



We would like to take this opportunity to let you know that the Cincinnati USA Convention & Visitors Bureau (CCVB) has a competent, professional registration staff with proven expertise in all phases of registration. The staff is versatile and knowledgeable in dealing with convention delegates and registration duties.

Listed below are the registration services we can provide:

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|---------------------------------|-------------------------------|
| * Typing Name Badges | * File Clerks |
| * Cashiers (bonded) | * Exhibit Registration Clerks |
| * City Information Clerks | * Packet Assembly |
| * Pre-registration Clerks | * Computer Entry Clerks |
| * Restaurant Reservation Clerks | * Message Center Clerks |

The current hourly rates are: *(Rates are subject to change)*

Monday through Saturday (8:00 a.m. – 5:00 p.m.)	Regular rate is charged
Monday through Saturday (Before 8:00 a.m. / After 5:00 p.m.)	Differential rate is charged
All Day Sunday and Holidays	Differential rate is charged

Position	Regular Rate	Differential Rate
General Clerk	\$11.50 per hour	\$14.75 per hour
Cashier	\$12.00 per hour	\$15.50 per hour
City Information Clerk	\$12.00 per hour	\$15.50 per hour
Computer Operator	\$12.00 per hour	\$15.50 per hour
Supervisor**	\$13.00 per hour	\$17.00 per hour

** A CCVB Supervisor is required on registration functions using (5) or more CCVB Staff.

NOTE: There is an \$8.00 transportation fee per person, per day. Also, a (4) hour minimum usage time is required.

We ask that all requests for registration assistance be submitted to the CCVB Convention Services Department, in writing, at least (30) days prior to the event to ensure sufficient time to process the request and to secure the necessary staff. If we do not receive your requirements one month prior, there is no guarantee that requested personnel can be provided by the CCVB.

Breaks/Lunch are paid by the client and are included in the time worked.

Cancellations – If you cancel your registration assistants less than 48 hours prior to the time scheduled, you will be required to pay a 4-hour minimum charge for each scheduled clerk. Any on-site cancellations will fall under this policy as well.

CONTACTS:	Wendy Garrett	Registration Coordinator	513/621-2142	WGarrett@CincyUSA.com
	Sandy Clore	Director of Convention Services	513/632-5370	SClore@CincyUSA.com
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