



Columbus Ambassadors

Experience Columbus has registration personnel available for hire. They are able to serve in the following functions:

- Registration Clerk
- Badge Typing / Printing
- Room Monitor
- Show Office Personnel
- Host/Hostess
- General Columbus Visitor Information
- Restaurant Information & Reservations

2011 Rates:

Monday through Friday	\$13
Saturday and Sunday	\$15

* Registration Assistants are paid for a minimum of four hours. Assistants are paid from the time they report for duty until the end of the scheduled workday, including briefings, lunches and breaks.

Scheduling Procedure:

In order to ensure adequate staff, please submit your personnel schedule to us at least 30 days prior to your convention. All organizations are invoiced following the completion of service. Payment can be provided via company check or a major credit card.

Breaks: Schedule a 15-minute relief period every four hours worked. A 30-minute lunch period is required for an 8-hour period.

Opening Day: Schedule all personnel 30 minutes early on opening day so they can become familiar with your registration procedures.

Changes: Any changes in schedules must be made at least 48 hours in advance.

Cancellations: Must take place at least three working days prior to the scheduled event, or the client will be charged a four-hour minimum charge per scheduled employee.

For more information or to schedule staff, please contact Sharon Levine at:

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