the total compensation paid by Client to ANSA Productions Inc., for services rendered during the day of such theft.

E. Client shall assume all risk of loss or physical damage to its exhibit, booth equipment, or any other property, occurring as a result of fire, earthquake, flood or other casualty. Client waives any right of recovery against ANSA Productions Inc., for any loss or damage resulting from any such risk.

F. ANSA Productions Inc., will accommodate our agreed upon work order request pending your official confirmation arrival via telephone, fax, or e-mail; coupled with a return reply by Connected Car Expo sales department to validate the confirmation 14 days in advance from the event date.

G. Should the actual amount due ANSA Productions Inc., for services rendered exceed the estimated amount as quoted at the bottom of this Order Form, Client agrees to remit any such excess amount to ANSA Productions Inc., within fifteen (15) days of receipt of the final invoice for such services. If Client has authorized use of credit card for such charges, then Client hereby authorizes Connected Car Expo to additionally charge the same credit card for excess amounts, and Connected Car Expo will so notify client along with submission of a final invoice for the actual amounts due.

H. The minimum billing time for any individual is four (4) hours per person.

I. This Exhibitor Booth Coverage Order agreement shall in all respects be governed, interpreted, and enforced in accordance with the laws of the State of California. The venue for any actions or proceedings arising out of this Agreement shall be in Los Angeles County, California.

J. Client shall pay ANSA Productions Inc., time and one-half for work performed by Connected Car Expo on the following Holidays: Thanksgiving Day November 26, 2015

K. Payment terms are full payment in advance, unless credit arrangements have been established. If credit is extended, any invoice that remains unpaid for a period of thirty (30) days beyond the date of the invoice will be subject to a late payment charge of 1% per month, or the maximum allowed by law if less than 1.5%. Client shall be liable for all reasonable costs and fees (including attorney's fees and costs) incurred in the event ANSA Productions Inc., must retain an attorney, a collection agency service, or otherwise commence legal or collections proceedings to enforce collection of any invoice.

L. Should a Federal or State of California mandated wage increase occur during the term of this contract Connected Car Expo shall increase its rates charged to the Client. The rate increase to the client will be whatever the mandated wage increase is multiplied by a factor of 1.4. This multiplier only pays the attendant burden associated with paying the employee the mandated wage increase. The rate increase does not result in additional profit for ANSA Productions Inc.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date written below.

ANSA Productions Inc., dba Connected Car Expo:

By: _____

Title: _____

Date: _____

CLIENT:

By: _____

Title: _____

Date: _____

BOOTH COVERAGE TIPS ON SAFEGUARDING BOOTH PROPERTY

DO:

1. Try to be on site when your product is being delivered to your booth.
2. Conduct a physical inventory after your product has been delivered, noting any missing or damaged items.
3. When setting up your booth, place your products within visible vicinity.
4. After setting up your booth, conduct a visual inventory of your product and the way in which it is displayed.
5. Store any excess product or giveaways either with the decorator or in a locked cabinet.
6. Either carry VCRs, DVDs, MP3 players and laptop computers with you, or store them in a locked cabinet.
7. Utilize overnight security storage if available.
8. Cover your displays with a tarp or other non-see-through materials; it creates a mental block to any perpetrator.
9. When arriving in the morning, go directly to your booth to prevent any early personnel from free shopping in your booth.
10. During the start of move-out, please stay with your booth until you either pack it or the official decorator brings your empties and packs it.
11. At the closing of the show, don't leave your booth immediately; spend some time in your booth until the floor clears. This is one of the premium times during which theft occurs.
12. Display your product in such a way that it is not accessible from outside your booth during the event.
13. If your booth contains a lot of valuables which are difficult to secure or time-consuming to setup or teardown on a daily basis, it is recommended that you hire your own security guard over night. The expense will be justified should you lose one item.
14. Blocking the entrance to your booth prior to leaving provides a mental barricade to any perpetrator. Use either caution tape or place chairs at the entrance.
15. Try to greet anyone that comes into your booth as this will send a signal that you are aware of their presence; this will discourage any perpetrators from attempting to steal.
16. Obtain proper insurance coverage for your goods, including transit to and from the show site.

DO NOT:

1. Leave your product scattered all over your booth.
2. Forget to account for your product when it is delivered to your booth.
3. Put any valuables in areas with easy access.
4. Leave immediately after event closing or move-out begins.
5. Leave electronic equipment on tables, shelves, or in other areas without securing it during non-event hours.
6. Leave your booth unattended to go shopping on the floor during event time.
7. Allow yourself to become less aware of persons approaching or leaving your booth during the event.
8. Leave purses or briefcases on tables near the entrance of the booth or in an unattended blind spot.
9. Leave any prototype product unsecured in your booth.
10. Leave your bill of lading unattended in your booth.
11. Secure any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place that any perpetrator will be targeting.
12. Leave your booth unattended during lunchtime. Try to work out a schedule between you and your co-workers on how to stagger your lunches.