

## **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 <a href="mailto:boothsupport@pro-show.com">boothsupport@pro-show.com</a>

Booth On-Site Contact							
Company Name & Address							
Contact Name & Title							
Phone number							
Email							
Available Booth Staff Categories							
Role	Duties	<b>Hourly Rate</b>					
Booth Host Exhibitor offsite	<ul> <li>Host booth visitors on behalf of an exhibitor who is not onsite.</li> <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</li> <li>start</li> <li>Bilingual rates provided on request</li> </ul>	\$50.00					
Showroom Receptionist/Greeter Exhibitor is onsite	<ul> <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					

General Booth Assistance		Assist wi	\$30.00.						
Position Requirements									
Role Type (see	staff ca	tegory tal	ole)						
Job Description – What do you want them to do? Please be as specific as possible. Standing or seated role? etc.									
Success Indicators/Personal Qualities - Specifically, what will make this match successful?									
Qualifications a them to have?			ills do you want						
Break Coverage breaks and lune			for the staffer's o be covered?						
<b>Dress Code</b> – standard black top & black pants, business, etc?				,					
Name of Person Requested – If applicable									
<b>Training</b> – Does this position need special advanced training by you? When and where will this training take place?				1					
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

<u>Payment</u>: 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.