



HIMSS 2027 Booth Staff Request

Please complete this form for HIMSS 2027 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

Booth On-Site Contact		
Company Name & Address		
Contact Name & Title		
Phone number		
Email		
Available Booth Staff Categories		
Role	Duties	Hourly Rate
Booth Host <i>Exhibitor offsite</i>	Host booth visitors on behalf of an exhibitor who is not onsite. • Pick up lead retrieval badge scanner • Greet visitors, answer questions as well as possible then refer to exhibitor for follow-up/sales information • Scan digital badges for lead retrieval • Additional duties to be discussed prior to HIMSS21 start • Bilingual rates provided on request	\$52.00
Showroom Receptionist/Greeter <i>Exhibitor is onsite</i>	• Greet all visitors • Answer questions • Scan digital badges for lead retrieval • Additional duties to be discussed prior to HIMSS21 start • Bilingual rates are provided on request.	\$50.00

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			\$35.00.
Position Requirements				
Role Type (see staff category table)				
Job Description – <i>What do you want them to do? Please be as specific as possible. Standing or seated role? etc.</i>				
Success Indicators/Personal Qualities - <i>Specifically, what will make this match successful?</i>				
Qualifications & Skills – <i>What skills do you want them to have? Be specific.</i>				
Break Coverage – <i>Who will cover for the staffer's breaks and lunch? Does it need to be covered?</i>				
Dress Code – <i>standard black top & black pants, business, etc?</i>				
Name of Person Requested – <i>If applicable</i>				
Training – <i>Does this position need special advanced training by you? When and where will this training take place?</i>				
Work Schedule				
Day	Date	Start Time	End Time	# of people

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

Payment: Booth support staff hours are billed in advance and must be paid in full by credit card (with fee) or ACH within 5 days of the show.