

<b>Citadel</b>	<b>2020</b>	<b>INTERPHEX</b>	<b>PAGE</b>
34 91st Street, Suite B.	<b>PRIVATE GUARD ORDER FOR SHOW FLOOR BOOTH SPACE.</b>		—
Brooklyn, N.Y. 11209		<i>Show:</i> <b>2020 INTERPHEX</b>	<b>OF</b>
Phone (212) 509-5570		<i>Site:</i> <b>JACOB K JAVITS CONVENTION CENTER</b>	—

<i>Company Name:</i> _____	<i>Company #:</i> _____	<i>Client Mobile #:</i> _____
<i>Client Name:</i> _____	<i>Billing Address:</i> _____	
<i>Client Email:</i> _____	<i>Payment Method:</i> _____	<i>On Site Contact (Name &amp; Cell):</i> _____

2020 RATES	Standard	DISCOUNT RATE DEADLINE FOR PROCESSED ORDERS	Discounted	Taxes: Citadel collects NY State tax on all invoices. If you are claiming resale status you may file an AU-11 with NY State for a tax refund. PLEASE DO NOT SUBMIT PAYMENTS EXCLUDING NEW YORK STATE TAX.
<b>Monday@12am to Friday@11:59pm</b>	\$37.70 /hour	Date: <b>04/23/2019</b> Orders are deemed processed after the preliminary invoice is confirmed by the Client. Invoicing is done after Client submits the completed and signed order agreement form and has confirmed the order details and method of payment.	\$31.42 /hour	
<b>Saturday@12am to Sunday@11:59pm, &amp; Holidays</b> <small>(See terms)</small>	\$56.55 /hour	Day: <b>Thursday</b>	\$47.12 /hour	
<b>Armed Staff</b> <small>(New Years rates differ)</small>	\$66.95 /hour	Time: <b>3pm(EDT)</b>	N/A	

Booth Location & Brief description on function/role of staff being requested	UNARMED OR ARMED	STARTING DATE	STARTING DAY	START TIME	END TIME	STAFF AMOUNT	SUB-TOTAL OF HOURS

**\*Please note the payment methods terms below. If using Credit Card payment method please account for fees. All such payments will be done via a Quick Book online portal, once your invoice is confirmed with us. The use of Quick Book payment system does not require credit card authorizing forms. We do not issue PAID receipt on these payment, you will receive payment confirmation via Quick Books that suffices as your proof of paid status.**

**Scope of service:** By hiring Citadel, the Client understands the use of Citadel guards is 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. Citadel 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.

**Minimums Shift times:** The minimum hours per shift is 6 hours, with the maximum continuous shift is 12 hours. \*Be aware for any post off the show floor within the building these policies will vary by site and conditions.

**Breaks & Meals Relief:** Client acknowledges that Citadel employees are provided mandatory breaks of one 15 minute break and one 30 minute meal break per any 6 hour shifts. For 8 hour shifts one additional 15 minute break is included. For 12 hour shifts one additional 15 minute break and one additional 30 minute meal break are included. All such breaks and reliefs are to be provided under the agreed upon order. If for any reason the order does not include Citadel staffing to provide coverage for meals and reliefs, the Client accepts there may be periods of interruption on coverage for which Citadel is not responsible nor hold liable for limited coverage. For Day shifts between the hours of 7am to 7pm, Client acknowledges additional guards ordered to provide relief coverage are subject to a 6 hour minimum shift. For Overnight orders between the hours of 7pm to 7am, Client has the option of paying a service fee to provide relief coverage instead of ordering relief guards at the shift minimum. This fee will be set to 4 hours of the established rate on the order and will only provide coverage up to 4 guards. Any orders exceeding 4 guards will require additional fees.

**Late Dismissal / Additional time:** Any time beyond the scheduled hours that services are still active, such time will be billed at 2 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 within 12 hours of original dismissal time. Non payment of these fees violates the terms of this agreement, as such termination of services on remaining coverage may occur.

**Holidays:** Martin Luther King Jr. Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Day after, Christmas Day, New Year's Eve (\*Double Time\*) and New Year's Day (\*Double Time\*).

**Order Lead Time:** In the event the Client requires guard services not previously ordered. For requests made less than 24 hours notice, guards will be provided at a rate 1.5 times the established rate. If less than 12 hours the rate will be 2 times the established rate. Orders received with less than 48 hours notice will be filled on a case-by-case basis if guards are available

**Cancellation Policy:** Cancellation of orders prior to payment due date will incur no charges. For cancellations after payment due date but before the start of services a 50% charge of the full amount of the order will incur. Any reductions in coverage after the start of services that are made less than 48 hours are not subject to any refunds.

**Billing and amounts due:** Client agree and accepts that all duration of time for which services has been provided are billable. 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 on site 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 7 business days post due date.

**Payment:** Invoice must be paid in full before the start of service. **Checks:** make payable to Citadel Security Agency. **Credit card (Optional):** payments will be arranged via electronic invoice for an additional fee of \$275, which is subject to taxes. **Wire Transfers (Preferred):** Citadel Security Agency, Citibank, N.A. 7501 3rd Avenue, Brooklyn, NY 11209. Account #: 06585193. ACH Routing #(US only): 021000089. Swift Code: CITIUS33. VAT #: 11-2662654 (TIN).

<b>SIGNATURE:</b> _____	<b>DATE:</b> _____
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*Signing above confirms you have read, understood, 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 IAN@CITADELSECURITYAGENCY.COM, cc DAVID@CITADELSECURITYAGENCY.COM**

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