



# Music City Center

## Booth Security Guard

Service Order Form

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

Order online at [www.nashvillemusiccitycenter.com](http://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 _____
Date _____	, From _____	To _____	= Total Hours _____
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)		\$45.00	\$68.00	\$

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

<p><b>Additional Terms:</b> 1. All material &amp; equipment furnished by MCC for this service shall remain the property of MCC &amp; shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered &amp; not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed.</p>	<p><b>Total Due:</b> \$</p>
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### 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.)

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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.

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____  <input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____  Credit Card Number: _____ - _____ - _____ - _____ Exp Date: _____ / _____  Card Name: _____ Signature: _____ Date: _____	<p><b>Make check payable to:</b> <b>Music City Center</b> MCC Use Only</p>
	<p>Installed by _____ Date _____</p>
	<p>Confirmation of orders provided upon request.</p>

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