



Las Vegas-West Sahara
Contact: **Amy Hoepner**
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Temporary Staff Order Form

Show Name: _____ Show Site/Facility: _____

Show Dates/Times: Mon: _____ Tues: _____ Wed: _____
Thurs: _____ Fri: _____ Sat: _____ Sun: _____

Booth#: _____

Contact (show floor): _____

Job Description/Position:

- Greeter # needed: _____
- Administrative Assistant # needed: _____
- Order Takers # needed: _____
- Data Entry # needed: _____
- Set up-take down # needed: _____
- Other- Please describe: _____ # needed: _____

Invoice Information:

Company Name: _____

Corporation Name (if different): _____

Address: _____

City: _____ State: _____ Zip: _____

Company Representative: _____ Phone #: _____

Email Address: _____

Please complete form and send directly to Amy Hoepner. Bill Rates will be calculated based on information provided. Bill Rates include all applicable taxes, workers' compensation, administrative fees and all government reporting such as W2 forms, etc. Please note that there is a minimum charge of \$200.00.

We do not permit our associates to handle negotiable items (without prior authorization), have custody or control of premise or operate motorized vehicles, including client-owned vehicles, for company purposes during the temporary assignment.

Client Signature: _____ Date: _____

ALL CONTRACTS ARE SUBJECT TO APPROVAL AND CLIENT VERIFICATION