



**Howard Security Solutions 2, LLC**  
 Hereinafter referred to as "HSS2"  
 27609 15th Place S  
 Des Moines, WA 98198  
 Questions: 206 261.7909

**Private Guard Order for Show  
 Floor Booth Space**

**Site: Seattle Convention Center**



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Company Name	Company #	Client Mobile #
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Client Name	Billing Address
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Client Email	Payment Method	On Site Contact Name & Cell
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Security Unarmed Rates	Standard	Discount Rate Deadline for Orders		Discounted
Sunday - Saturday	\$ 45.00/hr	<b>7/30/2024</b>	Orders are deemed processed after the preliminary invoice is confirmed by the client. Client submits the completed & signed order form and invoice is <b>paid in full.**</b>	\$ 40.00/hr
Holidays	\$ 67.50/hr	<b>5:00 PDT</b>		\$ 62.50/hr

Brief description on function/role of guard(s) being requested	Booth Location	START		FINISH		# of Staff	Subtotal of Hours
		DATE	TIME	DATE	TIME		

*\*Please note the payment methods terms below. If using Credit Card payment method please account for additional fees of 3.75%*

**Scope of service:** By hiring HSS2, the Client understands the use of HSS2 guards are only on show premises. Furthermore, the ability to perform tasks beyond visual presence/deterrent is subject to scheduling, amount of coverage, protocols and equipment provided or requested by Client. HSS2 is not responsible for any arrears nor subject to refund any amounts due for services on conditions based off improper scheduling, management, deployment, instructions, & equipment by the Client request.

**Minimum Shift times:** The minimum hours per shift is 4 hours, with the maximum continuous shift is 14 hours. \*Be aware any posts located outside off the show floor within the building may be subject to different policies.

**Late Dismissal / Additional time:** Any time beyond the scheduled hours that services are still active, will be billed at 1.5 times the agreed upon rate in 1/2 hour increments. Any such charge(s) will be subject to late payment fees, and must be paid in full upon invoicing with standard terms.

**Order Lead Time:** In the event the Client requires guard services not previously ordered. For requests made less than 72 hours notice, guards will be provided at a rate 1.5 times the established rate. If less than 24 hours the rate will be 2 times the established rate.

**Cancellation Policy:** Cancellation of orders prior to payment due date will incur no charges. For cancellations occurring 72-48 hours prior to start of first shift a fee of 50% of the total invoice will be charged (50% of prepaid amount will be refunded). Cancellations made within 48 hours are subject to no refunds. Any reductions in coverage after the start of services that are made less than 48 hours are subject to no refunds.

**Billing and amounts due:** Client agree and accepts that all duration of time for which services has been provided are billable. **Parking fees are additional and will be billed after the event has concluded;** copies of all receipts will be provided to the client. Any and all time that is provided beyond initial order falls under the Additional Time terms of service. Additionally, any time for services rendered due to any client adjustments or incorrect billing or are still subject to full payment under the terms of this agreement. Late Fees: For any unpaid amounts due, a fee of 10% will be applied on the full amount due after every 30 days post due date.

**Payment:** Invoice must be paid in full before the start of service. ACH Transfers (Preferred): \*Information provided upon request. Checks : make payable to Howard Security Solutions 2, LLC. Must be cleared 48 hours before start of coverage. Credit card (Optional) *\*subject to additional fees.* **\*\*NOTE: If discounted invoice is not paid in full prior to the start of the service the discounted rates are no longer applicable.**

Howard Security Solutions 2, LLC is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients' operations property or 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 Howard Security Solutions 2, LLC's negligence or failure to perform. Howard Security Solutions 2, LLC, its agents 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 our control. The client, by signing this agreement, holds Howard Security Solutions 2, LLC 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 as an exhibitor. Howard Security Solutions 2, LLC will send out final invoices within ten (10) days after the close of the event.

<b>SIGNATURE</b>	<b>DATE</b>
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Signing above confirms you have read, understand and agree to all terms & conditions outlined. Additionally, your signature establishes that you are the responsible party or representative establishing this agreement.

**PLEASE SUBMIT COMPLETED FORM BY EMAIL TO: PENNY@HOWARDSECURITYSOLUTIONS.COM**