Music City Center

Booth Security Guard

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at www.nashvillemusiccitycenter.com

or complete this form and submit via fax or mail.

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

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** _____

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Date _____, **From** _____ **To** _____ **= Total Hours** _____

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Booth Guard (Quantity = total hours).		$20.00	$35.00	$
Supervisor (Quantity = total hours)		$25.00	$38.00	$
Metro Police Officers (Quantity = total hours)		$49.00	$68.00	$

Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.

Additional Terms: 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.

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, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.

Payment, Authorization & Fees: *Your signature on this form serves as acceptance of the Terms, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.*

❑ 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: Music City Center

MCC Use Only

Installed by Date

Confirmation of orders provided upon request.

Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203

2018 White copy: Service Rep; Yellow copy: Security; Pink copy: Accounting; Goldenrod copy: Customer