



## HIMSS 2026 Booth Staff Request

Please complete this form for HIMSS 2026 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                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Company Name & Address                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Contact Name & Title                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Phone number                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Email                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Available Booth Staff Categories                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Role                                                               | Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Hourly Rate |
| <b>Booth Host</b><br><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> | \$50.00     |
| <b>Showroom Receptionist/Greeter</b><br><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>                                                                                                                                                                           | \$48.00     |

[illegible]

### **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.