

# St. Louis Convention & Visitors Commission Registration Staffing Request Form



STAFFING OPTIONS:			
Staff Type	Rate	Description	Minimum
Supervisor	\$22.00	Required when utilizing 4 or more staff members for an event.	4-hour minimum
Meeting Coordinator	\$22.00	Meeting Planner to assist with on-site implementation of your event.	4-hour minimum
Computer Operator/ Cashier	\$20.00	Trained Computer Operator and/or Cashier.	4-hour minimum
Clerk	\$19.00	Greeters, Room Monitors, Coat Check, Runners.	4-hour minimum
Show Services	\$18.00	Collateral Fulfillment (bag/packet assembly).	4-hour minimum

Complete Forms and Return to:

Debbie Bueckman  
SLCVC Registration Services  
c/o Destination St. Louis, Inc.  
7710 Big Bend Blvd.  
St. Louis, MO 63119

Ph: 314-727-2400 Fax: 314-727-2227

Email: [debbie@destinationstlouis.com](mailto:debbie@destinationstlouis.com)  
Online:  
<http://destinationstlouis.com/SLCVC.htm>

EVENT DETAIL:	
Group Name	
Event Dates	
Event Location	
Location Address	
On-Site Contact	
On-Site Phone Number	
Staff Report Location (Specific room, entrance, etc.)	
Special Requirements	

STAFFING SCHEDULE					
Date Needed	Quantity Needed	Start Time	End Time	Staff Type	Skills Needed

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**Fee Estimate: Complete the section below to estimate the fees for your event.**

Staff Type	Quantity	Rate per Hour	Estimated Hours	Total
Supervisor		\$22.00		
Meeting Coordinator		\$22.00		
Computer Operator		\$20.00		
Cashier		\$20.00		
Clerk		\$19.00		
Show Services		\$18.00		
Cash/Check Total*				
50% Deposit*				

\*Above totals do not include staff parking costs. A portion of the parking costs will be added to the deposit amount.

**BILLING INFORMATION: Complete the following information so that we may provide you with an invoice at the close of your event.**

Company Name/Association			
Billing Contact			
Billing Address			
City/State/Zip			
Phone/Fax			
Email Address			

## Terms & Conditions

### Staffing Requirements

**Destination St. Louis, Inc.** and the SLCVC require that each assistant be hired for a minimum of four consecutive hours. A Registration Service Supervisor is required when utilizing 4 or more staff members for services during an event and one Supervisor is required for every 15-20 staff dependent on duties. Staff members must be provided with a 30-minute break when working 6 or more consecutive hours at an event and a 15-minute break for every 4 hours of work. Destination St. Louis, Inc. and the SLCVC require staff members to wear a uniform which consists of black pants or skirt and a white shirt featuring the SLCVC logo.

### Billing

Rates are billed by the hour. Breaks are invoiced in addition to hours worked. Parking expenses and other fees charged by the facility will be billed at cost as well (receipts furnished upon request). Invoices are generated no later than 10 days from the completion date of your event. **A 50% DEPOSIT OF ESTIMATED CHARGES IS DUE UPON RECEIPT OF YOUR STAFFING ORDER.** If your program billing increases substantially, additional deposits may be required. The balance will be invoiced following services and is due within 30 days of receipt. A service charge of 1.5% over 30 days will be added to all past due accounts. All payments should be made payable to **Destination St. Louis**. All charges are processed by Destination St. Louis, Inc. and will reflect as such on your statement. All prices reflect a 4% cash or check payment discount; payments made by credit card are not eligible for the 4% discount.

### Reciprocal Indemnification

- Destination St. Louis, Inc. shall indemnify, hold harmless and defend Client, and its officers, directors, employees, agents and member and bear all costs as they incur for all loss, expense, damage, causes of action, claims, or demands of whatever kind and nature, including judgments, interest and reasonable attorney's fees, which occur or arise directly or indirectly on account of any injury to the person or property of any attendee or member of the Client staff arising out of the negligence or willful misconduct, act or omission of Destination St. Louis, Inc. its agents or employees. Such indemnification of Client by Destination St. Louis, Inc. shall be effective unless such damage or injury results, in whole or in part, from the negligence or willful misconduct, acts or omissions of Client, its agents, servants or employees, in which case liability shall be apportioned between the two parties.
- Client shall indemnify, hold harmless and defend Destination St. Louis, Inc. and its officers, directors, employees, agents and member and bear all costs as they incur for all loss, expense, damage, causes of action, claims, or demands of whatever kind and nature, including judgments, interest and reasonable attorney's fees, which occur or arise directly or indirectly on account of any injury to the person or property of any attendee or member of the Destination

St. Louis, Inc. staff arising out of the negligence or willful misconduct, act or omission of Client its agents or employees. Such indemnification of Destination St. Louis, Inc. by Client shall be effective unless such damage or injury results, in whole or in part, from the negligence or willful misconduct, acts or omissions of Destination St. Louis, Inc. its agents, servants or employees, in which case liability shall be apportioned between the two parties.

**Insurance**

Destination St. Louis, Inc. shall carry liability and other insurance in such a dollar amount as necessary to protect itself against any claims arising from any officially scheduled activities during the meeting period. Client shall carry liability and other insurance in such dollar amount as necessary to protect itself against any claims arising from officially scheduled activities during the program period.

**Independent Contractor**

It is understood and agreed that Destination St. Louis, Inc. shall have the right on behalf of and in the name of Client to contract with others for necessary services, suppliers, equipment, employees or otherwise in the carrying out of duties and services outlined in this Contract for Services. It is understood that in all such matters, Destination St. Louis, Inc. is an independent contractor, not an agent or employee of Client and is not authorized to act on behalf of Client except as outlined in the Agreement. Client is entitled to provide Destination St. Louis, Inc. with general guidance to assist in completing the scope of services to Client satisfaction; nevertheless, Destination St. Louis, Inc. is ultimately responsible for directing and controlling the performance of the services comprising the scope of work, in accordance with the terms and conditions of this agreement.

**Cancellations**

Cancellations must be made in writing at least 10 working days prior to your meeting or event to receive 100% of your deposit. Should you cancel less than 10 working days prior to your meeting or event, 50% of the estimated fees will be due. Reductions to your staffing request may be made up to 72-hours prior to your meeting or event without penalty. Reductions within 72-hours of your meeting or event must be paid in full. Additions accepted subject to availability.

**Acceptance of Terms**

Please read all terms and conditions and sign below that you accept these terms. **ASSIGNMENTS WILL NOT BE MADE WITHOUT A COMPLETED FORM AND DEPOSIT.**

**I have read and agree to the terms and conditions provided above:**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## PAYMENT TYPE: (PLEASE CHECK ONE)

American Express       MasterCard       Visa       Check       Wire Transfer

## CREDIT CARD PAYMENT AUTHORIZATION

By completing this form you are authorizing Destination St. Louis, Inc. to charge your card for the registration services submitted on this order. A final invoice will be provided for your records. A 50% deposit will be charged upon receipt of your registration staffing request. The additional 50% will be invoiced no later than 30 days from the date of your event.

## PAYMENT INFORMATION

Credit Card Number	
CVV Code (3-4 digit code on the back of your card)	
Expiration Date	
Name of Cardholder	
Credit Card Billing Address	
Cardholder Signature	

Please note: All charges will be submitted by Destination St. Louis, Inc. and will reflect as such on your statement. Additionally, Destination St. Louis provides a 4% cash/check discount on all payments. Should you choose to pay by credit card, the 4% discount will not apply and therefore will be included in your invoice. Please direct all inquiries to Destination St. Louis, Inc. by contacting our office at 314-727-2400.

Please complete form and return to:

Debbie Bueckman  
Destination St. Louis, Inc.  
7710 Big Bend Blvd  
St. Louis, MO 63119

Phone: 314-727-2400  
Fax: 314-727-2227

Email: [debbie@destinationstlouis.com](mailto:debbie@destinationstlouis.com)