



## event staffing services

The foundation of our business is based upon our highly-trained and experienced event staffing professionals, who have earned us our winning reputation within the trade show industry.

**PROMOTIONAL ASSISTANTS** coordinate the trade show booth, hospitality suite, or a special event. These friendly and gracious professionals are at your service to greet customers, serve food / beverages and be available to assist your staff in any way possible. **From \$275/day**

**BOOTH ASSOCIATES** act as your booth ambassadors and quickly improve your results. Each associate is well versed in a wide range of booth activities such as running the front desk, distributing literature, greeting and directing visitors to appropriate areas and qualifying leads. **From \$375/day**

**CROWD GATHERERS** increase your booth traffic and gain exposure. These enthusiastic crowd gatherers will attract audiences for presentations or demonstrations, generate leads, collect/process lead forms, distribute and secure all theater promotional items. **From \$400/day**

**CROWD GATHERERS--EMCEES** are seasoned Associates who get on the microphone before each presentation to draw in the largest crowd possible as well as giving a brief description of the upcoming presentation in an informative and entertaining manner. They will continue to gather a crowd off microphone and on the show floor once the presentation has begun. **From \$450/day**

**LEAD EXECUTIVE ASSOCIATES** maintain all both activities and be your "right hand" person. Familiar with all aspects of the trade show industry, the lead executive associate has a proven industry track record with the capacity to maximize booth effectiveness. **From \$400/day**

**BOOTH SUPERVISORS** manage every area of the booth as well as assisting in any booth needs. They can oversee the booth with no supervision and offer suggestions on how to get the optimum flow of traffic throughout the entire display. They have over 5 years of experience in trade shows and management. **From \$450/day**

**PRODUCT DEMONSTRATORS** connect and communicate with your target audience, explaining the nuances and subtleties of your concept with ease and comfort. Fully versed in your company, products, and services, they will convey the desired corporate message to your potential clients. **From \$500/day**

**INTERPRETERS** are versed in the language of your choice and familiar with international business practices. Our cordial and engaging bilingual and multi-lingual interpreters bridge the language gap with international clients, making them feel right at home. **From \$550/day**

**PRESENTERS / ACTORS** deliver your product message professionally and effectively. These highly-adept and confident public speakers will add clarity, style and sizzle to your presentation or video shoot. Audition videos demonstrating presenter/actor skills are available upon request. **From \$800/day**

**CELEBRITY IMPERSONATORS** are ready to show up and are available to mingle with your guests at your event! Prices vary depending on scope of work, hours required and current, high-profile status and popularity level of celebrity requested. **From \$650/day**

**SPECIALTY TALENT** we are a full service agency committed to meeting your needs. Therefore, we have access to providing you with Comedians, Celebrities, Musicians, Motivational Speakers, Performance Artists and more!

## enhanced services

**SECURITY** Event-Pros will provide any number of highly-trained uniformed security guards necessary for the protection of your property and/or event space. Our team of experts will develop a list of mandatory tasks, based on your needs, that every security officer must perform. Officers must also fill out daily reports that include unusual activity on your property including incident reports and safety inspections.

**EVENT/PROGRAM MANAGEMENT** Event-Pros is your creative and logistics partner in the world of event management and production. We guide our clients down a path to success by managing all aspects of conferences, trade-shows and corporate events. We will work with you on pre-show planning, on-site execution and post-show wrap-up. From concept development, messaging, marketing campaigns and more, you can count on us to help you achieve event success. We understand the challenges of managing tight timelines and strict budgets which is why we pride ourselves in collaboration, creativity and execution.

**REGISTRATION STAFFING & MANAGEMENT** As a preferred staffing vendor for many large exhibitions and trade shows, Event-Pros has partnered with show management to provide & oversee staffing and implement a robust registration process. In addition to managing registration for these large exhibitions, Event-Pros has worked with numerous corporations to oversee staffing for registration and check-in for their live events, executive meetings, global summits and product launches.

**BOOTH STAFF TRAINING** An executive of eventpros can train your in-house booth staff on essential booth etiquette as well as tips on how to maximize the effectiveness of the entire booth to make your event a complete success.

**CUSTOMIZED SPEAKER TRAINING** We can provide workshops and coaching programs tailored to each client in order to assist in getting the most out of each of your presentations. We have some of the most sought after leadership trainers and speaker coaches in the industry today.

**PRODUCTION SERVICES** The right presentation is critical to excite and maintain the attention of trade show attendees. Allow our team of production professionals to provide presentations that capture and build enthusiasm around your product.



## order form

### your contact information:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State and Zip: \_\_\_\_\_

### exhibitor & show details:

Show Name: \_\_\_\_\_ Show Location: \_\_\_\_\_  
 Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 On-Site Contact Name: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_  
 Exhibitor Website: \_\_\_\_\_ Booth Size: \_\_\_\_\_  
 Show Hours: \_\_\_\_\_

### please indicate the number of staff needed:

<input type="checkbox"/> Promotional Associates	<input type="checkbox"/> Booth Supervisors
<input type="checkbox"/> Booth Associates	<input type="checkbox"/> Product Demonstrators
<input type="checkbox"/> Lead Executive Associate	<input type="checkbox"/> Interpreters
<input type="checkbox"/> Crowd Gatherer	<input type="checkbox"/> Presenters
<input type="checkbox"/> Crowd Gatherer-Emcee	<input type="checkbox"/> Hosts
<input type="checkbox"/> Specialty Talent (Please indicate): _____	

### please indicate additional services needed:

<input type="checkbox"/> Event Planning	<input type="checkbox"/> Booth Staff Training
<input type="checkbox"/> Event Strategies / Marketing	<input type="checkbox"/> Production Services
<input type="checkbox"/> Project Management	<input type="checkbox"/> Lead Capture System
<input type="checkbox"/> Technical Writing	<input type="checkbox"/> Post Show Measurement

### please list three characteristics that you require of a booth associate:

1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_

**BILLING INFORMATION:** Upon receipt of the completed form, we will contact you with the necessary paperwork for your review and approval. Deposit is due upon confirmation of order and remaining balance is due no later than the first day of the event. A credit card guarantee is needed to confirm the order. We accept American Express, MasterCard and Visa.

**DEADLINE FOR ORDERS:** All orders received after January 24, 2025 will be subject to a late order premium.

**TERMS:** All rates based on show hours up to 8-hour days. Additional hours worked are subject to overtime pay. Staff will be booked for training one hour prior to the event on opening day and thirty minutes prior on each subsequent day. Agency fee of 15% will be assessed on all booking orders.

**CONTACT:** Please submit order forms to Jacqueline DiCamillo at [jdicamillo@event-pros.com](mailto:jdicamillo@event-pros.com) in order to obtain a quote and pricing.