# 2027 REQUEST FOR EXHIBIT SECURITY

DAVID L. LAWRENCE CONVENTION CENTER PITTSBURGH

***Online ordering services available at *www.pittsburghcc.com***

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Company Address | City/State | Zip Code

Email Address

Authorized By | Signature | Date

## SECURITY SERVICES

- Four (4) hour minimum required for each shift
- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the DLCC
- Exhibitors will be required to sign in/out security guards at booth site
- Security call will be scheduled with unarmed, uniformed personnel
- If security is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Security services are strictly intended to prevent theft, loss, or damage to exhibitor property
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

### SCHEDULE INFORMATION:

| Date | Start Time (AM/PM) | End Time (AM/PM) | Total Hours | *Advance Rate | Standard/ Onsite Rate | Total |
|---|---|---|---|---|---|---|
| | | | | $42.39 | $42.39 | |
| | | | | $42.39 | $42.39 | |
| | | | | | **Total** | |

On-site contact: (print) Contact mobile #:

## POLICE SERVICES

- Four (4) hour minimum required for each shift
- All police calls are based on scheduled start and end time. If shift ends early, police are billed based on original schedule.
- 48 hours minimum notice to ensure availability
- All individual police details will be provided by the DLCC
- Exhibitors will be required to sign in/out police at booth site
- Police call will be scheduled with armed, uniformed personnel.
- If police is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Police services are strictly intended to prevent theft, loss, or damage to exhibitor property
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

### SCHEDULE INFORMATION:

| Date | Start Time (AM/PM) | End Time (AM/PM) | Total Hrs. | *Advance Rate | Standard/ Onsite Rate | Total |
|---|---|---|---|---|---|---|
| | | | | $84.00 | $126.00 | $ |
| | | | | $84.00 | $126.00 | $ |
| | | | | | **Total** | |

On-site contact: (print) Contact mobile #:

The David L. Lawrence Convention Center is proud to be PCI Compliant and will not receive Credit Card Orders via email.

To pay for Services with a Credit Card, please visit www.pittsburghcc.com/exhibitors/exhibitor-services and order online

### PLEASE NOTE

- There will be a $30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1–December 31, 2027

* *In order to receive the ADVANCE rate, the order form, with payment (US Dollars), must be received 15 days prior to first move-in day*

To pay by check, please mail this form with payment to:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102 Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com