**MWC25 Las Vegas**

**Booth Support Staff Request**

Please complete this form for MWC25 Las Vegas support staffing requests. Below are the types of staff available to assist you in your booth, high-level job descriptions are included as well. Please share any additional duties with your request to ensure the correct person is selected to meet your needs. *If you need multiple types of support staff, please complete one form for each position.*

Return all completed forms to vesposito@pro-show.com to ensure quality staff matches your order(s).

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| **Booth On-Site Contact** |
| **Company Name & Address** |   |
| **Contact Name &** **Job Title**   |   |
| **Phone number**   |   |
| **Email**   |   |

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| **Available Booth Staff Categories** |
| **Role**   | **Duties**   | **Hourly Rate**   |
| **Showroom Receptionist/****Greeter**  ***Exhibitor is onsite***   | * Greet all visitors
* Answering questions
* Scan digital badges for lead retrieval
* Additional duties to be discussed prior to start
* Bilingual rates are provided on request.
 | $48.00 |
| **General Booth** **Assistance**   | Assist with booth set-up as requested. Duties include: * Setting up displays as directed, unpacking inventory etc.
* May need to be able to lift up to 40lbs.
* Additional duties to be discussed as needed
 | $30.00 |

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| **Position Requirements** |
| **Role Type (see staff category table)**   |   |  |
| **Job Description –** *What do you want them to do? Please be as specific as possible. Will they need computer or typing skills? Standing or seated role? etc.*  |   |  |
| **Success Indicators/Personal Qualities -**  *Specifically, what will make this match successful?*   |   |  |
| **Qualifications & Skills –** *What skills do you want them to have? Be specific.*  |   |  |
| **Break Coverage** – *Who will cover for the staffer’s breaks and lunch? Does it need to be covered?*   |   |  |
| **Dress Code –** *standard black top & black pants, business, etc.?*   |   |  |
| **Name of Person Requested** *– If applicable*  |   |  |
| **Training –** *Does this position need special advanced training by you? When and where will this training take place?* |   |  |
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| **Timings** |
| **Day**   | **Date**   | **Start Time**   | **End Time**   | **# of people**   |  |
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| **Information on Overtime and Payments** |
| * ProShow’s work week runs Monday through Sunday
* Nevada state law pays overtime on any hours worked over 40 hours per week
* All shifts have a 4-hour minimum
* Lunch: 30-mins for 8+-hour shifts, 60-mins for 10+-hour shifts
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| * **Payment:** Booth support staff hours are billed in advance and must be paid in full by credit card (with fee) or by ACH 5 days prior to show.
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