



Temporary Professional Staff Order Form

Fax or Email your order form to

Services@thecalprogroup.com or 202-403-3444

The CALPRO Group's professional, trained, temporary staff allows your team to focus on qualifying leads and generating interest in your company/organization. We manage our staff so you can focus on talking with prospects; not managing an exhibit booth or reception. Temporary staff job descriptions include, but are not limited to:

- **Booth Greeter**
- **Automobile Drivers**
- **Capturing Lead information**
- **Reception Hosts/Hostesses**
- **Distributing company materials**
- **Restocking materials**
- **Multilingual Interpreters***
- **Other**

Other needs? Contact Services@thecalprogroup.com

Staffing for off-site locations also available

Name: _____ Title: _____

Company: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____ Cellular: _____

Email (for confirmation only): _____ Report On-Site to: _____ (signature required on next page)

Off-site location (if applicable): _____ Off-site Contact: _____

Schedule Requirement (Bill rate is \$44.00 per hour if ordered in advance - On site Orders Bill Rate is \$46.00) – 6 hour minimums

Date	Start Time	End Time	Total Hours	# Temporary Staff	Job Description	Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

_____ X _____ = _____
TOTAL # OF HOURS **TOTAL # OF STAFF** **TOTAL AMOUNT DUE:** **If paying by debit or credit add 3.5%**

PAYMENT AND SIGNATURE MUST ACCOMPANY THIS ORDER

**6323 Georgia Ave., NW #56164 Washington, DC 20040 ♦
office 202.409.4496 ♦ fax 202.403.3444**



MAKE CHECK PAYABLE AND MAIL TO:

**THE CALPRO GROUP, Inc.,
6323 Georgia Ave., NW #56164
Washington, DC 20040**

**IF PAYMENT BY CREDIT CARD:(If paying by debit or
credit add 3.5% to final total amount)**

Card Type: ☐  ☐  ☐ 

Cardholder's Name (as it appears on card)

Billing Address

Billing Add. Zip Code

Credit Card #

Expiration Date

Security Code:(3 digits on back of Visa/MC - 4 Digits in front of AMEX):

Cardholder's Signature

AGREEMENT:

Temporary Professional Staff are hired for a minimum of 6 hours. **The bill rate for orders received Bill rate is \$44.00 per hour if ordered in advance - On site Orders Bill Rate is \$46.00** Staff working over 4 hours are entitled to one 15-minute break. Staff working 5 hours or more receive one 15-minute break and one ½ hour lunch break.

Standard staff attire is black and white or all black. Please contact us if booth uniform or business attire is required.

Show management policies strictly observed.

Show floor credentials must be provided by booth holder.

* Multilingual Interpreters and other specialized job functions will be billed at a higher rate. Please contact Services@thecalprogroup.com regarding rates.

I have read and accept the conditions of this agreement.

Name (Print)

Signature

Date

Company

Title

For Authorized Office Use Only

CALPRO received and approved

Date

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