

REGISTRATION SERVICES

The strength of your registration team makes a difference in the success of your meeting. The Visit Phoenix Registration Team is a group of friendly, punctual, knowledgeable and dedicated professionals who are ready to ensure your attendees are comfortable and prepared to make the most of their time in Phoenix.

OUR TEAM IS ...

- uniformed and badged,
- flexible with assignments (days and hours),
- knowledgeable of the Convention Center and surrounding area, and
- 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-pound weight limitation on lifting)
- Speaker registration
- Badge scanners
- Runners
- Lead retrieval assistance
- Materials pickup
- Bilingual staff available upon request (English/Spanish)

Pricing	Regular Hourly Rate	Overtime Hourly Rate (hours over nine per day)	Double-Time Hourly Rate (hours over 12 per day)
Regular Staffing Rates	\$20.25	\$30.38	\$40.50
Supervisor Rates	\$22.25	\$33.38	\$44.50

Management Fee	Cancellation Fee
15% of total invoice	50% of total invoice

LUNCH BREAKS AND GUIDELINES

Every 4 hours worked: 15-minute break

Eight-hour workday: 30-minute lunch break

More than eight-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 registration specialist Linda Bowman at lbowman@visitphoenix.com, and she will provide you with a cost estimate.