



## Booth Security Services Order Form



HICC offers exhibitors rigging services for branding usage and independent lighting for stalls.

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to: \_\_\_\_\_

Event Manager :

Hyderabad International Convention Centre

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Name of the Event: \_\_\_\_\_ Date: \_\_\_\_\_ To : \_\_\_\_\_

Stand Name: \_\_\_\_\_ Stand Number \_\_\_\_\_

### Summary of costs

Description of services / Items	Unit Cost (INR)	Quantity	Amount (INR)
Security guard - 08 hours shift	1500		
Extra hour	200		
		Total	

Amounts quoted in this correspondence are exclusive of taxes & service charges  
Service charge 5% and Service Tax 12.36%. Taxes are subject to change

**Please Note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form**

A written estimate of costs will be forwarded to the party nominated on the Exhibitor Account Form  
Signing and returning a copy of the estimate cover sheet by the nominated date confirms the booking for this service. All services must be prepaid to EXHIBITOR SERVICES by credit card, cash, EFT or company cheque made payable to CCCPL at least ( 3 ) business days prior to the move-in of the event.  
Any requests received later than 14 days prior to the event will be undertaken at the centre's discretion and may incur a 20 % late fee.

Amounts quoted in this correspondence are exclusive of taxes & service charges

### **TERMS & CONDITIONS FOR BOOTH SECURITY SERVICES**

1. Security guard service is available during the exhibition hours ONLY.
2. On special request, guards can be provided on 24-hours basis also  
This is applicable only when the booth is not sealed from all sides during the non exhibition hours.
3. Incase of specific security cover being asked for, HICC shall cover the liability of loss or damage of fixed assets only. Items like laptops, mobiles which are movable would not be covered under this security cover.
4. HICC holds no responsibility for any theft or damages caused to the human/equipments during the event days.

**Please print this form and keep a copy for your records**