

Parking Permit Order Form

reliant park 



Advance Order Deadline Date: **APRIL 22, 2014**

Remit to: Reliant Park - Exhibitor Services
Mailing Address: One Reliant Park Houston, TX 77054
Phone: 832-667-1718 (option 3)
Fax: 832-667-1821
[E-mail: ExhibitorServices@reliantpark.com](mailto:ExhibitorServices@reliantpark.com)

MAY 5 - 8, 2014
Reliant Park
Houston, Texas

Order online at www.reliantpark.com by clicking on the "Events" tab & then "Exhibitor Services"

The regular parking fee at Reliant Park is \$10.00 per entry with no unlimited in & out entries. For your convenience, a special parking permit is available that gives you ***unlimited in and out privileges*** during show days. There is no charge for parking during move-in and move-out. **THIS PERMIT DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE.** The permit will be valid on show days only. Exhibitor Parking Permits will be held for your arrival at the Exhibitor Services Desk during move-in if one is offered. ***THEY WILL NOT BE MAILED.***

Company Name or Individual's Name If No Company: _____

Order Contact: **(PLEASE PRINT)** _____ Order Date: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

E-mail: _____ Telephone: (____) _____ Fax: (____) _____

NUMBER OF PERMITS REQUIRED: _____ @

\$48 (per vehicle)

 = \$ _____

Booth #: _____

SERVICE DESKS:

Permits are to be picked up or purchased at the Exhibitor Services desk during move-in of an event. If you are charged for first time entry, please bring your parking stub to the service desk for a \$10.00 credit toward the purchase of a permit. If a service desk is not provided by the event, please contact the Reliant Park Exhibitor Services office at 832-667-1718 (option 3) to retrieve any prepaid parking permits. ****Contact Reliant Park Exhibitor Services with your company's FED EX account information if you wish to have parking passes mailed to you and are willing to incur the shipping cost via Fed Ex only.****

PARKING STUBS:

If you have pre-ordered a permit by credit card or by check & you have been charged for first time entry, please bring your \$10.00 parking stub to the service desk & a refund will be processed in the form of your original payment. **STUBS WILL ONLY BE ACCEPTED FOR CREDIT DURING THE SCHEDULED SERVICE DESK HOURS OF THE EVENT. STUBS WILL NOT BE ACCEPTED BY RELIANT PARK AFTER AN EVENT HAS ENDED.** If a service desk is not provided by the event, this service will not be provided.

ORDER MUST ACCOMPANY PAYMENT AUTHORIZATION FORM BEFORE PROCESSING.

A PAYMENT OF ACTUAL AMOUNT DUE MUST ACCOMPANY THIS ORDER.

PASSES NOT PICKED UP FROM THE SERVICE DESK WILL NOT BE REFUNDED.

ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.

Payment Policy & Billing Authorization Form



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Houston, Texas

PAYMENT POLICY – Payment in full for all services must accompany your advance orders. Payments may be made by company check or credit card payment authorization. All advance orders can be faxed, emailed, mailed or placed online by the advance order deadline. Signature on this form represents authorization for full payment of work performed & agreement to the Reliant Park Terms & Conditions. Please see <https://reliantpark.boomerecommerce.com/> to view Reliant Park Terms & Conditions.

If you wish to authorize Reliant Park to charge your credit card for this and future orders incurred by you or your representative, please check this box & complete this form to accompany your order.

By checking this box, you agree to the Reliant Park Terms and Conditions presented.

Information to be completed by the cardholder:

The undersigned agrees and authorizes Reliant Park to charge the credit card below for any additional amounts incurred as a result of orders placed on behalf of your company including, but not limited to, any labor, materials, services, and/or rental equipment charges. All orders **MUST HAVE A CREDIT CARD ON FILE**. **Reliant Park will not begin work without a credit card on file.**

Order online at www.reliantpark.com & click on the "Events" tab & then "Exhibitor Services"

- Credit Card
 Company Check

INTERNATIONAL EXHIBITORS – We require pre-payment of all charges or payments onsite. Payment may be by company check drawn on U.S. Funds Account, American Express, MasterCard, Visa or Discover.

Charge to: MasterCard Visa American Express Discover

Account No. - - -

Signature of Card Holder: _____

Expiration Date: _____ *Security Code: _____

Important: Will your representative be authorized to order additional services and comply with above payment policy?

Yes No

CREDIT CARD HOLDER NAME & BILLING ADDRESS

Cardholder Name (As Printed on Credit Card): _____

(Please Print)

Company Name: _____ Booth: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Date: _____

Custom Cleaning Form

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Email: exhibitorservices@reliantpark.com

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Company Name or Individual's Name (If No Company):	Date:	Booth Number:	
Street Name:	City:	State:	Zip:
Ordered By:	Email Address:	Phone Number:	Fax Number:

Reliant Park is the exclusive cleaning contractor. If you wish to order Custom Cleaning, Porter Service, Shampoo or Mopping service, please use this form to pre-order. In the event that your service is not satisfactory, please notify the Exhibitor Services Desk immediately during the event.

EXHIBIT CLEANING

Dusting display, trash removal & vacuuming. Exhibit Cleaning is done in the early morning prior to the show opening each day. Prices are based on gross square feet of exhibit space & includes sales tax. **100 square feet minimum.**

INDOOR EXHIBITORS - Daily trash removal & vacuuming is included & should NOT be ordered. If you require additional booth cleaning such as dusting or carpet cleaning, please complete the form below. Indoor Exhibitors include Reliant Center, Reliant Arena & Pavilion booths.

OUTDOOR EXHIBITORS - Daily trash removal & vacuuming is NOT included. Any desired cleaning services should be ordered below. In the event of inclement weather on show days, any desired services below including Shampooing, will not be provided unless paid for at the Service Desk.

\$0.19 Per Sq. Ft. Daily Price Per Square Foot \$ _____ Total Cost
(8.25% Sales Tax Included)

_____ sq. ft. x $\frac{\$0.19}{\text{Price/Sq. Ft}}$ = \$ _____ x _____ # of Days

Dates you would like Cleaning & Special Instructions: _____

STANDARD PORTER SERVICE

Consists of trash removal and wiping down the exhibit area. **This service occurs every 2 hours.**

\$32.50 Per Day \$ _____ Total Cost
(8.25% Sales Tax Included)

_____ x \$ 32.50 per day = _____
of Days

Dates you would like Standard Porter Service: _____

FULL TIME/HOURLY PORTER SERVICE

If you have food service in your booth, this service is **HIGHLY RECOMMENDED. 1 hour Minimum.**

\$10.83 Per Day \$ _____ Total Cost
(8.25% Sales Tax Included)

_____ x _____ x \$ 10.83 per day
of Days # of Hours Per Day

Dates & Times you would like Hourly Porter Service: _____

SHAMPOO & MOPPING SERVICES

Full Shampooing is done one time only prior to first show day (REQUIRES 12 HOURS TO DRY). Price is based on gross square feet of carpet & includes sales tax. Spot Shampoo or Mop by request only. Please visit the Exhibitor Services Desk during the event for requests.

One Time Only Full Shampoo or Mopping: \$0.28 Per Sq. Ft. (8.25% Sales Tax Included) \$ _____ Total Cost

Please Select One: _____ x \$ 0.28 per sq. ft.
 Full Shampoo Full Mop Booth Size

Spot Shampoo or Mopping: \$25.00 Minimum. Estimate given on show site. \$ _____ Total Cost

Please Select One: _____
 Spot Shampoo Spot Mop

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- Credit Card
 Company Check

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Charge to: MasterCard Visa American Express Discover

Account No. - - -

Signature of Card Holder: _____

Expiration Date: _____ *Security Code: _____

Important: Will your representative be authorized to order additional services and comply with above payment policy?

Yes No

CREDIT CARD HOLDER NAME & BILLING ADDRESS

Cardholder Name (As Printed on Credit Card): _____

(Please Print)

Company Name: _____ Booth: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Date: _____

Exhibit Booth Security Order Form



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Address: _____

City: _____ State: _____ Country: _____ Zip: _____

E-mail: _____ Telephone: (_____) _____ Fax: (_____) _____

Booth #: _____

EXHIBIT BOOTH SECURITY RATE SCHEDULE

If you require more than 5 officers, you must request a Sergeant (Supervisor)

Description	Rates (Subject to change w/out Notice)	Requirement
q Police Officer	\$32.50 per hour	4 Hour Minimum
q Sergeant	\$35.09 per hour	4 Hour Minimum
q Lieutenant	\$37.69 per hour	4 Hour Minimum
q Security Event Staff	\$17.73 per hour (price includes tax)	4 Hour Minimum

POST	DATE	START TIME	END TIME	SUBTOTAL HOURS	LEAD TIME	TOTAL HOURS
<i>Example</i>	<i>1/1/2014</i>	<i>8:00 AM</i>	<i>5:30 PM</i>	<i>9.5</i>	<i>0.25</i>	<i>9.75</i>
POST 1						
POST 2						
POST 3						
POST 4						
POST 5						
GRAND TOTAL HOURS + LEAD TIME:						

*LEAD TIME calculation: Lead time is calculated as 15 minutes for the security staff or police officer to arrive to his/her post prior to the start of their actual shift & must be calculated into your total.

SPECIAL INSTRUCTIONS

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Signature of Card Holder: _____

Expiration Date: _____ *Security Code: _____

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Yes No

CREDIT CARD HOLDER NAME & BILLING ADDRESS

Cardholder Name (As Printed on Credit Card): _____

(Please Print)

Company Name: _____ Booth: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Date: _____