

DESTINATION DC

STAFFING SOLUTIONS

**DATA ENTRY • TYPING • CASHIER • INFORMATION
CONVENTION & SHOW OFFICE STAFF • RESTAURANT • DESK • ROOM MONITOR
HOST & DIRECTIONAL STAFF • PRE-REGISTRATION ASSISTANCE**

RATES

- **\$22/hr:** Non-supervisor positions
 - **\$25/hr:** Supervisors
 - **\$30/hr:** Mascot/Character personnel, Mascot escort
- All staff are bonded and insured with Destination DC.**

SUPERVISOR NEEDS

- **1-5 registrars:** No supervisor is required;
 - **6-25 registrars:** One supervisor required;
 - **26-50 registrars:** Two supervisors are required.
- *The number of supervisors required depends on the total number of registrars required.

BREAKS & LUNCH PERIODS

- **1-4 hours** = 15 break
- **5-8.5 hours** = One 30 minute meal break
- **9+ hours** = One 60 minute meal break

****Breaks can be tailored to fit clients scheduling needs. Supervisors will set breaks for all temp staff.**

OVERTIME

All hours worked in excess of 40 hours in a week are paid and charged at a rate of time and a half. Destination DC does not bill holiday rates.

SCHEDULING

To ensure that adequate personnel are available for your needs, please submit your personnel request 30-45 days prior to your meeting. Split shift scheduling cannot be accommodated. Please allow ample time for training and/or any briefing required. Standard hours are 6:00 am - 10 pm.

Clients must meet the daily 4 hour minimum.

CHANGES

Recommend final schedule changes to be made at least 48 hours prior to the start of the meeting to ensure adequate time to notify personnel. On-site changes should be made with full 24-hour notice or client will be charged for the hours originally scheduled.

BILLING

Client will be billed for all approved hours, three to four weeks after the event end date.

PARKING/TRANSPORTATION

Personnel will be reimbursed for parking at all Maryland and Virginia venues.

If personnel are scheduled prior to the opening of public transportation, personnel will be reimbursed for parking or transportation costs incurred, up to \$15/day.



CONFIRMATION OF SERVICES CONTRACT

Company Name:

Event Name:

Contact Name:

Event City:

Contact Direct Phone:

Onsite Location:

Onsite Contact Name:

Event Dates:

Onsite Contact Email:

Onsite Contact Cell Phone:

Billing Contact Name:

Billing Address:

Billing Phone Number:

Billing Email Address:

Signature is required within 48 hours of receipt to guarantee your request for temporary personnel.

Client Signature

Date

Staffing Solutions Manager

Date

Contact our **Staffing Solutions Manager, April Latimore**
for more information: april@washington.org

Addendum A is attached to this Agreement and made a part hereof.

