



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. Our default attire is black polo/button down with black pants.
Payment Method		Please let us know if you will be paying via ACH, Check or Credit Card. Note: A 4% fee will be added for processing via credit card
Rates:	Atlanta Rates Total Hours Rates (per staff member) 4.0-4.75 totalhours \$46.00 Perhour 5.0-5.75 totalhours \$44.00 Perhour 6.0 totalhours and up \$42.00Perhour * these rates are available until 5pm on 10/03/24. After that please add 15% to the total order cost.	
Terms	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. Current rate at Georgia World Congress Center is \$20 but is subject to change.	