

REGISTRATION SERVICES

The strength of your registration team makes a difference in the success of your meeting. The Visit Phoenix Registration Team is a professional group of friendly, on-time and dedicated individuals who are ready to ensure your attendees are comfortable and prepared.

OUR TEAM IS...

- Uniformed and badged
- Flexible with assignments, days and hours
- Knowledgeable of the Convention Center and surrounding areas
- Bonded at association request if taking cash, credit cards

REGISTRATION SERVICES OFFERED:

- ✓ On-Site Data Entry Registration
- ✓ Pre-Registration and/or Express Registration
- ✓ Line/Room Monitors
- ✓ Staff Office Assistance
- ✓ Ticket Takers/Distribution
- ✓ Information Booth Attendant
- ✓ Pre-Conference Bag Stuffing (15 lb. weight limitation on lifting)
- ✓ Speaker Registration
- ✓ Badge Scanners
- ✓ Runners
- ✓ Lead Retrieval Assistance
- ✓ Materials Pick Up
- ✓ Banquet Assigned Seating Assistance
- ✓ Bi-lingual staff available upon request (English/Spanish)

PRICING:

	Regular Hourly Rate	Overtime Hourly Rate (hours over 9 per day)	Double-Time Hourly Rate (hours over 12 per day)
Regular Staffing Rates	\$16.25	\$24.00	\$32.00
Supervisor Rates	\$18.25	\$27.00	\$36.50
Lunch and Break Guidelines			
	Every 4 hours worked	15-minute break	
	8-hour work day	30-minute lunch break	
	8+-hour work day	Additional break time allotted as necessary	

WANT AN ESTIMATE?

Please send an estimated schedule of your current registration needs or a staffing schedule from the previous convention year to our registration specialist, Linda Bowman at lbowman@visitphoenix.com, and she will provide a cost estimate.