

eventpros



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## event staffing services

The foundation of our business is based upon our highly-trained and experienced event staffing professionals, who have earned us our winning reputation within the trade show industry.

**PROMOTIONAL ASSISTANTS** coordinate the trade show booth, hospitality suite, or a special event. These friendly and gracious professionals are at your service to greet customers, serve food / beverages and be available to assist your staff in any way possible. **From \$350/day**

**BOOTH ASSOCIATES** act as your booth ambassadors and quickly improve your results. Each associate is well versed in a wide range of booth activities such as running the front desk, distributing literature, greeting and directing visitors to appropriate areas and qualifying leads. **From \$375/day**

**CROWD GATHERERS** increase your booth traffic and gain exposure. These enthusiastic crowd gatherers will attract audiences for presentations or demonstrations, generate leads, collect/process lead forms, distribute and secure all theater promotional items. **From \$425/day**

**CROWD GATHERERS--EMCEES** are seasoned Associates who get on the microphone before each presentation to draw in the largest crowd possible as well as giving a brief description of the upcoming presentation in an informative and entertaining manner. They will continue to gather a crowd off microphone and on the show floor once the presentation has begun. **From \$550/day**

**LEAD EXECUTIVE ASSOCIATES** maintain all both activities and be your "right hand" person. Familiar with all aspects of the trade show industry, the lead executive associate has a proven industry track record with the capacity to maximize booth effectiveness. **From \$425/day**

**BOOTH MANAGERS** manage every area of the booth including but not limited to booth set-up and tear down as well as overseeing all booth logistics. They can manage all aspects of the booth with no supervision and offer suggestions on how to get the optimum flow of traffic throughout the entire display. They have over 5 years of experience in trade shows and management. **From \$550/day**

**PRODUCT DEMONSTRATORS** connect and communicate with your target audience, explaining the nuances and subtleties of your concept with ease and comfort. Fully versed in your company, products, and services, they will convey the desired corporate message to your potential clients. **From \$500/day**

**INTERPRETERS** are versed in the language of your choice and familiar with international business practices. Our cordial and engaging bi-lingual and multi-lingual interpreters bridge the language gap with international clients, making them feel right at home. **From \$650/day**

**PRESENTERS / ACTORS** deliver your product message professionally and effectively. These highly-adept and confident public speakers will add clarity, style and sizzle to your presentation or video shoot. Audition videos demonstrating presenter/actor skills are available upon request. **From \$950/day**

**CELEBRITY IMPERSONATORS** are ready to show up and are available to mingle with your guests at your event! Prices vary depending on scope of work, hours required and current, high-profile status and popularity level of celebrity requested. **From \$750/day**

**SPECIALTY TALENT** we are a full service agency committed to meeting your needs. Therefore, we have access to providing you with Comedians, Celebrities, Musicians, Motivational Speakers, Performance Artists and more!

## enhanced services

**EVENT PLANNING / MARKETING** Let our marketing experts help you plan every aspect of your event for flawless execution. From concept development, messaging, marketing campaigns and more, count on us to help you achieve event success.

**TECHNICAL WRITING** Our talented team of script and technical writers are available to develop creative, effective and innovative ways to deliver your message.

**PROJECT MANAGEMENT** Project Managers work with you on pre-show planning, on-site execution and post-show wrap-up. Consider these dedicated professionals as an extension of your own staff.

**BOOTH STAFF TRAINING** An executive of eventpros can train your in-house booth staff on essential booth etiquette as well as tips on how to maximize the effectiveness of the entire booth to make your event a complete success.

**CUSTOMIZED SPEAKER TRAINING** We can provide workshops and coaching programs tailored to each clients needs in order to assist in getting the most out of each of your presentations. We have some of the most sought after leadership trainers and speaker coaches in the industry today.



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work order #  
 date:  
 to:  
 account executive:

Please review the event logistics outlined below. To confirm this as an order for service, make corrections as necessary, complete the payment section on page 2, sign as indicated and return a copy via email to jdicamillo@event-pros.com.

event: NBAA-BACE 2021

client: exhibitor:

location: booth #:

report to: report to phone:

dates: hours:

attire: Black pants with a white corporate blouse and black closed toe shoes. Client may provide shirt on site.

quote: One (1) Lead Booth Associate and One (1) Booth Associate to greet, engage and direct visitors; distribute literature; scan badges; determine interest; respond to general inquiries and provide in-booth promotional assistance as needed.

pre-show:

rate:	0	Lead Booth Associate	@	\$0.00	/day	x	0	days	\$0.00
overtime:	0	Lead Booth Associate	@	\$0.00	/hour	x	0	hours	\$0.00

Overtime will be charged after 8 hours. Hourly rate of \_\_\_\_\_ will apply.

	0	Booth Associate	@	\$0.00	/day	x	0	days	\$0.00
	0	Booth Associate	@	\$0.00	/hour	x	0	hours	\$0.00

Overtime will be charged after 8 hours. Hourly rate of \_\_\_\_\_ will apply.

**TOTAL SHOW ESTIMATE** **\$0.00**

**cancellation policy:**

A 25% non-refundable deposit is required to confirm each order and retain eventpros services to initiate the staffing process. Project can be cancelled anytime after signed proposal. If the project is cancelled by customer, customer is responsible for the 25% non-refundable deposit as well as all prepaid expenses incurred by eventpros and the following fees apply:

If cancelled 30 days before show = 50 % of total bill  
 If cancelled 15 days or less before the show = 100% of total bill

Events postponed that are not rescheduled within thirty (30) days of event date will be considered cancelled and the above cancellation fees

Should events beyond the control of eventpros and client, such as act of God, war, threats or acts of terrorism or similar acts, State Department travel advisory or warning, civil disturbance, disease and epidemics occurring within two weeks of the show, or any other extenuating circumstances beyond the parties' control, make it illegal, impossible or otherwise inadvisable for either party to perform its obligations under the Agreement as they relate to the Event, either party may cancel the Agreement without liability upon written notice to the other party. In the case of any of the above mentioned events, eventpros will not assess any additional fees in excess of the non-refundable 25% deposit.

**breaks:**

- 4 hour day - 10 minute rest break
- 5 hour day - 30 minute rest break
- 6 hour day - 40 minute rest break
- 7 hour day - 50 minute rest break
- 8 hour day - (1) 60 minute and (1) 10-minute rest break
- 9+ hour day - (1) 60 minute and (2) 10-minute rest break

Per labor laws, all workers ( employees and independent contractors) are required to receive rest breaks as outlined above.

work order # \_\_\_\_\_ cont.



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**order form**



**your contact information:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State and Zip: \_\_\_\_\_

**exhibitor & show details:**

Show Name: \_\_\_\_\_ Show Location: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_  
On-Site Contact Name: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_  
Exhibitor Website: \_\_\_\_\_ Booth Size: \_\_\_\_\_  
Show Hours: \_\_\_\_\_

**please indicate the number of staff needed:**

<input type="checkbox"/> Promotional Associates	<input type="checkbox"/> Booth Supervisors
<input type="checkbox"/> Booth Associates	<input type="checkbox"/> Product Demonstrators
<input type="checkbox"/> Lead Executive Associate	<input type="checkbox"/> Interpreters
<input type="checkbox"/> Crowd Gatherer	<input type="checkbox"/> Presenters
<input type="checkbox"/> Crowd Gatherer-Emcee	<input type="checkbox"/> Hosts
<input type="checkbox"/> Specialty Talent (Please indicate): _____	

**please indicate additional services needed:**

<input type="checkbox"/> Event Planning	<input type="checkbox"/> Booth Staff Training
<input type="checkbox"/> Event Strategies / Marketing	<input type="checkbox"/> Production Services
<input type="checkbox"/> Project Management	<input type="checkbox"/> Lead Capture System
<input type="checkbox"/> Technical Writing	<input type="checkbox"/> Post Show Measurement

**please list three characteristics that you require of a booth associate:**

1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

**DEADLINE FOR ORDERS:** All orders received less than 15 days from the first day of the event will be subject to a late order premium.

**TERMS:** All rates based on show hours up to 8-hour days. Additional hours worked are subject to overtime pay. Staff will be booked for training one hour prior to the event on opening day and thirty minutes prior on each subsequent day.

**CONTACT:** Please submit order form in order to obtain a quote and pricing.

