



Nashville Convention Center

Booth Guard Order Form

Phone: 615-742-2100

Fax: 615-742-2119

orderservices@nashville.gov



For your convenience "Order Online" for discounted rates at www.nashvilleconventionctr.com

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

Order Request information:

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 _____

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Event Guard (Quantity = total hours).		\$19.00	\$29.00	
Supervisor (Quantity = total hours)		\$22.00	\$33.00	
Metro Police Officers (Quantity = total hours)		\$49.00	\$68.00	

Note: Labor is charged in four hour increments. Regular Rate = Monday through Friday, 8:00 a.m. - 5:00 p.m.; After 5p = x 1.5; Holidays = Double Time.

Additional Terms: 1. All material & equipment furnished by NCC for this service shall remain the property of NCC & shall be handled by NCC personnel only. Credit will not be given for equipment or personnel ordered & not used. Prices are subject to change without notice. Client alone shall assume responsibility for loss or damage to equipment possessed.	Sub-Total:	
	If Paying by Debit or Credit Add 2.35%	
	Total Due:	

Post Instructions:

Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

For more information regarding Communications & Technology, Food & Beverage, Audio Visual, and/or Electrical, please call (615) 742-2100 and the appropriate form will be sent to you.

Payment Authorization & Fees: Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.35% by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center.

Company check or US Bank money order in the amount of \$ _____

Credit Card: American Express _____ Mastercard _____ Visa _____ Discover _____

Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____

Card Name: _____ Signature: _____ Date: _____

Make check payable to:
Nashville Convention Center

Fax To: 615-742-2119 Mail To: Nashville Convention Center, Service Representative, 601 Commerce Street, Nashville, TN 37203