



On-Site Temp Staff Request Form

Please email this completed form to Stacey Adams with Buckalew Hospitality
 Email: Stacey@BuckalewHospitality.com
 Call/Text 407-810-6596

Company		
Pre Show Contact Name		
Pre Show Contact Cell Number		
Pre Show Contact Email Address		
On-Site Contact Name		
On-Site Contact Cell Number		
On-Site Contact Email Address		
Booth Name/Location		
Please list your staffing needs		Make sure to mention how many people you need, the hours and days they would be needed and any specific tasks/skills they would need. Please disclose any heavy lifting requirements as well
Comments/Requests		Please add any other details or questions you may have
Staff Attire:		Please list what attire you would want staff to wear. Be specific. Examples include: Business Professional (i.e suit) business (Shirt and Tie), business casual (Slacks and polo), Casual (jeans and a t-shirt), or if you will provide a shirt for them to wear
Payment Method		Will you pay by check or credit card
Rates:	<p>Orlando Rates Total Hours Rates (per staff member) 4.0-4.75 total hours \$35.00 Per hour 5.0-5.75 total hours \$33.00 Per hour 6.0 total hours and up \$31.00 Per hour</p> <p>* these rates are available until 5pm on 10/14/22. After that please add 15% to the total order cost.</p> <p>Parking at the Convention Center is currently \$19 per day</p>	
Terms	<p>All shifts must be a 4 hour minimum. Reductions made on-site or within 7 days of your first shift are not allowed and will be charged at the hours and quantity you have ordered. Parking for staff will need to be reimbursed as well. A 3% fee will be added for processing the order via credit card</p>	