



**Exhibitor Staffing
Request Form
SHOT SHOW 2025
The Venetian Convention and Expo Center & CAESARS Forum**



HADCO Staffing Solutions is a proud, woman-owned and WBENC certified company.
With more than 35 years in the meetings & events industry, let us assist with all your staffing needs. For all inquiries or questions,
please contact: info@hadcolv.com or at 702.842.4066

Staffing Options and Prices

Brand Ambassador: Dressed in professional attire, our staff will be trained by your sales professionals on products. Our Ambassadors are an additional extension of your sales team and will help promote your product.

Registration/Badge Scanner/Lead Retrieval Staff: Dressed in black button-down shirt with black slacks, our staff will be at your booth to register guests, collect business cards and enter data for your follow-up. This staff has computer and mobile app skills.

PLEASE NOTE: Client to reimburse for any parking related expenses. For every 4 hours worked, a 15 minute break is required and if shift is 8 hours or more, a 30 minute lunch is required.

Company Information

Company/Organization Name:

Hall & Booth Number:

Contact Name:

Contact Email:

Contact Phone:

Staffing Option Selection with Gender Preference:

Quantity Needed:

Dates Needed:

Times Needed:

Orders must be received by December 16, 2024 .Orders received after may incur additional fees and are subject to availability.

Payment Method

Please make checks payable to HADCO Staffing Solutions
If paying by Credit Card a 5% process fee will be applied.

Payment Method: (Check or Wire is preferred)

Card #:

Billing Address

Exp. Date:

Name on Card:

CVV:

Billing Zipcode:

Signature:

Full payment of the order must be received prior to first day of services .

By signing above, client authorizes HADCO to secure staff for outlined hours, duties, and rates listed above. If additional roles, hours and dates are needed, client will be billed accordingly.

HADCO DISCLAIMERS:

All shifts are based on a 4-hour minimum.

Staff breaks are required as follows: Every 4 hours worked, a 15-minute break will apply. If a shift is 8 hours or longer, an additional 30 minute lunch will apply.

If staff exceeds 40 hours in a work week (Sunday - Saturday), overtime rates will apply of 1 1/2 times of hourly rate.



HADCO Staffing Solutions
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Please email all completed forms to: info@hadcolv.com

