



November 3-6, 2024  
Chicago, Illinois USA

## Hostess/Booth Talent Terms and Conditions

### **Login to Exhibitor Resource Center to order**

(All orders must be submitted online - PDF forms will not be accepted)

Submit your Hostess/Booth Talent Request [here](#).

### **Registration / Badges for Associates**

The Exhibitor is responsible for registering each associate for a badge that will gain them access to the show floor and also must absorb any/all costs associated with badge registration. The Exhibitor is also responsible for meeting the associate on opening day to give them the badge. If the Exhibitor prefers, the associate can pick up the badge provided by the Exhibitor at Exhibitor Registration and meet the Exhibitor at the booth.

### **Cancellation by Exhibitor**

Cancellations received after a contract has been signed, will be charged at 50% of the Total Bill. Cancellations received 14-days or less before the show will be charged at 100% of the Total Bill. (a) Exhibitor acknowledges and agrees to the CANCELLATION CHARGES set forth in the contract. If Exhibitor, or Agent on behalf of Exhibitor, cancels prior to the event, the Exhibitor will be subject to this Agreement. Upon such cancellation, Exhibitor/Agent excuse Event Pros, LLC and Talent from further performance under the terms of this Agreement. (b) The Exhibitor acknowledges and agrees that the Exhibitor or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon showing a good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual; neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating cancelling the Talent, the Exhibitor must provide Event Pros with a reasonable opportunity to cure the inadequate performance of the Talent by allowing Event Pros to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Exhibitor terminates or cancels Talent without providing Event Pros with the aforementioned opportunity to cure, the Exhibitor agrees to pay the entire fee due and owing as if the Exhibitor and Talent fully performed under the Agreement.

### **Indemnification**

The Exhibitor shall indemnify, defend and hold harmless Event Pros, LLC from and against any and all obligations, debts, liabilities, claims, demands, losses, damages, lawsuits, and expenses of any third party in any way arising out of the services to be provided; however, such indemnifications shall not apply to acts of omissions of Event Pros, LLC which constitute willful misconduct or gross negligence.

### **No Solicitation by Exhibitor**

The Exhibitor shall not solicit for employment or employ, nor refer to a third party for employment or employ, whether as employee or independent contractor, any person who is or has been provided to the Exhibitor through the services of Event Pros, LLC for a period of (2) years after the completion of any event for which Event Pros, LLC served as the booking agent.

### **Services to be Performed**

Personnel retained by the Exhibitor will perform the specific duties described in the work order confirmation and will not be subjected to any undue emotional, physical, or sexual harassment from the Exhibitor and/or the Exhibitors' guests. Any such harassment will necessitate the withdrawal of personnel. The Exhibitor shall remain fully liable for payment of the total fee should such a withdrawal occur.

### **Meal Breaks and Rest Periods**

The retained personnel shall be entitled to take lunch and breaks as outlined in the Work Order.

### **Overtime**

The retained personnel will be eligible for overtime pay for hours in excess of 9 hours per day.

### **Subsequent Contracts**

All future Work Orders will be performed under the same terms and conditions stated herein unless amended by written agreement.



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## Event Staffing Services

The foundation of our business is based upon our highly-trained and experienced event staffing professionals, who have earned us our winning reputation within the trade show industry.

**PROMOTIONAL ASSISTANTS** coordinate the trade show booth, hospitality suite, or a special event. These friendly and gracious professionals are at your service to greet customers, serve food/beverages and be available to assist your staff in any way possible.

**BOOTH ASSOCIATES** act as your booth ambassadors and quickly improve your results. Each associate is well versed in a wide range of booth activities such as running the front desk, distributing literature, greeting and directing visitors to appropriate areas and qualifying leads.

**CROWD GATHERERS** increase your booth traffic and gain exposure. The enthusiastic crowd gatherers will attract audiences for presentations or demonstrations, generate leads, collect/process lead forms, distribute and secure all theater promotional items.

**CROWD GATHERERS/EMCEES** are seasoned Associates who get on the microphone before each presentation to draw in the largest crowd possible as well as giving a brief description of the upcoming presentation in an informative and entertaining manner. They will continue to gather a crowd off microphone and on the show floor once the presentation has begun.

**LEAD EXECUTIVE ASSOCIATES** maintain all booth activities and is your "right hand" person. Familiar with all aspects of the trade show industry, the lead executive associate has a proven industry track record with the capacity to maximize booth effectiveness.

**BOOTH SUPERVISORS** manage every area of the booth as well as assisting in any booth needs. They can oversee the booth with no supervision and offer suggestions on how to get the optimum flow of traffic throughout the entire display. They have over five years of experience in the trade show and management areas.

**PRODUCT DEMONSTRATORS** connect and communicate with your target audience, explaining the nuances and subtleties of your concept with ease and comfort. Fully versed in your company, products, and services, they will convey the desired corporate message to your potential clients.

**INTERPRETERS** are versed in the language of your choice and familiar with international business practices. Our cordial and engaging bi-lingual and multi-lingual interpreters bridge the language gap with international clients, making them feel right at home.

**PRESENTERS/ACTORS** deliver your product message professionally and effectively. These highly-adept and confident public speakers will add clarity, style and sizzle to your presentation or video shoot. Audition videos demonstrating presenter/actor skills are available upon request.

**SPECIALTY TALENT** - We are a full service agency committed to meeting your needs. Therefore, we have access to providing you with Comedians, Celebrities, Musicians, Motivational Speakers, Performance Artists and more!

## Enhanced Services

**EVENT PLANNING/MARKETING**—Let our marketing experts help you plan every aspect of your event for flawless execution. From concept development, messaging, marketing campaigns and more, count on us to help you achieve event success.

**TECHNICAL WRITING**—Our talented team of script and technical writers are available to develop creative, effective and innovative ways to deliver your message.

**PROJECT MANAGEMENT**—Project Managers work with you on pre-show planning, on-site execution and post-show wrap-up. Consider these dedicated professionals as an extension of your own staff.

**BOOTH STAFF TRAINING**—An executive can train your in-house booth staff on essential booth etiquette as well as tips on how to maximize the effectiveness of the entire booth to make your event a complete success.

**PRODUCTION SERVICES**—The right presentation is critical to excite and maintain the attention of show attendees. Allow our team of production professionals to provide presentations that capture and build enthusiasm around your product.

**LEAD CAPTURE SYSTEM**—Our cutting-edge technology ensures that each new business opportunity is followed through to its furthest potential. Leads are the most valuable asset of a trade show and are efficiently collected with this innovative system.

**POST-SHOW MEASUREMENT**—Post-show measurement is an essential tool in evaluating our business. This valuable feedback offers a clear and precise analysis of every event, allowing you to evaluate overall success and build ideas for future programs.