

# MEET minneapolis

Official Convention + Visitors Association

## MINNEAPOLIS = SERVICE

## REGISTRATION PERSONNEL

Meet Minneapolis offers friendly, courteous, professional, uniformed personnel to assist you at your upcoming meeting in Minneapolis. Our staff will set the tone for the rest of your stay, and help ensure a worry-free operation. We are very proud of the quality personnel we provide and look forward to an opportunity to provide you with personnel from our experienced staff. Call our Convention Services Department at 612.767.8000 to learn more about or to reserve your registration personnel.

Our personnel are available for a wide variety of tasks, including:

- \*Preparation of registration packets
- \*Badge typists
- \*Delegate registration
- \*Information desk clerks
- \*Clerks
- \*Bonded Cashiers
- \*Monitors
- \*Exhibitor Registration

To ensure that your needs are best met, requests for registration personnel must be submitted to the Convention Service Department in writing at least three weeks prior to the convention dates. Cancellations for requested personnel 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.

All personnel are paid for the time they report to work until the time they are dismissed, including time for briefings, meals and breaks. In a nine-hour work day, federal law requires scheduling two 15-minute breaks and one 30-minute meal period.

Our personnel are trained to service your needs, however, they are not available for stenographic or production typing. If you wish to use a temporary employment agency, our association can provide you with a list of member agencies that can meet your request.

### Rates (as of 8/1/06)

- \* \$ 14.00 per hour per person (four hour minimum)
- \* A 10% administration fee will be added to all registration orders that are received *within* three weeks of the start date of your conference. This fee is waived if the request is received at least three weeks before the start of your conference.

Meet Minneapolis administers the payroll for personnel and will bill the client at the conclusion of the meeting for all personnel charges.

Please sign and return this form along with the registration request form if you decide to utilize our staff.

Name \_\_\_\_\_ Date \_\_\_\_\_