



# HIMSS 2024 Booth Staff Request

Please complete this form for HIMSS 2024 booth 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 selected to meet your needs. *If you need multiple types of support staff, please complete one form for each position.*

Return all completed forms and payment to [boothsupport@pro-show.com](mailto:boothsupport@pro-show.com)

Booth On-Site Contact		
<b>Company Name &amp; Address</b>		
<b>Contact Name &amp; Title</b>		
<b>Phone number</b>		
<b>Email</b>		
Available Booth Staff Categories		
Role	Duties	Hourly Rate
<b>Booth Host</b> <i>Exhibitor offsite</i>	Host booth visitors on behalf of an exhibitor who is not onsite. <ul style="list-style-type: none"> <li>• Pick up lead retrieval badge scanner</li> <li>• Greet visitors, answer questions as well as possible then refer to exhibitor for follow-up/sales information</li> <li>• Scan digital badges for lead retrieval</li> <li>• Additional duties to be discussed prior to HIMSS21 start</li> <li>• Bilingual rates provided on request</li> </ul>	\$46.00
<b>Showroom Receptionist/Greeter</b> <i>Exhibitor is onsite</i>	<ul style="list-style-type: none"> <li>• Greet all visitors</li> <li>• Answer questions</li> <li>• Scan digital badges for lead retrieval</li> <li>• Additional duties to be discussed prior to HIMSS21 start</li> <li>• Bilingual rates are provided on request.</li> </ul>	\$44.00





### Information on Overtime and Payments

- ProShow's work week runs Monday through Sunday
- Florida 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

**Payment:** Booth support staff hours are billed in advance and must be paid in full by credit card (with fee).